

**“Risk Analysis & Method Statement” Sheets Introduction**

Store Maintenance Ltd (*the Company*) is fully committed towards health and safety and, in particular, to ensuring a safe working environment at all times, in accordance with all relevant health and safety legislation.

*The Company* has produced a series of “Risk Analysis & Method Statement” sheets, which are designed / intended to summarise the risks associated with its work activities.

These sheets are subject to a periodic monitoring / revue process and their content is intended to act as a guide in the formulation of an “on site” safe working procedure by a “tradesperson” working on behalf of the *Company* within a “host company” premise.

Each “tradesperson” undertaking any work on behalf of *the Company* has been advised of this commitment and has been instructed to ensure, so far as is reasonably practicable: -

- a. That they do not operate in such a way that may compromise the health and safety provisions of the “host company” in which they are working.
- b. That they comply with all health and safety legislation relevant to their specific trade
- c. That they maintain good communication with both *the Company* and the management of the “host company” in which they are working.

# STORE MAINTENANCE LTD

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## Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/101/05

*Workplace activity*

**Electrical Work**

### Risk analysis

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of electric shock</b>	<b>High</b>
<b>Risk of fire</b>	<b>Medium</b>
<b>Risk of falls from height</b>	<b>High</b>

### Method statement

All current legislation and codes of practise regarding electrical work will be complied with.

Only qualified / certified personnel will be permitted to undertake any electrical work.

Any electrical circuits requiring “work” will be properly isolated from the mains supply until such time as the works have been completed or reconnection is required in order to test the integrity of the works so far..

Prior to the commencement of any electrical work, any flammable articles / substances within the immediate area shall be removed.

Prior to the commencement of any electrical work at height, particular attention will be paid to the requirements of current safe working at height requirements / guidance (see sheet number SM/DCS/106/05).

During any electrical works, suitable portable fire fighting equipment shall be kept available in an appropriate location.

After completion of any electrical work, the integrity of the electrical circuit shall be checked / inspected in order to ensure that it is in a safe condition.

After completion of any electrical work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

### Workplace tasks associated with this sheet

IEE electrical inspections, repair of electrical appliances, repositioning of electric lights / sockets / switches etc.

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**Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/102/05**

*Workplace activity*

**Environmental Issues (including Waste Disposal)**

**Risk analysis**

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of contamination to the local water table</b>	<b>Low</b>
<b>Risk of escape of contaminants into the atmosphere</b>	<b>Low</b>
<b>Risk of illegal waste disposal</b>	<b>Low</b>

**Method statement**

All current legislation and codes of practise regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Work which may result in the escape of pollutants into the atmosphere will only be carried out by personnel who have been approved / certificated by the appropriate authority / professional organisation.

Prior to the commencement of any works which may result in the escape of pollutants into the atmosphere, the area will be suitably “sealed of” and entry therein will be restricted as appropriate.

Prior to the commencement of any works which may result in the escape of pollutants into the local water table, suitable spillage equipment will be positioned as appropriate.

Suitable warning signage and barriers (as appropriate) shall be positioned around the “work” area before the commencement of any works which may cause environmental contamination.

Any contaminated “waste” created as a result of works carried out will be properly contained and disposed of by a specialist company.

**Workplace tasks associated with this sheet**

**Decorating, drainage repairs, air conditioner servicing / repair, cleaning**

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## Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/103/05

*Workplace activity*

**Fire & Explosion**

### Risk analysis

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of inhalation of obnoxious fumes</b>	<b>Medium</b>
<b>Risk of contact with flames</b>	<b>Low</b>
<b>Risk of puncture wounds caused by flying debris etc</b>	<b>Low</b>

### Method statement

All current legislation and codes of practise regarding fire prevention will be complied with.

Where possible, non-flammable substances will be used.

Prior to the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Prior to the commencement of any works that could give rise to a fire, suitable portable fire fighting equipment will be positioned accordingly.

During any works which involves the use of a flammable article / substance, all appropriate measures will be taken so as to keep sources of ignition (naked flames, cigarettes etc) away from said flammable articles / substances

Upon completion of any works which may have given rise to the risk of fire / explosion, the area will be checked and left in a clean condition.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to prevent unauthorised access into said area.

### Workplace tasks associated with this sheet

**Plumbing, electrical work, decorating**

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**Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/104/05**

*Workplace activity*

**Poor Housekeeping**

**Risk analysis**

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of slips and trips</b>	<b>High</b>
<b>Risk of contact with work equipment</b>	<b>Medium</b>
<b>Risk of contact with chemicals / substances</b>	<b>Low</b>

**Method statement**

All good practise guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact.

Prior to the commencement of the works, suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to prevent unauthorised access into said area.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

After completion of the works, the area will be left clean and in good order.

**Workplace tasks associated with this sheet**

All works

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## Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/105/05

*Workplace activity*

**Restricted Workspace**

### Risk analysis

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of contact with sharp / abrasive edges</b>	<b>Medium</b>
<b>Risk of musculoskeletal disorders</b>	<b>Low</b>

### Method statement

All good practise guidelines regarding the provision of sufficient clear working space will be observed.

Prior to the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of the “host” company) will be made available, so far as is reasonably practicable.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to restrict other persons from entering said area.

During the works, attention will be paid at all times to the maintenance of said clear working space.

If during the works, the maintenance of a clear working space is impracticable, the person undertaking the work will liaise with the “host company” management with a view to resolving the issue.

### Workplace tasks associated with this sheet

All works

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## Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/106/05

*Workplace activity*

**Working at Height**

### Risk analysis

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of personnel falling from height</b>	<b>High</b>
<b>Risk of objects falling onto persons below</b>	<b>High</b>

### Method statement

All current legislation and codes of practise regarding working at height will be complied with.

A suitable work “platform” (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base / danger area, so as to prevent unauthorised access into said area.

Only those persons who have received suitable instruction shall be permitted to access / use the platform.

### Workplace tasks associated with this sheet

Roofing, “ceiling mounted” lighting modification / repair, “ceiling mounted” heating / air conditioning systems, decorating, cleaning,

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**Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/107/05**

*Workplace activity*

**Work Equipment Usage**

**Risk analysis**

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of contact with sharp / rotating edges</b>	<b>Medium</b>
<b>Risk of unauthorised use of work equipment</b>	<b>Medium</b>
<b>Risk of other persons being injured by flying objects caused by the work equipment usage</b>	<b>Low</b>

**Method statement**

All current legislation and codes of practise regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All “mains electricity powered” work equipment will be designed / constructed so that it will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage.

When not required for immediate use, all items of work equipment will be securely “stored” so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

Where considered necessary, suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to prevent unauthorised access into said area.

**Workplace tasks associated with this sheet**

All works

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## Generic Risk Analysis & Method Statement Sheet - No: SML/DCS/108/05

*Workplace activity*

**Working with Chemicals / Substances**

### Risk analysis

<i>Hazard</i>	<i>Risk rating</i>
<b>Risk of inhalation of obnoxious fumes</b>	<b>High</b>
<b>Risk of ingestion of chemicals / substances</b>	<b>Low</b>
<b>Risk of skin contact with chemicals / substances</b>	<b>Medium</b>

### Method statement

All current legislation and codes of practise regarding chemical / substance usage will be complied with.

Where possible, non-hazardous chemicals / substances will be used.

Only those persons who are fully conversant with a chemical / substance will be permitted to use said chemical / substance.

Adequate ventilation will be maintained at all times where hazardous chemicals / substances are used.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to restrict other persons from entering said area.

When not required for immediate use, chemicals / substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

If during the works, the provision / maintenance of a well vented workplace is impracticable, the person undertaking the work will liaise with the "host company" management with a view to resolving the issue.

### Workplace tasks associated with this sheet

Cleaning, decorating, plumbing, flooring, drainage repair