

On-Site Health and Safety Documentation for  
**Cygnets House**

Prepared by **Trevor Blake Ltd** for works at  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

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## **Cygnets House**

2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Outline Health and Safety Plan

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

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# Health and Safety Plan

## *Introduction*

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### Introduction

This Health & Safety Plan is prepared in accordance with the Construction (Design & Management) Regulations 2015 and guidance notes to the regulations. Reference needs to be made to the Annexes for items such as Site Specific Risk Assessments and Method Statements (see Index)

It is the intention of Trevor Blake Ltd that the project be designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan and to provide the Principal Contractor with any information which they have, which he needs to keep the Plan up to date. Anyone wishing to seek advice on compliance, should contact the Principal Contractor.

## *Project Brief*

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### Description of Project

The project is to refurbish internal and external areas of a listed building on Market Square, Staines. Works include the scaffolding of the building (with pedestrian protection) to facilitate the works which include:-

External decorations and remedial repairs  
Remedial repairs to roofs  
Fixing of external lighting

Internally

General repairs and redecorations to walls, ceilings and floors.  
Electrical works to lighting and power  
Data remedial works  
Removal of masonry chimney and structural support.

### Location

Cygnets House  
2 Clarence Street  
Staines Upon Thames  
TW184SP

The property is a detached listed building set in a pedestrian area with access to all sides.

### Timescale

Timescale of Project

The project is scheduled for a duration of 12 weeks. This will be dependant upon the commencement date, weather and exceptional issues outside of the control of Trevor Blake Ltd.

# ***Appointments***

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## **Emergency Contacts**

Mr David Webb  
Tel: 01293775509  
Email: david@trevorblake.co.uk

## **Project Contacts**

Tel: 01293775509  
Email: david@trevorblake.co.uk

# Appointments

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## Statutory Appointments

### Details of Statutory Appointments

#### Client

McKay Securities Plc  
20 Greyfriars Road  
Reading  
RG1 1NL

T: 0118 950 2333  
E: info@mckaysecurities.plc.uk

Mr Stuart Key

#### Principal Designer

Cervus Group  
5 Bamford Place  
Reading  
RG31 7BL

T: 0118 407 0540  
E: enquiries@cervusgroup.com

#### Designer

Peter Brett Associates  
Tel:-01189500761  
Email:-reading@peterbrett.com

#### Principal Contractor

Trevor Blake  
Unit 4  
Fairlawn Enterprise Park  
Bonehurst Road  
Salfords  
Surrey RH1 5GH

T: 01293 775509  
E:david@trevorblake.co.uk

## **Client Information**

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### **Adjoining Sites and Premises**

The Client will have no employees on site and the Principal Contractor will have sole occupancy rights to the construction site area.

The tenant will remain operation of the ground floor throughout the construction period. The tenant will be afforded safe and unrestricted access to their operations on the ground floor. The access routes shall be protected by netting and debris boarding as defined within the scaffolding details.

The area surrounding the property is pedestrianised and Steps will be taken to control deliveries to site as there is no on site parking.

In addition steps will be taken (barriers / hoarding) to separate works from adjoining users/public.

The surrounding areas will be adequately protected from the works and form the workforce during the course of the project.

### **Existing Services**

Services / Utility Companies:

Water: To be confirmed by Contract Administrator

Gas: To be confirmed by Contract Administrator

Electricity: To be confirmed by Contract Administrator

The site is a small three storey listed building standing on its own adjacent to The Market Place, Staines. The adjoining units are occupied and in use.

### **Existing Structures**

The following information was supporting the pre construction information.

Existing Site Plans have been reviewed

Demolition and Refurbishment asbestos survey Report dated 6th August 2015

Fire Risk Assessment November 2014

### **History of Building Use**

A structural assessment is being undertaken by the client in relation to the structural stability and condition of the area of this building that will be affected by the chimney stack removal. In the absence of any further information it is considered that the building is free from any main defect of structural problem.

### **Site Neighbourhood**

The area concerned is a central urban area, pedestrians will be in close proximity to the site at all times. Unauthorised access to the scaffold has been recognised as a potential risk / hazard. The delivery of materials to the site and the collection of waste away has also been recognised as a potential risk / hazard.

## **Design Information**

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### **Drawings**

Existing Site Plans were attached in Appendix D of the pre construction phase H&S plan.

### **Identification of Design Hazards**

Design assumptions:

None relevant

Design risk assessments:

Structural Assessment to be carried out for chimney removal (currently being completed)

Scaffold Design

A detailed scaffold design has been completed and supporting calculations regarding its stability in differing circumstances.

### **Overlap with Clients**

#### **Undertaking**

The occupants of the ground floor will remain operational during the course of the works. They shall be afforded safe and unrestricted access during all times of these operations. Whilst not believed to be necessary any interruption to services shall be fully agreed with the tenants representative and only attempted after discussions and liaison with all project team members.

### **Surveys**

An asbestos survey has been completed and recognised by the Principal Contractor. Further structural engineering reports are awaited.



# **Management of Construction**

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## **Access Hours**

All preliminary, enabling and construction work will only take place during the hours of 8:30am and 5:00pm Monday to Friday. Bank holiday days are to be considered as weekend days.

Any work that is required to be carried out on Saturdays can only be undertaken when approved by the Contract Administrator/Project Manager who will agree permitted work times. No work is to be undertaken on Sundays.

## **Fire Precautions**

Trevor Blake Ltd have appointed Sam Jones as the site fire co-ordinator. Being responsible to instigate site emergency procedures in the case of a fire. This will be deemed to be the calling of the emergency services should a fire be identified, the collection of the site register and the muster / roll call to determine all personnel have evacuated the building / scaffold.

## **Liaison**

Liaison between all members of the project team is to be a central focus of the project. The site Foreman shall review all documentation, drawings and specifications pertaining to the project. The review of such information shall enable him to identify where additional information may be required or where information relating to a specific area of work is incomplete or incorrect. The Site Foreman shall immediately notify the Trevor Blake Project Manager - Mr David Webb who will, where possible, resolve the query. However, where additional information is required or confirmation of an issue is required then Mr Webb will contact the Principal Designer to either review a solution presented by the Principal Contractor or seek a solution from a member of the Design Team. Due to the nature and complexity of this project such requests shall be completed via email.

## **Site Management**

The Management Structure for this project is as follows :- The site manager is Mr Sam Jones, a site manager holding the 5 day CITB qualification and holder of a first aid at work qualification. Mr Sam Jones has overall managerial control over the site and the sub-contractors appointed by Trevor Blake. Mr Sam Jones is also responsible for ensuring and maintaining health and safety standards on the site during this project.

If an issue requires elevating past Mr S Jones, David Webb Project Manager for the contract should be contacted.

## **Site Meetings**

Meetings will take place at the request of the principal designer / contract administrator. Minutes will be taken and distributed. Dates and timings of meetings to be advised to all team members.

## **Storage**

Trevor Blake Ltd will establish a storage area for general building materials within their working area. Storage of all materials will be confined to this area.

## ***Management of Construction***

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### **Traffic Management**

There exists no site parking, or recognised method of delivery to the property. Therefore all deliveries shall be carefully administered to ensure they arrive at a predetermined time, and that sufficient staff are available to protect the area when the vehicle is reversing and being unloaded, All reversing will be carried out under the supervision of a banksman.

### **Waste**

There are to be no skips or chutes from the building. Waste shall be collected by appropriately certificated carriers and taken off the site in a progressive manner throughout the project. Waste shall be loaded into van / trailers and onsite collections from a "place of safety" into the vehicle in one move. Waste heaps of debris etc shall not be left externally or on scaffolds.

## ***Health and Safety File***

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### **Health and Safety File**

All contractors will be reminded of their statutory duty to contribute, where appropriate, to the Health & Safety File. All information will be collected and collated by Trevor Blake Ltd and forwarded to the Principal Designer for inclusion into the Health & Safety File.

# Methods of Work

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## Site Management

Site Management	Trevor Blake Ltd is required under the CDM Regulations to manage and control all matters of Health and Safety on site. Trevor Blake Ltd will dismiss from site any operative or contractor not meeting health and safety standards. Trevor Blake Ltd will make contractors aware that non-compliance with any health and safety legislation or site rules will result in them being removed from site.
Selection of Contractors	Domestic contractors are selected from a database of contractors following vetting for Health and Safety compliance. The database holds an appraisal of the Health and Safety Information provided by each contractor. Their health and safety performance on site will be regularly appraised and the database updated.
Site Rules	<p>The following rules will apply on site:-</p> <ol style="list-style-type: none"><li>1. All operatives will attend a brief site induction conducted by the site manager or a designated deputy</li><li>2. Each operative will provide Trevor Blake Ltd with relevant 'Proof of Competence and training' certificates before work commences.</li><li>3. Contractors bringing any plant, machinery or electrical tools to site will provide relevant Test certificates for each item of equipment.</li><li>4. All sites are designated 'Hard hat and Safety Footwear Sites' and therefore all operatives will wear hard hats and safety shoes at all times</li><li>5. All operatives will wear/use any items of PPE required by the site rules and as indicated as a result of an assessment.</li><li>6. All operatives will observe site signage.</li><li>7. No Smoking, eating or drinking anywhere within the vicinity of the work area</li><li>8. No operative is allowed entry to unauthorised work areas</li><li>9. Operatives to be given clear instruction as to the procedures for handling visitors/strangers.</li></ol>
Training	<p>Trevor Blake Ltd will ensure that all operatives on site have been trained and instructed to understand the safety procedures which are relevant to their work. Where operatives' knowledge or experience proves insufficient, Trevor Blake Ltd will notify the operative's employer so the appropriate corrective action can be taken.</p> <p>Toolbox talks will be held as determined by changing site conditions. Talks will be arranged by the site manager and details of attendance recorded.</p> <p>Before commencing on site, the site manager receives instruction regarding his roles and responsibilities for this site. All operatives, management personnel and visitors must be inducted by the Site Manager before going out onto the site for the first time. Inductions will be recorded.</p>
Documentation	<p>Every Contractor shall provide to Trevor Blake Ltd, before work commences, COSHH Noise and Risk Assessments as appropriate to their operations, together with Method Statements outlining the safe system of work to be employed for operations requiring a method statement, or where one has been requested. Contractors arriving on site without the appropriate documentation will not be allowed to commence work.</p> <p>Trevor Blake Ltd will ensure that the findings of COSHH, Noise and Risk Assessments together with relevant details from Method Statements are passed to all operatives on site who are likely to be affected by the work assessed.</p>
Communications	The entire workforce should be encouraged to communicate directly to any supervisory staff details of any hazard they have seen, or to make any suggestion that will make conditions safer. Any such contribution is recorded in the site safety diary and raised on the next safety meeting, or earlier if appropriate. The site manager operates an "Open Door" policy.
Control of Access	<p>Trevor Blake Ltd will erect barriers or hoarding, internally and/or externally as relevant to the project designed to:-</p> <ol style="list-style-type: none"><li>1). protect members of the public and/or staff</li><li>2). fully enclose the work area.</li></ol>

# Methods of Work

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## Site Management

Trevor Blake Ltd will ensure that operatives and third parties do not climb, damage or alter it in any way. Any damage will be repaired as soon as practically possible. Access points built into such temporary hoarding will remain closed at all times. The site manager will issue clear instruction to all operatives during the brief site induction the action they will take to ensure the safety of visitors/strangers. All visitors will be accompanied by a supervisor. All personnel must book in and out of site.

All doors to the building will be kept closed (and locked if appropriate) thus preventing unauthorised access. Fire escape doors will not be locked.

Information and Signs A Health and Safety Information Board will be displayed in the on site. It contains information on the evacuation plan, site risks, details on first aid and resuscitation, the health and safety law poster, etc. All health and safety signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

P.P.E. The site will be designated a 'Hard Hat and Safety Boots' site for all the period there is a risk of head or foot injury. The site manager will be responsible for assessing these risks. Other PPE will be worn as indicated in risk assessments and method statements. Every Contractor is therefore expected to provide each of his operatives with the following items of Personal Protective Equipment (PPE):-

1. A Safety Helmet
2. Safety shoes/boots
3. Items of PPE as appropriate to the work undertaken as outlined in their own COSHH, Risk and Noise Assessments

Trevor Blake Ltd will ensure that all operatives have available and wear/use, when appropriate, all items of PPE. Trevor Blake Ltd will provide adequate quantities of items of relevant PPE for the use of visitors.

Noise Trevor Blake Ltd will continually assess the level of noise that operations are creating and implement measures that keep levels as low as possible, not only for workers on site but for residents and the public close to site. The occupancy of the ground floor is recognised and it may be required to complete the noisiest operations out of hours (demo of chimney).

Dust and Mud If in periods of dry weather excessive dust is created due to construction work, the affected areas will be lightly watered to reduce the travel of dust.

In periods of wet weather, there is a risk that mud may be deposited onto roads used by members of the public. If the prevailing weather conditions create such a circumstance, Trevor Blake Ltd will provide wheel cleaning facilities at the exit to the site to ensure that roads are kept as clean as reasonably practicable.

## Health, Welfare and First Aid

Toilets Trevor Blake Ltd will make available the existing toilets and washing facility on site (first Floor) for use by operatives and visitors on site. They will be:-

1. kept clean and provided with lighting.
2. connected to the drainage system for the removal of effluent.

Welfare arrangements shall be provided and maintained in a clean and tidy condition by the Principal Contractor, as required by the Construction (Design and Management) Regulations 2015.

A mess room / area will be designated within the work areas - as required for periods of rest and the eating of meals. A source of potable water for drinking and a means of heating food and water will also be provided. This should be away from the main work area.

Lighting on Site If at any stage of a project, the natural light source becomes unavailable or inadequate, or where work takes place in areas where lighting is not provided or is insufficient, then temporary lighting will be provided by Trevor Blake Ltd.

First Aiders Trevor Blake Ltd will ensure that a first aider, whose qualification is commensurate with the work being carried out, is present on site at all times such work is in progress. Provision will be made that when the first aider is unforeseeably absent, a person is appointed to take

## **Methods of Work**

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### **Health, Welfare and First Aid**

charge in any emergency.

A list of trained first aiders will be displayed on Site. Contractors are to notify names of first aiders to the site manager.

#### First Aid Boxes

Sufficient first aid boxes will be provided the contents of which will be as a minimum:

1. General guidance card on first aid (Form Ind(G)4 rev(p))
2. Individually wrapped sterile adhesive dressings (assorted)
3. Sterile eye pads, with attachments
4. Individually wrapped triangular bandages
5. Safety pins
6. Medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8 cm)
7. Large sterile individually wrapped unmedicated wound dressings (approx. 13 cm x 9 cm)
8. Extra-large sterile individually wrapped unmedicated wound dressings (approx. 28 cm x 17.5cm)
9. 300 ml of sterile water or sterile normal saline solution (0.9 percent) in sealed disposable containers (where mains water is not readily available for eye irrigation)
10. Individually wrapped moist cleansing wipes (where soap and water are not available)

Extra items, to meet special hazards, may also need to be kept but only where the first aider has been trained in their use. Items such as medicines or tablets will not be kept or administered.

#### Accidents

The site office will be accessible at all times for first aid and access to the emergency telephone. The site address will be prominently and clearly marked by the telephone. All accidents are to be entered in the relevant contractors Accident Book, and also reported to Trevor Blake Ltd, no matter how trivial.

Contractors are to report any notifiable accidents, major injuries, over 7 day injuries and occurrences in accordance with RIDDOR. Reporting will be done online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). and completing the appropriate online form. Fatal and major injuries will also be reported using the telephone on 08453009923

All Minor and over-3-day injuries will be recorded in the site Accident Book.

The site manager will be given a copy of the F2508 form for site records.

### **Fire & Emergency Procedures**

Fire Safety Co-ordinator Trevor Blake Ltd will appoint a Site Fire Safety Co-ordinator who will be responsible for assessing the degree of fire risk and for formulating and regularly up-dating the Site Fire Plan as construction proceeds. The duties of the Fire Safety Co-ordinator are:-

1. Ensure that the Site Fire Plan is familiar to all persons on site.
2. Co-ordinate the issue of Hot Work Permits
3. Carry out weekly checks of fire fighting equipment and Test all alarms and fire detection devices.
4. Conduct daily inspections of escape routes, access for fire brigade, fire fighting facilities and ensure that the Site Fire Plan is adhered to.
5. Where appropriate, liaise with local fire brigade
6. Maintain records
7. During an alarm execute those duties required for safe evacuation of the site etc.
8. Promote a fire safe working environment at all times.

#### Fire Safety Plan

The Fire Safety Co-ordinator will establish a Site Fire Plan. A sketch diagram incorporating relevant details from the plan will be displayed at each fire point as well as in site office/messroom. It will include:-

1. The name of the Site Fire Safety Co-ordinator.
2. General site fire precautions including as appropriate, fire extinguishers, fire detection and warning alarms, site security, storage of HFL and LPG

# **Methods of Work**

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## **Fire & Emergency Procedures**

3. The requirement for Hot Work Permit systems
4. Fire escape and communications, including an evacuation plan, emergency lighting and procedures for calling the fire brigade.
6. Fire brigade access, facilities and co-ordination including the provision of operational rising mains where appropriate.

### Fire Extinguishers

Trevor Blake Ltd will ensure that all temporary fire extinguishers are in place in the work areas and in temporary accommodation facilities. This equipment will be labelled in date for annual Test.

At least one fire point will be established at each access point to the building. An assessment will be carried out by the Fire Safety Co-ordinator to establish if any additional fire points are required. At each of these points, there will be one 2 ltr carbon dioxide and one 5 ltr water fire extinguisher. Trevor Blake Ltd will also allow for "Fire Point" signs to be displayed at each point and all extinguishers to be raised off the floor.

### Hot Work

Any Hot Works operations will be controlled by a Permit to Work system. Trevor Blake Ltd will co-ordinate all hot works operations and issue the Permit to Work.

### Emergency Routes

An emergency route and exit will be provided. Traffic routes and/or doors giving access to this route will be kept clear and free from obstruction. When necessary emergency lighting will be provided so that the emergency route or exit may be used at any time. Trevor Blake Ltd will carry out an assessment to determine the specific provision required for these emergency routes and exits. It will have regard to:

1. The type of work for which the construction site is being used.
2. The characteristics and size of the construction site and the number and location of places of work on that site.
3. The plant and equipment being used.
4. The number of persons likely to be present on the site at any one time.
5. The physical and chemical properties of any substances or materials on or likely to be on the site.

When considering emergency lighting the assessment will include:

1. The amount of natural light available.
2. The time of the works (daylight, night, both).
3. The area of the works, inside/outside (cellars, corridors or rooms with no natural light).
4. Escape routes.
5. Number of persons requiring to use escape routes.
6. Availability of existing emergency lighting (and any planned termination).
7. Type of emergency lighting (maintained, battery, etc).

Details of the assessment carried out to determine the emergency lighting required will be provided to site. All internal signs relating to fire and means of escape are to be illuminated with lighting which will be on an emergency circuit.

## **Demolition**

### Surveys

Trevor Blake Ltd will ensure a survey of the building has been carried out before the demolition work to the chimney commences. The structural engineers report will be consulted to ensure the correct propping system is established. Trevor Blake Ltd will act on other findings of the survey as appropriate.

### Assessments/MS

Trevor Blake Ltd will ensure an assessment of all the hazards and risks is carried out from which a safety method statement will be prepared.

### Supervisor Competence

Trevor Blake Ltd will ensure that a contractor competent in demolition work will be employed to carry out the work. Additionally, Trevor Blake Ltd will ensure that all operatives involved in this work are instructed by a competent person.

## **Work on Roofs**

### Edge Protection

Edge protection to roof works shall be achieved by the provision of the scaffold to the perimeter of the building.

## ***Methods of Work***

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### **Work on Roofs**

Openings/Holes	All openings in roofs will be protected by guardrails and/or by fixed substantial covers and suitably marked (e.g. "Hole Below").
Fragile Roofs	Before any roof is used as a means of access or as a place of work, Trevor Blake Ltd will identify those parts covered with fragile materials and decide on the precautions to be taken. Particular attention will be paid to non-fragile roofs which have been repaired with fragile materials which may not easily be recognised under a paint or tar coating and plastic rooflights disguised by age or paint.
Roof Battens	If timber battens are to be used as a foothold, Trevor Blake Ltd will first assess their suitability, i.e. their good condition and if they are fixed to rafters which are not more than 420mm apart. The battens will be at least of the quality specified in BS 4471 Part 2 and will be not less than 19mm thick by 32mm wide. The age and possible strength loss of battens exposed during re-roofing work will be investigated.
Roof Ladders	<p>On most sloping roofs, suitable roof ladders or crawling boards are essential. For minor maintenance work or inspection, where work is of short duration and edge protection is not provided, roof ladders will always be used.</p> <p>Roof ladders or crawling boards will be purpose made for the job and will not be made up from odd timber on site. They will be strong enough to support persons when spanning across the supports for the roof covering and be secured or so positioned as to prevent movement. The anchorage at the top of the ladder will not rely on the ridge capping, which may break away from the ridge or in the case of half-round ridge tiles, prevent an anchor board from getting a good grip. The anchorage will, wherever possible bear on the opposite slope by means of a properly designed and manufactured ridge iron or be secured by other means such as a rope.</p>
Skylights	Where skylights are present on a roof, Trevor Blake Ltd will ensure that double guard rails or protection covers are provided to all skylights in the work area. Additionally, provision will be made to prevent access to skylights out of the work area. This will be by a rigid barrier.
Weather Conditions	In the event of adverse weather conditions, Trevor Blake Ltd will ensure that all loose materials are immediately removed off all roof areas and other similar work areas. Regular weather forecasts will be obtained.
Storage	If materials have to be stacked on the roof, a working platform will be provided to allow unloading and handling to be carried out safely.

### **Occupied Premises**

General Information	<p>Trevor Blake Ltd will take all reasonable precautions to protect occupants and visitors to the building. The main access shall be protected with scaffold boarding and netting to adequately protect all visitors and staff entering. Equal protection shall be afforded to the rear exit / access.</p> <p>Signage shall be evident to all users and visitors to the site that areas of the site have been established as construction sites, with site specific requirements regarding access into particular areas, i.e. PPE to be worn, contact details of site foreman, sign in as visitor to site.</p> <p>Areas of circulation in and around the building as a whole shall not be compromised by way of obstruction, whether of a temporary nature or not. At all times fire escape routes shall be maintained free and unrestricted in any way.</p>
Fire Precautions	Trevor Blake Ltd will make contact with any occupants before any work commences to plan the emergency fire procedures and/or additional fire safety measures that need to be put into place. Procedures will be put into place to ensure that occupants are not put at risk during any work. Occupants will be informed of temporary arrangements if it becomes necessary for any part of the smoke/heat detection system to be temporarily disconnected.
Services	Trevor Blake Ltd will ensure that all current services to the occupied areas are inspected before work commences. Arrangements will be made to ensure services are not affected by the work and the power supply is adequate to cope with both the needs of the project and the occupants.

## **Methods of Work**

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### **Temporary Site Electrics**

Codes of Practice	Temporary site supplies will be installed in accordance BS 7671 Requirements for electrical installations (The 17th Edition IEE Wiring Regulations). Trevor Blake Ltd will ensure that all Contractors comply with the relevant aspects of the Electricity at Work Regulations 1989.
Operative Competence	All site electrical installations will be undertaken by competent electrical contractors only. The contractor will be a specialist electrical engineering company having its technical experts controlled by Chartered Electrical Engineers; a Members of the Electrical Contractors Association or a contractor who is on the roll of the National Inspection Council for Electrical Installation Contracting any of whom will be fully conversant with the standards required.
Documentation	The Electrical Contractor will ensure that records of training, permits-to-work, inspection, Testing and maintenance will be kept throughout the working life of an electrical system. In addition, records of circuit diagrams, cable runs, loading diagrams and other relevant information will be retained and kept up to date.
Lighting on Site	All festoon lighting and portable lamps (including inspection lamps) will be run from a 110V supply, the most practical choice of lamp being the tungsten filament type.
Electrical Tools	All portable electric plant, tools and lighting used on site will be down rated to 110v only. Supply leads to these tools are likely to be lengthy; every effort will be made to protect them from damage. Tools will be disconnected before any adjustments are made or attachments changed.  Whilst all electric portable tools will be subject to inspection, Testing and maintenance by competent persons, users will check them before use and ensure that the flexible cable is not damaged and is firmly connected to both tool and plug.
Cables	Where low and medium voltage cables have to be suspended across open sites, some type of bold marking or "goal post's arrangement of non-conductive material will be erected to indicate their presence. Where these cables need to cross open areas, or where spans of 3m or more are involved, a cautionary wire on poles or other supports will provide a convenient means of suspension. Minimum height will be 6m above ground.  If it is necessary, because of the nature or circumstances of a particular job, for cables to lie on the ground, if only for a short time, additional protection will be provided by means of a conduit and special provisions made if vehicles have to cross (e.g. ramps). The line will be clearly marked. Joints in cables will be avoided wherever possible but where unavoidable, they will be enclosed in purpose-built housings
First Aid	Trevor Blake Ltd will ensure that notices are posted which give advice on first aid treatment in the event of electric shock and a system is in place to contact the emergency services. Speed is essential in dealing with any electrical accident and the electrical contractor will ensure that all electricians are familiar with action to be taken in an emergency.

### **Electrical Installations**

Testing and Commissioning	The Testing and commissioning of all electrical installations (whether partial or full Testing) will be to the specification of BS 7671 and be carried out under the direct supervision of the Electrical Contractor only. Unauthorised use of the installation whilst these Testing are in progress is strictly forbidden. If any equipment is modified or fabricated on site, the British Standard Testing will be undertaken on site.
Safe Methods of Work	Trevor Blake Ltd will ensure that the Electrical Contractor allows sufficient time in the programme for commissioning the plant and services. In order to ensure safety during Testing and commissioning, the use of a permit-to-work system may be necessary. No unauthorised use, amendment of or addition to the installation is to be made by any contractor other than the appointed Electrical Contractor.

### **Scaffolding**

Scaffold Inspection	Trevor Blake Ltd will ensure that a suitably experienced and qualified person is assigned to inspect the scaffold as required by the Working at Height Regulations 2005. These inspections will be the statutory thorough examination every 7 days or when the scaffold has been altered. The results of the inspection will be recorded. The scaffold will also be inspected before use.
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# **Methods of Work**

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## **Scaffolding**

- Erection of Scaffold All scaffolding will be erected, altered or dismantled by trained and experienced persons who will be under competent supervision. The recognised indication of training and experience in a scaffolder is the possession of a Scaffolder's Record Card issued under the Construction Industry Record Scheme for Scaffolders.
- The scaffold shall be protected from unauthorised access by the inclusion of a security alarm that will be triggered should unauthorised access occur. The access ladder that is used to access the scaffold shall be made safe at the end of each working day by fixing in place a scaffold board over the runners / and when necessary the removal of the ladder.
- Edge Protection An assessment for the requirements for edge protection will be carried out and discussed with the scaffolding contractor before scaffold erection and at anytime when the scaffold requires alteration. Trevor Blake Ltd will ensure that edge protection meets the requirements of the Working at Height Regulations 2005.
- If guardrails and toeboards are removed to permit passage of men and materials, they will not be left unattended and will be replaced as soon as possible afterwards.
- Where materials need to be stored above toeboard height, brickguards will be fitted.

## **Small Lifting Appliances**

- Safe Use Where a small lifting appliance, such as a gin wheel or scaffold crane, are used, Trevor Blake Ltd will ensure suitable edge protection will be placed to protect those using the appliance. Ideally, this protection will be kept in place when materials are being raised or lowered but, if it has to be removed, any person who needs to approach the edge (e.g. for signalling, or to assist in moving the load) will wear a safety harness or belt attached to a suitable anchorage.

## **Ladders**

- Specification All Class 1, heavy duty ladders will be to BS 1129 and BS 2037, Class 2, light duty ladders will be to BS EN 131.
- Safe Methods of Work Ladders (including step ladders) may be used for access purposes only. They will not be used as a working platform for anything but the shortest of jobs. An assessment of the likelihood of risk of falling will be made prior to the work starting. All ladders will be removed or boarded to prevent unauthorised access after working hours.
- Care and Maintenance Painted timber ladders will not be permitted on site although coating with a preservative and clear varnish is permitted. Trevor Blake Ltd will ensure that all ladders are inspected frequently checking the following points:
1. for splits or cracks, splintering, warping or bruising.
  2. rungs for signs of undue wear or movement. No rungs will be missing
  3. wedges and tie rods for tightness.
  4. metal reinforcement to stiles for correct position
  5. feet for splitting and fraying
  6. ropes for wear, fittings for security and pulleys for freedom.
- If a ladder cannot be properly repaired it will be scrapped

# Risk Assessments

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Risk Assessment - Flooring Work

Tick those that apply	Laying Vinyl Finishes								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Applying adhesives	Exposure to fumes and vapours	<i>Minor health effects</i>	All persons in the immediate area	Medium	COSHH assessment produced for materials used		<input type="checkbox"/>	Low
<input type="checkbox"/>	Cutting floor finish	Using sharp tools	<i>Cuts/lacerations</i>	Persons doing the work	Med / Low	All knives kept sharp to aid smooth cutting	<input type="checkbox"/> PPE - Suitable gloves to be worn	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Handling vinyl flooring materials	Manual handling	<i>Muscular skeletal injuries</i>	Persons doing the work	Medium	Manual Handling assessment carried out		<input type="checkbox"/>	Low
Tick those that apply	Laying Carpet								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Cutting floor finish	Using sharp tools	<i>Cuts/lacerations</i>	Persons doing the work	Med / Low	All knives kept sharp to aid smooth cutting	<input type="checkbox"/> PPE - Suitable gloves to be worn	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Fixing down carpet with gripper bar	Contact with sharp edges/burrs	<i>Cuts/lacerations</i>	Persons doing the work	Med / Low	PPE - Suitable gloves to be worn		<input type="checkbox"/>	Low
<input type="checkbox"/>	Handling carpet	Manual handling	<i>Muscular skeletal injuries</i>	Persons doing the work	Med / Low	Manual Handling assessment carried out		<input type="checkbox"/>	Low
Tick those that apply	Works to existing floors								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Removal of floor structure	Contact with hidden services	<i>Electrocution, explosion, burns dependant on service</i>	Persons doing the work	Medium	Services identified prior to works commencing, isolated where possible, and location to be clearly marked		<input type="checkbox"/>	Low

Flooring Work - Record comments and variations here.

  
  

Name ..... Position ..... Date

## Risk Assessment - Overhead/Underground Services

Tick those that apply

### Working on a site with Overhead Power Lines

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	Site with overhead power lines (no work within 15m or passage of plant under the lines)	Contact with overhead services	<i>Death by electrocution</i>	All persons in the work area	High	Hazard of overhead services explained at Site Induction <span style="float: right;"><input type="checkbox"/></span>	Low
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Medium	Barriers with warning signs erected at the safe distance recommended by service provider <span style="float: right;"><input type="checkbox"/></span>	Negligible

Overhead/Underground Services - Record comments and variations here.

Name ..... Position ..... Date .....  
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## Risk Assessment - Demolition

	Demolition of a Industrial Chimney							
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Residual Risk
							Confirm	Confirm
<input type="checkbox"/>	Demolition of a chimney	All hazards associated with this work	<i>Death/Permanent Disability</i>	All persons in the area of the work	Med / High	Assessments and safety method statement showing a safe system of work provided by the specialist contractor carrying out the works	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Manual demolition	All hazards associated with this work	<i>Death/Permanent Disability</i>	All persons in the work area	Med / High	Where practicable mechanical means will be employed	<input type="checkbox"/>	Low
<input type="checkbox"/>	Manually handling demolition materials	Manual handling	<i>Muscular skeletal injuries</i>	Persons doing the work	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/>	Negligible
<input type="checkbox"/>	Working at height	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone working or passing below	Medium	Area below cordoned off and warning signage posted.	<input type="checkbox"/>	Redundant material and debris removed regularly <input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Medium	PPE - safety helmets will be worn	<input type="checkbox"/>	"Bombing" of equipment/materials strictly forbidden <input type="checkbox"/> Low
<input type="checkbox"/>	Working on or near incomplete structure	All hazards associated with this work	<i>Death/Permanent Disability</i>	All persons in the area of the work	Med / High	Safety method statement prepared detailing the safe system of work	<input type="checkbox"/>	Specific assessment for PPE requirements carried out <input type="checkbox"/> Negligible
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / High	All demolition work carried out by competent operatives	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Inhalation of dust particles.	<i>Long term lung damage</i>	All persons in the work area	Med / Low	COSHH assessments for all dusts generated prepared	<input type="checkbox"/>	Negligible
<input type="checkbox"/>	— " —	Unintended collapse of a structure	<i>Death/Permanent Disability</i>	Anyone in the immediate area	Med / High	Area below cordoned off and warning signage posted.	<input type="checkbox"/>	Entry into the works area is to be controlled by a Permit to Work system <input type="checkbox"/> Low

Demolition - Record comments and variations here.

  
  
  

Name ..... Position ..... Date

## Risk Assessment - Electrical Services

Tick those that apply	Mains supply							Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	
<input type="checkbox"/>	Using electrical supply	Contact with live electrical services as a result of incomplete or faulty installation	<i>Electrocution/severe burns/death</i>	All persons on site	Med / High	All systems tested and certificate issued before use	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Working on temporary electrical system	Contact with live electrical services	<i>Electrocution/severe burns/death</i>	Electrician	Med / High	No works on live electrical equipment without approval of site manager	<input type="checkbox"/> Permit to Work for all works to supply system	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	— " —	— " —	All persons on site	Medium	Temporary switch rooms and distribution cabinets will be locked and a key permit system instigated	<input type="checkbox"/> Barriers, to prevent 3rd party access, will be erected around distribution boards, etc, while they are being worked on	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	— " —	— " —	Electrician	Med / High	Only competent electrical contractors will install electrical systems. Installation to current IEE Wiring Regulations	<input type="checkbox"/> Correct PPE should be worn and rubber mats placed on ground for all live work.	<input type="checkbox"/> Low

Tick those that apply	Electrical work in a pedestrianised area							Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	
<input type="checkbox"/>	Working in a pedestrianised area	Public walking into the works	<i>Death/Permanent Disability</i>	Anyone passing by	Medium	Work area cordoned off using rigid barriers and warning signs	<input type="checkbox"/> Cordoned off area adequately lit at night	<input type="checkbox"/> Low / Neg

Electrical Services - Record comments and variations here.

  
  

Name ..... Position ..... Date

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## Risk Assessment - Roofing/Decking

Tick those that apply	Minor Roof Repairs								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Moving/lifting roofing materials	Handling heavy/bulky materials	<i>Muscular skeletal injuries</i>	Persons doing the work	Med / Low	Manual Handling assessment carried out		<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Working on a roof	All hazards associated with this work	<i>Death/Permanent Disability</i>	Roofers	Med / High	Roofers fully trained and experienced.	<input type="checkbox"/> Safe system of work discussed with contractor and documented in Site Safety Diary	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone working or passing below	Medium	PPE - safety helmets will be worn	<input type="checkbox"/> "Bombing" of equipment/materials strictly forbidden	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Medium	Area below cordoned off and warning signage posted.	<input type="checkbox"/> Redundant material and debris removed regularly	<input type="checkbox"/>	Low / Neg

Tick those that apply	Fall Protection for Persons Working on the Roof								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Working at height	Fall of Person	<i>Death/Permanent Disability</i>	Persons carrying out work at height	Med / High	Edge protection provided	<input type="checkbox"/> Safety nets provided where edge protection insufficient or not practical	<input type="checkbox"/>	Negligible

Tick those that apply	Falls of Materials/Equipment/Debris from the Roof								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Confirm	Confirm
<input type="checkbox"/>	Working at height	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone working or passing below	Medium	Edge protection provided	<input type="checkbox"/> Debris nets provided where edge protection insufficient or not practical	<input type="checkbox"/>	Negligible

Roofing/Decking - Record comments and variations here.

  
  
  

Name ..... Position ..... Date

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## Risk Assessment - Alterations / Minor Demolition

	Alterations / Minor Demolition							
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Residual Risk
<input type="checkbox"/>	Carrying out temporary works and/or shoring	Unintended collapse	<i>Death/Permanent Disability</i>	All persons in the work area	Medium	Structural engineer to approve type and location of temporary works and/or shoring	<input type="checkbox"/>	Low
<input type="checkbox"/>	Demolition of loadbearing elements	Premature collapse	<i>Death/Permanent Disability</i>	All persons in the work area	Medium	The safety method statement prepared for the work has been approved by the Structural Engineer	<input type="checkbox"/> Fully trained and experienced operatives only carry out this work	Low
<input type="checkbox"/>	Manual demolition	Fall from Height	<i>Death or serious injury</i>	Operatives	Medium	Suitable and sufficient edge protection provided wherever practicable	<input type="checkbox"/> Safety harnesses used where edge protection cannot be provided or is insufficient to prevent falls	Low
<input type="checkbox"/>	— " —	Fall of material/equipment/tools	— " —	Operatives and those passing below	Med / Low		<input type="checkbox"/> Barriers and signage will be positioned to exclude persons from the area below the works	Low
<input type="checkbox"/>	— " —	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	Persons doing the work	Medium	Manual Handling assessment carried out	<input type="checkbox"/>	Low
<input type="checkbox"/>	Soft stripping works	Exposure to harmful substances	<i>Death/Permanent Disability</i>	All persons in the work area	Medium	Identified hazardous materials removed before stripping works commence	<input type="checkbox"/> COSHH assessment produced for substances found	Negligible
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Medium	Survey/Sampling carried out (materials may have to be removed prior to general works)	<input type="checkbox"/>	Low
<input type="checkbox"/>	Working in the proximity of live services	Contact with hidden services	<i>Death/severe burns</i>	All persons in the work area	Med / High	Services will be terminated/isolated prior to commencing works	<input type="checkbox"/>	Low

Alterations / Minor Demolition - Record comments and variations here.

  
  

Name ..... Position ..... Date



## Risk Assessment - Glazing

	Glazing									
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Residual Risk		
						Confirm		Confirm		
<input type="checkbox"/>	Carrying/placing glass	Falling/tripping while handling or carrying glass	<i>Cuts/lacerations</i>	All persons in the work area	Med / Low	Only competent persons will carry out these works	<input type="checkbox"/> Special handling equipment (e.g. suckers) to be used as required	<input type="checkbox"/> Low		
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/> Access to the work area made safe, suitable for movement of equipment, operatives and materials, clear of obstructions and suitably lit	<input type="checkbox"/> Low		
<input type="checkbox"/>	Fitting glass at height	Fall of person, materials/debris/tools	<i>Serious injuries - possibly life threatening</i>	Operatives and those passing below	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used	<input type="checkbox"/> All non essential personnel to be excluded from the immediate area	<input type="checkbox"/> Low		
<input type="checkbox"/>	Working with glass	Glass breaking whilst handling; fixing or cutting/out	<i>Cuts/lacerations</i>	Persons doing the work	Med / Low		<input type="checkbox"/> PPE - Suitable gloves to be worn	<input type="checkbox"/> Low		

Glazing - Record comments and variations here.

  
  
  

Name ..... Position ..... Date

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## Risk Assessment - Plastering

Tick those that apply	Plastering/Rendering								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Confirm	
<input type="checkbox"/>	Cutting plasterboard	Using sharp tools	<i>Cuts/lacerations</i>	Operatives	Med / Low	Only safety knives used	<input type="checkbox"/> All knives kept sharp to aid smooth cutting	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Handling plastering / rendering materials	Contact with hazardous substances	<i>Minor health effects</i>	Operatives	Med / Low	COSHH assessment produced for materials used	<input type="checkbox"/>	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Manual handling	<i>Muscular skeletal injuries</i>	— " —	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/>	<input type="checkbox"/>	Low
<input type="checkbox"/>	Jointing	Contact with mastic jointing materials	<i>Minor health effects</i>	Operatives	Medium	COSHH assessment produced for materials used	<input type="checkbox"/>	<input type="checkbox"/>	Low
<input type="checkbox"/>	Lifting/placing plasterboard and associated materials	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	Operatives	Medium	Manual Handling assessment carried out	<input type="checkbox"/>	<input type="checkbox"/>	Low
<input type="checkbox"/>	Using electrical mixer	Electric shock	<i>Death/Permanent Disability</i>	Operatives	Medium		<input type="checkbox"/> Care will be taken to ensure water does not come into contact with electrical equipment	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	— " —	— " —	Persons doing the work	Medium	All electrical equipment on site will have evidence of a recent PAT test	<input type="checkbox"/> All electrical equipment will be checked prior to use, damaged equipment will not be used	<input type="checkbox"/>	Low
<input type="checkbox"/>	Working at height	Fall of person, materials/debris/tools	<i>Major - life threatening</i>	Persons doing the work and those in the immediate area	Medium	Refer to risk assessment for Working Platform/Access/Lifting Equipment being used	<input type="checkbox"/>	<input type="checkbox"/>	Low / Neg

Tick those that apply	Plastering/Rendering in a pedestrianised area								Residual Risk
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Confirm	
<input type="checkbox"/>	Working in a pedestrianised area	Public walking into the works	<i>Death/Permanent Disability</i>	Anyone passing by	Medium	Work area cordoned off using rigid barriers and warning signs	<input type="checkbox"/> Cordoned off area adequately lit at night	<input type="checkbox"/>	Low / Neg

Plastering - Record comments and variations here.

  
  

Name ..... Position ..... Date

# Risk Assessment - Refurbishment

Tick those that apply

## Refurbishing an Unoccupied building

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	Refurbishing a building	All hazards associated with this work	<i>Death or serious injury</i>	All persons on site	Low	Survey of the building undertaken before work started <input type="checkbox"/>	Low / Neg

Refurbishment - Record comments and variations here.

Name .....	Position .....	Date
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## Risk Assessment - Stripping Out / Dismantling

<b>Stripping Out Ceilings</b>									
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Residual Risk	
<input type="checkbox"/>	Stripping out of ceiling	Being struck by flying/falling debris	<i>Major cuts/bruises, etc</i>	All persons in the area of the work	Med / Low	Ceilings to be removed piecemeal and not ripped down	<input type="checkbox"/>	Low	
<input type="checkbox"/>	— " —	Exposure to dust	<i>Minor health effects</i>	— " —	Med / Low	Materials/dust dampened down, available ventilation maximised	<input type="checkbox"/>	Low	
<input type="checkbox"/>	— " —	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	Persons doing the work	Med / Low		<input type="checkbox"/>	Low	
<input type="checkbox"/>	Working at height	Fall of person, materials/debris/tools	<i>Major - life threatening</i>	All persons in the work area	Medium	Refer to Risk Assessment for ladders/access equipment	<input type="checkbox"/>	Low	
<b>Working at height</b>									
<b>Control Measures to be put in place</b>									
							<input type="checkbox"/>	All non essential personnel to be excluded from the immediate area	<input type="checkbox"/>
<b>Taking Down Partitions</b>									
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Residual Risk	
<input type="checkbox"/>	Stripping out glazed partitions	Removal of glass	<i>Cuts/lacerations</i>	Operatives	Med / Low	Refer to risk assessment for glazing	<input type="checkbox"/>	Low	
<input type="checkbox"/>	Stripping out partitions	Exposure to dust	<i>Minor health effects</i>	All persons in the work area	Med / Low	COSHH assessment produced for materials used	<input type="checkbox"/>	Low	
<input type="checkbox"/>	— " —	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	Operatives	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/>	Low	
<input type="checkbox"/>	Working at height	Fall from Height	<i>Major - life threatening</i>	Persons doing the work	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used	<input type="checkbox"/>	Low	

## Risk Assessment - Stripping Out / Dismantling

Tick those that apply

### Stripping Out Data/Security Cabling

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place		Residual Risk	
						<input type="checkbox"/> Confirm	<input type="checkbox"/> Confirm		
<input type="checkbox"/>	Removal of cabling	Electric shock	<i>Major - life threatening</i>	Persons doing the work	Medium	All live services to be isolated/terminated before work starts	<input type="checkbox"/>	Refer to risk assessment working with/on existing services	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	Handling cables	<i>Cuts/lacerations</i>	Operatives	Low	PPE - Suitable gloves to be worn	<input type="checkbox"/>		Negligible
<input type="checkbox"/>	Working at height	Fall of person, materials/debris/tools	<i>Major - life threatening</i>	Operatives and those passing below	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used	<input type="checkbox"/>		Low

Stripping Out / Dismantling - Record comments and variations here.

  
  
  

Name ..... Position ..... Date

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## Risk Assessment - Erecting / Installing

Fixing Ceilings										
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place			Residual Risk	
						<input type="checkbox"/> Confirm		<input type="checkbox"/> Confirm		
<input type="checkbox"/>	Fixing ceiling	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	Persons doing the work	Medium	Manual Handling assessment carried out	<input type="checkbox"/>		<input type="checkbox"/>	Low
<input type="checkbox"/>	Working at height	Fall of person, materials/debris/tools	<i>Serious injuries - possibly life threatening</i>	Operatives and those passing below	Medium	Refer to risk assessment for the Working Platform and/or Access Equipment being used	<input type="checkbox"/>	PPE - safety helmets will be worn	<input type="checkbox"/>	Low

  

Erecting Partitions										
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place			Residual Risk	
						<input type="checkbox"/> Confirm		<input type="checkbox"/> Confirm		
<input type="checkbox"/>	Erecting Partitions at Height	Fall from Height	<i>Serious injuries - possibly life threatening</i>	Persons doing the work	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used	<input type="checkbox"/>		<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Manual handling	<i>Muscular skeletal injuries, cuts and lacerations</i>	— " —	Medium	Manual Handling assessment carried out	<input type="checkbox"/>		<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Operatives and those passing below	Med / Low	Refer to risk assessment for the Working Platform and/or Access Equipment being used	<input type="checkbox"/>	PPE - safety helmets will be worn	<input type="checkbox"/>	Low

  

Installing Data/Security Cabling										
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place			Residual Risk	
						<input type="checkbox"/> Confirm		<input type="checkbox"/> Confirm		
<input type="checkbox"/>	Installing cables	Handling cables	<i>Cuts/lacerations</i>	Operatives	Med / Low	PPE - Suitable gloves to be worn	<input type="checkbox"/>		<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Working at height	Fall of person, materials/debris/tools	<i>Serious injuries - possibly life threatening</i>	Operatives and those passing below	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used	<input type="checkbox"/>	PPE - safety helmets will be worn	<input type="checkbox"/>	Low

## Risk Assessment - Erecting / Installing

Erecting / Installing - Record comments and variations here.

Name .....

Position .....

Date

## Risk Assessment - Painting and Decorating

### Painting and Decorating

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	Using paint and decorating materials	Exposure to hazardous substances	<i>Serious - not life threatening</i>	All persons in the work area	Medium	COSHH assessment produced for materials used <span style="float: right;"><input type="checkbox"/> Confirm</span>	Low <span style="float: right;"><input type="checkbox"/> Confirm</span>
<input type="checkbox"/>	Working at height	Fall from Height	<i>Death/Permanent Disability</i>	Operatives and those passing below	Medium	Refer to risk assessment for the Access Equipment and/or Working Platform being used <span style="float: right;"><input type="checkbox"/></span>	Low
<input type="checkbox"/>	— " —	Unintended falls of material/tools/debris	— " —	All persons in the work area	Med / Low	<input type="checkbox"/> All non essential personnel to be excluded from the immediate area <span style="float: right;"><input type="checkbox"/></span>	Low <span style="float: right;"><input type="checkbox"/></span>

### Painting and Decorating Works in a pedestrianised area

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	Working in a pedestrianised area	Public walking into the works	<i>Death/Permanent Disability</i>	Anyone passing by	Medium	Work area cordoned off using rigid barriers <input type="checkbox"/> Cordoned off area adequately lit at night and warning signs <span style="float: right;"><input type="checkbox"/> Confirm</span>	Low / Neg <span style="float: right;"><input type="checkbox"/> Confirm</span>

Painting and Decorating - Record comments and variations here.

Name .....

Position .....

Date

## Risk Assessment - Scaffolds

Tick those that apply	Erecting and Using an Independent/Putlog Scaffold						Residual Risk	
	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Confirm
<input type="checkbox"/>	Erecting/dismantling scaffold	Collapse of partially built scaffold	<i>Major - life threatening</i>	All persons in the work area	Med / High	Only erectors allowed on scaffold until it is fully erected and handover certificate completed	<input type="checkbox"/> "Scaffold Incomplete" signs posted on scaffold	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / High	Erectors fully qualified and in possession of Scaffolder's Record Card issued under Construction Industry Record Scheme for Scaffolders.	<input type="checkbox"/> Prevent access to the area where scaffold is being built	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	Fall of equipment	— " —	Erectors and those having to work below	Med / Low	PPE - safety helmets will be worn	<input type="checkbox"/> "Bombing" of equipment/materials strictly forbidden	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	Fall of Person	<i>Death/Permanent Disability</i>	Scaffold erectors	Med / High	Suitable and sufficient edge protection provided wherever practicable	<input type="checkbox"/> Safety harness and lines must be provided and worn	<input type="checkbox"/> Negligible
<input type="checkbox"/>	— " —	Striking overhead electrical services	<i>Death by electrocution</i>	All persons in the work area	Medium	Identify and sign overhead services	<input type="checkbox"/> Isolate overhead services	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	Handling scaffold components	Struck by scaffold component	<i>Major cuts/bruises, etc</i>	All persons in the work area	Med / Low	Operatives trained in manual handling techniques	<input type="checkbox"/> Unloading and handling of equipment to be supervised	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	Pedestrians passing under scaffold using designated walkways	Walking into scaffold	<i>Major cuts/bruises, etc</i>	Anyone using the walkway	Med / Low	Safe walkway for pedestrians established	<input type="checkbox"/> Walkway checked daily	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	Using a Scaffold	Collapse of Scaffold	<i>Death/Permanent Disability</i>	All persons in the work area	Med / High	SR - Carry out statutory scaffold inspections	<input type="checkbox"/> Carry out a check of equipment before work starts	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	Collapse of scaffold through overloading	— " —	— " —	Med / High	Scaffold especially designed and built for intended use	<input type="checkbox"/> Scaffolds must not be overloaded. Refer to handover certificate for max loading.	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	Fall of material/equipment/tools	— " —	Anyone passing below	Med / Low	Area below cordoned off and warning signage posted.	<input type="checkbox"/> PPE - safety helmets will be worn	<input type="checkbox"/> Negligible
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / Low	Guardrails, toeboards, debris nets/guards, fitted as required.	<input type="checkbox"/> Excess material, waste, etc must be removed from scaffold regularly	<input type="checkbox"/> Negligible
<input type="checkbox"/>	— " —	Fall of Person	— " —	Persons doing the work	Med / High	Suitable and sufficient edge protection provided wherever practicable	<input type="checkbox"/> Safety harnesses used where edge protection cannot be provided or is insufficient to prevent falls	<input type="checkbox"/> Low / Neg



## Risk Assessment - Scaffolds

Scaffolds - Record comments and variations here.

Name ..... Position ..... Date

## Risk Assessment - Power Tools

### Using Hand Tools

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	General use	Damaged or inappropriate tool	<i>Major cuts/bruises, etc</i>	Persons doing the work	Medium	Only trained persons to use the equipment <input type="checkbox"/> The correct tool for the job is used, tools are maintained regularly, damaged tools are not used	<input type="checkbox"/> Low / Neg

### Using Electrically Powered Hand Tools

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
<input type="checkbox"/>	Operating electrically powered hand tools	Electric shock	<i>Major - life threatening</i>	Person using tool and anyone in the immediate area	Medium	Hand tools inspected prior to each use. <input type="checkbox"/> Damaged tools are not used	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Medium	Reduced voltage equipment used where practicable (110v) <input type="checkbox"/> Extension, trailing leads kept to a minimum, tool unplugged when not in use.	<input type="checkbox"/> Low / Neg

Power Tools - Record comments and variations here.

Name ..... Position ..... Date

## Risk Assessment - Ladders

	Using Ladders							
Tick those that apply	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Confirm	Residual Risk
<input type="checkbox"/>	Climbing a ladder	Fall of Person	<i>Death or serious injury</i>	Person climbing the ladder	Med / High	Ladders will be set at the correct angle(1 in 4 rule) and footed or tied	<input type="checkbox"/>	Med / Low
<input type="checkbox"/>	Climbing a ladder carrying equipment	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Person climbing the ladder and those below	Medium	Mechanical means of lifting equipment to the work place used when practicable	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Climbing a step ladder	Fall of Person	<i>Serious injuries - possibly life threatening</i>	Person climbing the ladder	Medium	Legs of steps positioned as far as retaining cord/hinge allows, four legs squarely on ground	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	Working at height from a ladder	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Anyone passing below	Medium	The area below the work cordoned off	<input type="checkbox"/>	Low
<input type="checkbox"/>	— " —	Fall of Person	<i>Death or serious injury</i>	Person climbing the ladder	High	Ladders will only be used for light, short term work, which can be completed with one hand on the ladder for support	<input type="checkbox"/>	Low

Ladders - Record comments and variations here.

  
  

Name ..... Position ..... Date

.....

## Risk Assessment - Trestle Scaffolds

	<b>Activity</b>	<b>Hazard</b>	<b>Worst Case</b>	<b>Persons at Risk</b>	<b>Risk before any controls in place</b>	<b>Control Measures to be put in place</b>	<b>Residual Risk</b>
Tick those that apply						Confirm	Confirm
<input type="checkbox"/>	Working from trestles	Collapse of Trestle	<i>Possibly life threatening - but more likely to be bruises/broken bones</i>	Persons working on trestle and those passing close by	Med / Low	Trestle erected by competent person	<input type="checkbox"/> Trestle inspected before use and at regular intervals during use by competent person <input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / Low		<input type="checkbox"/> Safe working load not exceeded <input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Persons working/passing adjacent to platform	Med / Low	Area around platform cordoned off	<input type="checkbox"/> PPE - safety helmets will be worn <input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	— " —	— " —	— " —	Med / Low		<input type="checkbox"/> Loose materials and equipment to be cleared regularly and not thrown from the platform <input type="checkbox"/> Low
<input type="checkbox"/>	— " —	Fall of persons from platform	<i>Possibly life threatening - but more likely to be bruises/broken bones</i>	Persons working on the platform	Medium	Platform width minimum 600mm	<input type="checkbox"/> Fall protection provided to all platforms irrespective of working height. If platform above 2 metres double guardrails and toeboards will be fitted. <input type="checkbox"/> Low / Neg

Trestle Scaffolds - Record comments and variations here.

Name .....

Position .....

Date

## Risk Assessment - Machinery

### Using Woodworking Machinery

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
						<input type="checkbox"/> Confirm	<input type="checkbox"/> Confirm
<input type="checkbox"/>	Using the machine	Contact with cutting edge	<i>Major - life threatening</i>	All persons in the work area	Med / Low	Only competent, trained persons to operate this machine	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	Cutting through machine's power cable	<i>Death by electrocution</i>	Persons doing the work	Low	Only 110V electrical equipment used on site	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	— " —	Exposure to dust	<i>Long term lung damage</i>	All persons in the work area	Med / Low	Refer to COSHH assessment for specific wood dusts	<input type="checkbox"/> Low
<input type="checkbox"/>	— " —	Exposure to noise	<i>Long term hearing disorders</i>	— " —	Med / Low	Noise Assessment carried out	<input type="checkbox"/> Low

Machinery - Record comments and variations here.

Name .....

Position .....

Date

## Risk Assessment - Working in a Public Area

### Working in a pedestrianised area

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures to be put in place	Residual Risk
						<input type="checkbox"/> Confirm	<input type="checkbox"/> Confirm
<input type="checkbox"/>	Working in a pedestrianised area	Public walking into the works	<i>Death/Permanent Disability</i>	Anyone passing by	Medium	Work area cordoned off using rigid barriers and warning signs	<input type="checkbox"/> Low / Neg

Working in a Public Area - Record comments and variations here.

Name .....

Position .....

Date



# Site Rules

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Site Rules

**These are the rules for working on this site. Everyone is expected to abide by them. If you ignore Site Rules you may well be asked to leave site**

---

## Demolition

- 1 No unauthorised persons to enter the area of demolition works

## Ladders

- 1 Metal and timber ladders with metal reinforcements must not be used where there is a risk of contact with live electrical services. Ladders must be tied and/or footed. Angle at 75° (4up:1out). Ladders must extend 1.05m above stepping off point.

## Power Tools

- 1 Only tools using 110V or less power supply are allowed to be used on this site (unless authorised by the Site Manager). All tools brought on to site must have certificates to prove they have been recently and regularly tested by an electrician (PAT).

## Refurbishment

- 1 Inform operatives that no work is to take place on or near ANY live services with out the authority of the Site Manager. No work to take place on live electrical service without a "Permit to Work" also issued by the Site Manager.

## Roofing/Decking

- 1 The roof is restricted to authorised persons only. No persons are to go onto the roof without the authority of the site manager

## Scaffolds

- 1 Operatives will be removed from site if they are caught throwing anything from the scaffold (no bombing)
- 2 Operatives must not alter any part of the scaffold
- 3 Materials must only be stored on a scaffold where a brick guard or similar protection has been fitted

## The Site

- 1 Any accident, however small, which causes any person to need medical treatment or be sent home must be reported immediately the Site Manager/Foreman.
- 2 Everyone attending site must complete the Site Attendance book. This includes Contractors, Clients, Designers - everyone. The site manager must be able to account for all persons on site. Persons must also sign themselves out on leaving site.
- 3 Access to the fire points must be kept clear at all times. In the event of a fire the Site Manager must be notified immediately.

# Site Rules

**These are the rules for working on this site. Everyone is expected to abide by them. If you ignore Site Rules you may well be asked to leave site**

---

## The Site

- 4 It is safer and easier to work in a clean and tidy area so everyone is expected to clean up after themselves.
- 5 Smoking is NOT allowed anywhere on site.
- 6 It is company policy that this site is a HARD HAT SITE and unless authorised by the Site Manager/Foreman it will remain so until the end of the project. This goes for safety boots/shoes also.
- 7 No eating, drinking in the work area - eating and drinking must be in the designated areas only. Positively NO ALCOHOL or DRUGS on site. Any person "under the influence of alcohol or drugs" WILL BE removed from site immediately.
- 8 No operatives will use any form of plant or mechanical equipment unless they have an appropriate Certificate of Training. No person shall ride on any form of plant unless a passenger seat has been specifically provided by the manufacturer.



# Site Induction Notes

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Site Safety Induction

## Demolition

### **Site Rules**

Point out any restricted areas in and around the area of demolition - exclusion will be strictly enforced. It will be barriered off and clearly signed. Remind operatives/visitors of the hazards (noise, dust, risk of falls etc) associated with demolition.

## Ladders

### **Site Rules**

Incorrect use of ladders accounts for more accidents than anything else on site. All ladders should be footed or tied. Damaged ladders will be removed from site. So will operatives not using ladders correctly.

Metal and timber ladders with metal reinforcements must not be used where there is a risk of contact with live electrical services. Ladders must be tied and/or footed. Angle at 75° (4up:1out). Ladders must extend 1.05m above stepping off point.

## Power Tools

### **Electric Tools**

Only tools using 110V or less power supply are allowed to be used on this site (unless authorised by the Site Manager). All tools brought on to site must have certificates to prove they have been recently and regularly tested by an electrician (PAT).

## Refurbishment

### **Site Rules**

Inform operatives that no work is to take place on or near ANY live services without the authority of the Site Manager. No work to take place on live electrical service without a "Permit to Work" also issued by the Site Manager.

## Roofing/Decking

### **Site Rules**

Inform those needing access to the roof of the specific hazards, i.e. locality and numbers of rooflights, fragile areas, access requirements. For all others, the roof is a restricted area to anyone not needing to go onto it.

## Scaffolds

### **Site Rules**

Remind operatives that materials must only be stored on a scaffold where a brick guard or similar protection has been fitted. They must not remove them and throwing materials/equipment off a scaffold (bombing) is strictly forbidden.

Scaffolding will be erected, altered and dismantled by trained and experienced persons only. Operatives must not alter scaffolding themselves.

The Site Manager must authorise the removal of guardrails and toe boards allowing the passage of men or materials. They must be replaced as soon as possible afterwards and their replacement confirmed to him immediately.

## The Site

### **Site Health & Safety Standards**

Health and Safety is important. All operatives are expected to comply with the rules and regulations of this site. Repeated non-compliance could lead to an operative being asked to leave the site.

### **Safety Method Statements**

The Site Manager is responsible for everyone's safety and uses Method Statement's to manage the work and all those affected by it. Operatives must work to these method statements and random checks will be made by the Foreman and/or Contracts Manager.

# Site Safety Induction

## The Site

### **Assessments**

Explain the importance of COSHH/Risk assessments. Every operative should be informed of the content of the assessments appropriate to their work. They can complete the prepared ones or use one the blank forms provided to make their own.

### **Accidents**

All accidents must be reported and the relevant documentation completed. Any accident which causes any person to need medical treatment or be sent home must be reported immediately.

### **Site Attendance Book**

Everyone attending site must complete the Site Attendance book. This includes Contractors, Clients, Designers - everyone. The site manager must be able to account for all persons on site. Persons must also sign themselves out on leaving site.

### **Fire Precautions**

Explain the site fire rules and tell everyone the location of the emergency assembly point. Refer to the Site Fire Plan and point out the emergency exits. Access to these exits must be kept clear at all times.

### **Fire Fighting Equipment**

Point out the location of the fire extinguishers. They must remain in place and access to them kept clear. Find out who knows how to operate them and designate them to operate them in the event of a fire.

### **Site Tidiness**

Strict controls over rubbish and waste material is essential. It is safer and easier to work in a clean and tidy area so everyone is expected to clean up after themselves.

### **First Aid**

Explain the procedures for first aid. Point out who the first aiders are on site, where the first aid box is kept and what to do in the event of an accident. All accidents must be notified to the Site Manager/Foreman.

### **Smoking**

Smoking is NOT allowed anywhere on site.

### **PPE**

Explain the necessity of wearing the right items of PPE. It is company policy that this site is a HARD HAT SITE and unless authorised by the Site Manager/Foreman it will remain so until the end of the project. This goes for safety boots/shoes also.

### **Welfare Facilities**

Point out the Welfare facilities provided - toilets, drying room, mess room, drinking water, facilities for hot drinks and food etc. Operatives should use them. They must be kept clean. Operatives should report any dirty or broken facilities.

### **Eating and Drinking**

No eating, drinking in the work area - eating and drinking must be in the designated areas only. Positively NO ALCOHOL or DRUGS on site. Any person "under the influence of alcohol or drugs" WILL BE removed from site immediately.

# Scaffold & Excavations

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Inspection Report for Scaffolds / Excavations

carried out in pursuance of Regulations 12 and 13 of the  
**Work at Height Regulations 2005**

Date/Time of Inspection:	Date of last Inspection:	<b>Scaffolds or Excavations</b>	<b>Scaffold Checklist</b>												
Name and Address of person for whom the inspection is being carried out:	Site Address:	Location and description of work: (including any plant, equipment or materials inspected)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 2px;"> <b><u>FOOTINGS</u></b>                      Soft and uneven                      No base plate                      No sole boards                      Undermined                 </td> <td style="width: 33%; vertical-align: top; padding: 2px;"> <b><u>PUTLOGS + TRANSOMS</u></b>                      Wrongly spaced                      Loose                      Wrongly supported                 </td> <td style="width: 33%; vertical-align: top; padding: 2px;"> <b><u>TIES</u></b>                      Some missing                      Loose                 </td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"> <b><u>STANDARDS</u></b>                      Not plumb                      Jointed in the same lift                      Wrong spacing                      Damaged                 </td> <td style="vertical-align: top; padding: 2px;"> <b><u>COUPLINGS</u></b>                      Wrong fitting                      Loose                      Damaged                      No check couplers                 </td> <td style="vertical-align: top; padding: 2px;"> <b><u>GUARDRAILS / TOEBOARDS</u></b>                      Wrong height                      Loose                      Some missing                 </td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"> <b><u>LEDGERS</u></b>                      Not level                      Joins in the same bay                      Loose                      Damaged                 </td> <td style="vertical-align: top; padding: 2px;"> <b><u>BRIDLES</u></b>                      Wrong spacing                      Wrong couplings                      Weak support                 </td> <td style="vertical-align: top; padding: 2px;"> <b><u>LADDERS</u></b>                      Damaged                      Insufficient length                      Not tied                 </td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"> <b><u>BRACING</u></b>                      Facade and ledger                      Some missing                      Loose                 </td> <td style="vertical-align: top; padding: 2px;"> <b><u>BOARDING</u></b>                      Bad boards                      Trap boards                      Incomplete boarding                 </td> <td></td> </tr> </table>	<b><u>FOOTINGS</u></b> Soft and uneven No base plate No sole boards Undermined	<b><u>PUTLOGS + TRANSOMS</u></b> Wrongly spaced Loose Wrongly supported	<b><u>TIES</u></b> Some missing Loose	<b><u>STANDARDS</u></b> Not plumb Jointed in the same lift Wrong spacing Damaged	<b><u>COUPLINGS</u></b> Wrong fitting Loose Damaged No check couplers	<b><u>GUARDRAILS / TOEBOARDS</u></b> Wrong height Loose Some missing	<b><u>LEDGERS</u></b> Not level Joins in the same bay Loose Damaged	<b><u>BRIDLES</u></b> Wrong spacing Wrong couplings Weak support	<b><u>LADDERS</u></b> Damaged Insufficient length Not tied	<b><u>BRACING</u></b> Facade and ledger Some missing Loose	<b><u>BOARDING</u></b> Bad boards Trap boards Incomplete boarding	
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# Inspection Report for Scaffolds / Excavations

carried out in pursuance of Regulations 12 and 13 of the  
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		Person receiving report: _____ Signature: _____				

# Inspection Report for Scaffolds / Excavations

carried out in pursuance of Regulations 12 and 13 of the  
**Work at Height Regulations 2005**

Date/Time of Inspection:	Date of last Inspection:	<b>Scaffolds or Excavations</b>	<b>Scaffold Checklist</b>			
Name and Address of person for whom the inspection is being carried out:	Site Address:	Location and description of work: (including any plant, equipment or materials inspected)	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 33%;"> <p><b><u>FOOTINGS</u></b> Soft and uneven No base plate No sole boards Undermined</p> <p><b><u>STANDARDS</u></b> Not plumb Jointed in the same lift Wrong spacing Damaged</p> <p><b><u>LEDGERS</u></b> Not level Joins in the same bay Loose Damaged</p> <p><b><u>BRACING</u></b> Facade and ledger Some missing Loose</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b><u>PURLINS + TRANSOMS</u></b> Wrongly spaced Loose Wrongly supported</p> <p><b><u>COUPLINGS</u></b> Wrong fitting Loose Damaged No check couplers</p> <p><b><u>BRIDLES</u></b> Wrong spacing Wrong couplings Weak support</p> <p><b><u>BOARDING</u></b> Bad boards Trap boards Incomplete boarding</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b><u>TIES</u></b> Some missing Loose</p> <p><b><u>GUARDRAILS / TOEBOARDS</u></b> Wrong height Loose Some missing</p> <p><b><u>LADDERS</u></b> Damaged Insufficient length Not tied</p> </td> </tr> </table>	<p><b><u>FOOTINGS</u></b> Soft and uneven No base plate No sole boards Undermined</p> <p><b><u>STANDARDS</u></b> Not plumb Jointed in the same lift Wrong spacing Damaged</p> <p><b><u>LEDGERS</u></b> Not level Joins in the same bay Loose Damaged</p> <p><b><u>BRACING</u></b> Facade and ledger Some missing Loose</p>	<p><b><u>PURLINS + TRANSOMS</u></b> Wrongly spaced Loose Wrongly supported</p> <p><b><u>COUPLINGS</u></b> Wrong fitting Loose Damaged No check couplers</p> <p><b><u>BRIDLES</u></b> Wrong spacing Wrong couplings Weak support</p> <p><b><u>BOARDING</u></b> Bad boards Trap boards Incomplete boarding</p>	<p><b><u>TIES</u></b> Some missing Loose</p> <p><b><u>GUARDRAILS / TOEBOARDS</u></b> Wrong height Loose Some missing</p> <p><b><u>LADDERS</u></b> Damaged Insufficient length Not tied</p>
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Person receiving report: _____ Signature: _____						

# Hot Work Permit

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP



# Hot Work Permit

Applies only to the area specified below, and is only valid on the day of issue

<b>Part 1.</b>	Site location and nature of job ..... The above location has been examined and the precautions listed below have been taken Date ..... Time of Issue ..... Time of Expiry .....
	Signature of person issuing permit .....
<b>Part 2.</b>	Signature of person receiving permit .....Company..... Time work started ..... Time work finished and cleared up .....
<b>Part 3.</b>	<b>Final Check Up</b>  Work areas and all adjacent areas to which sparks and heat might have spread (such as floors above and below, and on opposite sides of walls) were inspected one hour after the work had finished and were found fire safe.  Signature of person carrying out final check.....

## SITE INFORMATION

Location of nearest Fire Alarm Call point & number to call.....

Type and location of available Fire Extinguishers.....

## PRECAUTIONS

The person carrying out this check should tick as appropriate those precautions which have been taken. Those which are not relevant should be marked with a cross.

### Hot Work Area :

- |  |   |
|--|---|
| <input type="checkbox"/> Non-movable combustible material covered or damped                | <input type="checkbox"/> Has suitable signage been put in place                           |
| <input type="checkbox"/> Has the area been screened off if possible                        | <input type="checkbox"/> Appropriate PPE issued and being worn                            |
| <input type="checkbox"/> Gas cylinders secured in a vertical position on a trolley         | <input type="checkbox"/> Pipework / Energy isolated and locked off where hazard exists    |
| <input type="checkbox"/> Gas cylinders fitted with a regulator and flashback arrestor      | <input type="checkbox"/> Is Atmospheric testing needed before work starts                 |
| <input type="checkbox"/> Other personnel who may be affected by the work removed from area | <input type="checkbox"/> Is Atmospheric testing needed throughout the life of this permit |

### Work on Walls, Ceilings or Partitions :

- Opposite side checked and combustibles moved away

### Welding, Cutting or Grinding Work :

- Work area screened to contain sparks

### Bitumen Boilers, Lead Heaters etc. :

- |  |  |
|--|--|
| <input type="checkbox"/> Gas cylinders at least 3m from burner | <input type="checkbox"/> If sited on roof, heat insulating base provided |
|--|--|

# Hot Work Permit

Applies only to the area specified below, and is only valid on the day of issue

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- Work area screened to contain sparks

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- |  |  |
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| <input type="checkbox"/> Other personnel who may be affected by the work removed from area | <input type="checkbox"/> Is Atmospheric testing needed throughout the life of this permit |

### Work on Walls, Ceilings or Partitions :

- Opposite side checked and combustibles moved away

### Welding, Cutting or Grinding Work :

- Work area screened to contain sparks

### Bitumen Boilers, Lead Heaters etc. :

- |  |  |
|--|--|
| <input type="checkbox"/> Gas cylinders at least 3m from burner | <input type="checkbox"/> If sited on roof, heat insulating base provided |
|--|--|

# Roof Work Permit

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# Working at Height / Roofwork Permit

Risk Assessments Carried Out?

Work to be Carried Out

Is a Method Statement necessary / provided?

## All Items to be Checked

- Is Safe Access provided? What is the means of Access?.....
- Is Suitable Edge Protection in place where there is a risk of falling?
- Have Barriers been erected to prevent access to other areas of roof?
- Is there safe means of getting materials and equipment to the roof work area?
- Is the roof or areas of the roof known to be fragile?
- Have fragile areas been barriered off or otherwise protected to prevent injury?
- Have any necessary COSHH Assessments been carried out?
- Has a weather forecast been obtained?
- Has suitable warning signage been placed?
- Have Safety Harnesses been checked? (if required)
- Has a secure anchorage been established? (if required)
- Communications with ground established? (if required)

## Working Team

Enter the names of the working team

- |          |               |          |               |
|----------|---------------|----------|---------------|
| 1. _____ | Signed: _____ | 4. _____ | Signed: _____ |
| 2. _____ | Signed: _____ | 5. _____ | Signed: _____ |
| 3. _____ | Signed: _____ | 6. _____ | Signed: _____ |

This permit will remain in force until

Date \_\_\_\_\_

Time \_\_\_\_\_

The following additional equipment/precautions are to be taken and used/observed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Issued by:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Permit Issued to:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## Cancellation

1. I hereby declare that the work referred to above has now been completed.
2. All the personnel named in this permit have been withdrawn from the roof area.
3. All tools, equipment and materials remaining on the roof have been secured.
4. Further work on the roof will not take place unless a new permit to work is issued.
5. Access to the roof area by unauthorised persons has been prevented.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

# Working at Height / Roofwork Permit

Risk Assessments Carried Out?

Work to be Carried Out

Is a Method Statement necessary / provided?

## All Items to be Checked

- Is Safe Access provided? What is the means of Access?.....
- Is Suitable Edge Protection in place where there is a risk of falling?
- Have Barriers been erected to prevent access to other areas of roof?
- Is there safe means of getting materials and equipment to the roof work area?
- Is the roof or areas of the roof known to be fragile?
- Have fragile areas been barriered off or otherwise protected to prevent injury?
- Have any necessary COSHH Assessments been carried out?
- Has a weather forecast been obtained?
- Has suitable warning signage been placed?
- Have Safety Harnesses been checked? (if required)
- Has a secure anchorage been established? (if required)
- Communications with ground established? (if required)

## Working Team

Enter the names of the working team

- |          |               |          |               |
|----------|---------------|----------|---------------|
| 1. _____ | Signed: _____ | 4. _____ | Signed: _____ |
| 2. _____ | Signed: _____ | 5. _____ | Signed: _____ |
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This permit will remain in force until

Date \_\_\_\_\_

Time \_\_\_\_\_

The following additional equipment/precautions are to be taken and used/observed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Issued by:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Permit Issued to:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## Cancellation

1. I hereby declare that the work referred to above has now been completed.
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Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

# Working at Height / Roofwork Permit

Risk Assessments Carried Out?

Work to be Carried Out

Is a Method Statement necessary / provided?

## All Items to be Checked

- Is Safe Access provided? What is the means of Access?.....
- Is Suitable Edge Protection in place where there is a risk of falling?
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## Working Team

Enter the names of the working team

- |          |               |          |               |
|----------|---------------|----------|---------------|
| 1. _____ | Signed: _____ | 4. _____ | Signed: _____ |
| 2. _____ | Signed: _____ | 5. _____ | Signed: _____ |
| 3. _____ | Signed: _____ | 6. _____ | Signed: _____ |

This permit will remain in force until

Date \_\_\_\_\_

Time \_\_\_\_\_

The following additional equipment/precautions are to be taken and used/observed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Issued by:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Permit Issued to:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## Cancellation

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5. Access to the roof area by unauthorised persons has been prevented.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

# Fire Plan

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP



# Fire Plan

## Project Particulars

Project **Cygnnet House**

Project Description External and internal repairs and maintenance

Commencement: 07-Sep-15

Duration (weeks): 13

Completion Date: 07-Dec-15

## Key Personnel

Project Manager:

Site Fire Safety Co-ordinator:

Fire Marshalls:

## Site Security

Give details of the Site Security measures during the following phases of the project

Commencement (incl. demolition):

Shell Completion

During Finishes

Pre-Handover

## Site Storage

Give details of the Site Storage of the following, (include quantities and locations and indicate all on proposed layout drawing)

Combustible materials

Flammable Liquids and LPG

Waste Materials

# Fire Plan

## Drawings

On the Proposed Layout Drawing the following should be indicated:

### FIRE BRIGADE ACCESS

Layout of Site Traffic Plan  
Site Access Points  
Detail any Fire Roads  
Access point into building during construction  
Water Supply (Hydrants, Canals, Reservoirs etc.)

### SITE ACCOMMODATION

Layout  
Assembly Points  
Entrances  
Fire Hazards  
Accommodation fire signage and equipment

## Action In The Event Of Fire

A sign such as the one below should be displayed in all site offices, canteens, fire points and in prominent positions around the site:



## Additional Information/Notes

# Visitors Book

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP







# Fire Co-ordinators & First Aiders

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP

# PROJECT FIRE CO-ORDINATORS AND FIRST AIDERS

**The Fire Co-ordinator on this project is**

.....

**The First Aiders on this Project are**

.....

.....

.....

.....

.....

**Location(s) of First Aid Box**

.....

.....

.....

.....



# Accident Book

**Cygnets House**  
2 Clarence Street  
Staines Upon Thames  
TW18 4SP



