

# **DRYWALL FINISHINGS LTD**

## **Risk Assessment & Method Statement Pack**

### **(RAMS)**



Client Details	
Client	
Location	
Scope of Works	
Start Date	
Expected Duration	
Completion Date:	

Contractors Details	
Company Name	
Company Address	
Main Contact	
Main Contact Tel No	

Competent Advisor Details	
H&S Competent Person/Advisor	Jeremy Trotter CMIOSH
H&S Competent Person/Advisor Tel No	07540 953337

1. The scope of work described within this method statement must not commence until the **Operatives** undertaking the task have read and signed the document.
2. The **Supervisor** will ensure that all staff (including new staff) are fully aware of the contents of the document and any subsequent changes.
3. Where changes to the method statement described within this document are deemed necessary, **works must cease until the changes have been agreed, assessed and authorised by all parties concerned.**
4. The **Supervisor** will ensure that all staff (including new staff) are fully aware of any subsequent changes

The purpose of this method statement is to provide detailed guidance for a safe method of working for our employees under our control and any sub-contractors who may be under our control.

All personnel involved in this operation will be briefed on the content of this Method Statement and relevant risk assessments before commencement of the work.

**STANDARD SITE CONTROL MEASURES TO REDUCE RISK APPLICABLE TO ALL RISK ASSESSMENTS:**

- A competent person will supervise the site.
- Andrew Mann will be fully briefed by the site manager on the contract H&S Plan before work is started.
- All work will be carried out in accordance with the Method Statement; any modifications must be authorised.
- The following PPE will be worn on site: Hard Hat, High Visibility Vest or Coat and Safety Footwear.
- All PPE issued will be free of charge and will meet the required British Standard(s).
- Site inductions before starting work that will cover relevant Hazards and Risks as necessary. These will be recorded.
- Regular Tool Box Talks will remind personnel of relevant Hazards and Risks as necessary. These will be recorded.
- Employees and sub contractors will be trained and competent in allocated tasks/duties.
- All employees and sub contractors will comply with the company's General Site Rules.
- All Accidents and Near Misses will be reported and investigated to ensure adequate Control Measures are in place and effective.

**SUPERVISION & PERSONNEL:**

**MAIN CONTACTS: (1<sup>st</sup>)**

**SUPERVISION ON SITE:**

**OTHER TRADES:** Nil

**Specific Safety Points/Information:**

**Issues pointed out at site meetings**

1	
2	
3	
4	

**Monitoring/Reviewing & Circulation:**



The Method Statements will be reviewed by Andrew Mann (**MD**) and circulated to: PC Site Manager: All staff undertaking the work.

**Operatives Competencies:** Operatives will be selected from Drywall Finishings staff as the work progresses and will be fully qualified tradesmen and assisted by labourers. All staff will hold as minimum a CSCS card. All staff using tools and equipment will be competent in those areas.

All staff will attend the site induction and will also be inducted by Drywall Finishings site supervisor.

**Safety Arrangements:**

- All operatives will park their vehicles in the designated parking area. (immediately after unloading stores etc)
- **All staff from Drywall Finishings are to sign into and out of the site by signing the site booking in book.**
- Site supervisor to receive/review daily works schedule with Site Manager.
- Site supervisor to brief team and allocate tasks as appropriate.
- Always allow safe access/egress for the delivery/removal of stores/materials.
- All staff will wear PPE as detailed and required in a suitable risk assessment.
- Use the correct equipment/tools/working platforms for the task do not take shortcuts, **they don't always work.**
- When working above ground level on podiums, trestles, hop ups etc they will only be erected by competent personnel.
- Site supervisor will check Podiums or hop ups are suitable for the task and erected correctly.

**Communication:** All staff will be briefed by Andrew Mann prior to arrival on site, and will all have access to H&S documentation pertinent to their tasks.

**Inductions:** All Staff will attend PC/Client site specific induction prior to starting their tasks, records of attendance will be passed to/held by the site manager.

**Toolbox talks:** All staff will attend Toolbox talk sessions on items relevant to their tasking and on areas which may be a cause for concern.

**Site Rules:** All site rules will be covered by the PC/Client at induction and reinforced by Andrew Mann prior to starting work and periodically during the duration of the tasks.

**Vehicle:** No vehicles will be parked in the area of works unless it is being loaded or unloaded. All vehicles will be fully maintained, serviced and insured at all times.

**Plant Machinery:** All plant and machinery will be fully maintained, fit for purpose and used by trained competent staff.

**Tools:** All tools used by or provided will be fit for purpose, serviceable and fully maintained.

All power tools will be 110 volt equipment and or battery powered tools will be used (no 240 volt will be used) Certificates will be presented to site manager.

**Equipment:** We will not be using ladders except for means of access/egress.

**Noise:** Noise levels for the activities in this package are not expected to be a major hazard, however Drywall Finishings staff will ensure that correct noise protection is worn whilst undertaking any tasks where noise levels exceed 80dB, tasks will be carried out in short durations and others around you are forewarned prior to the task starting.

**Manual Handling:** A great deal of manual handling activities are incorporated within this works package. Mechanical handling will not be possible to eliminate all of the risks, therefore where reasonably practicable staff will work together in a team lifting activities. A safe system of work for these tasks will be devised on site and staff will be fully briefed prior to undertaking the task.

**Works at elevated levels undertaken from individual steps / ladders:**

Steps and ladders are for short term works only. All steps and ladders shall be inspected weekly to ensure that they are free from defects and inspections recorded in an approved register. All steps and ladders shall be aluminium, no wooden steps / ladders will be accepted on site. Ladders should be properly positioned for access, they should extend a minimum of 5 rungs above the stepping off point, ladder should be at an angle of 75° (1 in 4).

**Personal Protective Equipment (PPE):** As well as the required PPE as shown below all staff are expected to wear clean uncontaminated clothing whilst on site.

The normal standard of PPE worn by staff whilst on site will be

Protective Footwear; Protective Headgear; High Viz jacket/clothing; Working Gloves at all times

Staff will have access to noise protection, and dust masks for use when tasks undertaken create excessive noise and/or dust hazards.

**Respiratory Protective Equipment (RPE) if applicable:** Disposable FFP3 mask to be worn when mixing plaster.

**Access / Egress:** All Drywall Finishings staff will ensure that access/egress gangways are kept clear at all times

**Housekeeping:** All staff will remove waste created by them during their tasks and remove all aspects of waste from the site to a designated area off site to be sorted and re-cycled. No waste is to be left on the scaffold or bombed from the scaffold.

**Communication:** Andrew Mann will undertake a daily briefing the staff prior to tasks starting. This will cover such items as works schedules, safety messages/briefings/updates.

Andrew Mann will carry out regular meetings with PC Site Manager and ensure a good two way communication system is in place at all times.

**Welfare facilities:** The **PC/Client** will provide adequate welfare facilities at all times.

**Personal Hygiene:** All staff are reminded that personal hygiene is a very important factor as the tasks involving plaster/cement can seriously contaminate the skin, staff will have access to Pre & Post work creams these should be used as appropriate.

**Permits to work:** No Permits to work are envisaged for these tasks, however strict control must be in place during all aspects of the works package.,

**Additional Special Safety or Environmental Precautions:**

All staff will respect the site rules and will be clean working operatives; all waste will be placed in the appropriate waste bins/skips. Staff are not expected to put themselves or others at risk to complete a task.

**Emergency/First Aid:** All staff will abide by the site emergency plan at all times.

The PC Site Manager will cover the specific points during the induction briefing, Andrew Mann will ensure that access to emergency and first aid cover is available at all times.

**Storage:** All materials will be stored in the company van and only taken out and used when necessary.

**Materials:** Hazardous materials envisaged during this task are:

Dusts from Plaster

These items have all been assessed and a COSHH assessment is available at the end of this document.

**Asbestos:** Where information regarding asbestos related hazards has not been forthcoming or available at pre-start meetings, we would expect that the Principal Contractor/Client provides us with such information prior to any works being carried out by our staff. Drywall Finishings do not envisage the use of any materials containing Asbestos.

**Completion of Works:** Andrew Mann will ensure that all works are carried out in a safe manner; he is responsible for the completion of works signing off of works and area.

All areas which were handed over to us by the PC for the duration of the works will be cleaned of waste, checked for stores and we will ensure so far as is reasonably practicable that the area is safe prior to hand back to PC Site Manager.

**Sequence of work:**

Skim to Plasterboard Walls and Ceilings

1. All materials for the plastering operation to be delivered to site. Whenever possible, offloaded by mechanical means or team lifting to designated area as Site Managers instruction.
2. Fix angle bead and stop bead where required, making sure they are cut and fixed accurately.
3. Select area as near to the plastering operation as is possible and agreed with the site management to mix materials for the plasterer.
4. Fill the water drums and leave next to the Mixing area.
5. When the preparatory work is completed, mix the plaster-skimming coat in a bucket to the right consistency. Place this onto the board and stand and apply the plaster to the plasterboard, passing over the first coat with the second coat and start to trowel until the material has set. It may be necessary to use clean water splashed on the wall with a brush to obtain the desired finish.
6. At the end of each section of work, possibly two or three rooms depending on size clean up surplus material and leave in a tidy condition.

#### **Foreseeable Hazards and Risk assessments associated with this task:**

The following specific risk assessments have been produced to ensure so far as reasonably practicable the health, safety & welfare of operatives undertaking the tasks associated within this method statement.

All operatives undertaking these tasks are to ensure that they read about the foreseeable hazards, the associated risks and suitable controls; that they understand and fully comply with the set controls, any operative requiring any further information is to seek clarification with management at the earliest opportunity.

#### **General Risk Assessments**

The following risk assessments, relevant to the work being carried out, are attached or will be undertaken on site prior to the activity being done: Due to the constantly changing conditions of the construction phase and environmental conditions, the site supervisor must re-assess the situations/process/tasks prior to commencement of work as follows.

#### **Completion**

As the works are completed the site will be left clean, tidy and secure for hand over to the Principal Contractor.

The Principal Contractor will be notified of any necessary amendments or revisions to the Method Statement during the progress of the contract.

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task	Probable	Occasional	Remote	Catastroph	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score	3	2	1	5	4	3	2	1	3
1	Use of Trestles		X			X				8
2	Use of Ladders/Step Ladders		X			X				8
3	Manual handling	X					X			9
4	Slips, trips and falls		X				X			6

<b>Risk Assessment Scores:</b>	<b>10+ High Risk</b>	<b>5-9 Medium Risk</b>	<b>1-4 Low Risk</b>
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Key hazards	Risk Rating	Who might be harmed and how?	Information/Instruction/Training & Controls in Place to Manage Risk	Additional Control Measures	Residual Risk Rating
Use of Trestles	HIGH	Serious or even fatal injury could occur if a worker falls.	<ol style="list-style-type: none"> <li>1. Trestles shall only be planned for light work of relatively short duration.</li> <li>2. Guard rail will be provided at least 950 mm above the edge from which a person might fall.</li> <li>3. Trestle will be founded on a firm and level base.</li> <li>4. Youngmans boards shall be used in preference to scaffold boards.</li> <li>5. No board will overhang its support by more than 4 x thickness or have less than a 150mm overhang.</li> <li>5. Only propriety pins supplied by manufacturer will be used.</li> <li>6. Suitable access will be provided to the work platform i.e a secure ladder.</li> </ol>	Management must supervise the use of trestles to ensure that operatives moving and erecting them are properly trained and instructed, and that operative do not overreach.	LOW



Key hazards	Risk Rating	Who might be harmed and how?	Information/Instruction/Training & Controls in Place to Manage Risk	Additional Control Measures	Residual Risk Rating
			<p>7. Trestle platforms will not be overloaded.</p> <p>8. All trestles will be inspected by a competent person before use to ensure all parts are in good condition and suitable for intended use..</p> <p>9. Warning notices must be displayed and adequate protection provided (barriers etc) where trestles are erected in areas where members of the public have access.</p>		
Use of Ladders/Step Ladders	HIGH	Serious or even fatal injury could occur if a worker falls.	<p>1. Prior to using ladders for access or work, their suitability for the job must be assessed and only if the task has been assessed as low risk, is short duration or there are existing features that exclude the use of other work equipment.</p> <p>2. Ladders must be checked before use and not used if defective or damaged.</p> <p>3. Ladders must be positioned on a firm level base and firmly secured or footed.</p> <p>4. Access ladders must be tied and extended 1.00m above landing place.</p> <p>5. Materials or equipment are not to be carried up ladders except on a tool belt, bag or other means carrying. The operative must maintain minimum of three points of contact with the ladder at all times.</p> <p>6. Step ladders must only be used when fully extended.</p> <p>7. Operatives must be trained in the safe use of ladders.</p>	Safety footwear must always be worn when using ladders.	LOW
Manual Handling	MEDIUM	All workers could suffer from back and/or other musculoskeletal	<p>1. All activities must be planned to minimise the need for manual handling of heavy items.</p> <p>2. Use mechanical means whenever possible.</p>	Ensure adequate supervision is provided and that control	LOW

Key hazards	Risk Rating	Who might be harmed and how?	Information/Instruction/Training & Controls in Place to Manage Risk	Additional Control Measures	Residual Risk Rating
		injuries if regularly lifting/carrying heavy objects and the repetitive handling of bricks/blocks.	3. Use safe lifting techniques where mechanical handling is unavoidable. 4. Specific assessments must be prepared where repetitive manual handling is required, twisting, turning or where operatives are required to lift large or bulky items. 5. Ensure that areas where materials are being moved manually are kept free of trip hazards.	measures remain valid for the duration of the work.	
Slips, trips and falls	MEDIUM	All workers may suffer abrasions, sprains or fractures if they trip over waste including brick bands and pallet debris. Slips at height could result in a serious fall.	1. Ensure the workplace is kept clean and tidy with walkways unobstructed. 2. Safe route to workplace, with good conditions underfoot, agreed with principal contractor. 3. Waste, including brick bands and pallet debris, must be disposed of in designated skips as specified in main contractors "disposal and re-cycling" policy	Supervisor to ensure that workers wear safety footwear that provides good grip. Make sure that everyone knows what they have to do to manage their own materials, waste and equipment to keep the site tidy and reduce the risk of tripping	LOW

DRYWALL SYSTEMS & PLASTERING

**Operatives Signature Block:** All operatives who will be carrying out the work referred to in the method statement will sign to acknowledge that they have received the information in the method statement and associated risk assessments and will work in accordance with the safe systems of work.

We the undersigned agree to carry out work at as described within this method statement		
Name	Signature	Date

