



HEAD OFFICE
UNIT 2, PLYMOUTH AVENUE
BROOKHILL INDUSTRIAL ESTATE
PINXTON
NG16 6RA
Tel: 01773 599 942
SHEQ Manager: K Wise 07841 030382

NORTHAMPTON OFFICE
37 CROW LANE
GREAT BILLING
NORTHAMPTON
NN3 9BZ
TEL: 01604 926 006

HEALTH & SAFETY DOCUMENTATION

PROJECT: Gosberton House Academy Remedials

JOB NUMBER: Rev 00

SITE ADDRESS: Gosberton House Academy,
11 Westhorpe Road,
Gosberton,
Spalding,
PE11 4EW

**DOCUMENT
PREPARED BY** Neil Weston
Health & Safety Manager

Signed:

Date: 30.05.2024

**DOCUMENT
APPROVED BY** Christian Watson
Group Chairman

Signed:

Document Contents

1. Cover
2. Contents
3. Revisions & Responsibilities Page
4. Supervisors Qualifications
5. Site Specific Actions / Method Statements
6. Site Emergency Procedures
7. Continued
8. Method Statement- Removal and Re-instatement of Existing Brickwork
9. Continued
10. Plant & Equipment
11. PPE Page
12. Risk Assessment- RA1 Manual Handling
13. Continued
14. Continued & Weights
15. Risk Assessment-RA88 Use of Wheelbarrow
16. Risk Assessment-RA34 Cutting using Block Splitter and Hand Tools
17. Continued
18. Risk Assessment-RA63 Environmental Consideration in Construction
19. Continued
20. COSHH Assessment-1-13 Ready Mixed Mortar
21. COSHH Assessment-1- 1.33 Silica Dust
22. Accident Procedure
23. RAMS Signing Page
24. Policy Statement
25. Signing Page

REVISIONS

Rev No.	Date	Reason for Amendment	Amended by	Signature	Confirmation that revisions have been communicated to relevant personnel

Document Review and Revision Status:

- Method Statement reviews are ongoing with a 6 monthly review recorded.
- All reviews are to be carried out by the Phoenix Health and Safety Dept.
- Principle contractor will be notified of any Changes to any tasks, phases, or sequences to the method statement Prior to the commencement or continuation of any works.
- Written confirmation of approval of the First Issue and further amendments must be issued by the Principle contractor prior to any works commencing.
- The Written Confirmation of Approval is to be attached to the Front of this Method Statement. All Amendments are to be recorded in the Phoenix Method Statement Register as issued.

RESPONSIBILITIES

FOREMAN:	Jamie Duerden
QUALIFICATIONS:	SMSTS, Level 6 NVQ, SEATS
Phoenix Supervisors and Foremen will ensure that:	
1. All operatives read and sign up to the enclosed RAMS. 2. Foreman and Site Supervisors must sign RAMS also. 3. Foreman MUST carry out a Phoenix site-specific instructions and ensure that they are adhered to at all times.	
FULL NAME:	Jamie Duerden
SIGNED:	
DATED:	



Site Safety Plus

To certify that

Jamie Anthony Duerden

has successfully completed the following course

Site Management Safety Training Scheme

For the Construction and Civil Engineering Industries

Course completion date: 27-10-2023

Certificate expiry date: 31-10-2028

To confirm the authenticity of this certificate please check the [CITB Construction Training Register \(CTR\)](#)

Jonathan Chivers
Director of Product Management

Issued Date: 06/11/2023

1470575-21527-2-G

Registration No: 662296

Method Statement

<u>CLIENT:</u>	Wates
<u>SITE:</u>	Gosberton House Academy
<u>SUPERVISOR:</u>	Jamie Duerden
<u>COMMENCEMENT:</u>	TBC
<u>TASK:</u>	Site Specific Notices
<u>LOCATION:</u>	Various

1. All operatives and personnel to adhere to client site rules including the segregation of waste and disposal, traffic management plans and routes of access and egress as provided by Wates during Site Induction.
2. All operatives to take notice of site ecology (tree protection areas, invasive plants, water ways, etc) and go about day-to-day business in line with client instructions and requests such as not to disturb.
3. Site hours are Mon-Fri 7.30am –5.00pm
4. Site hours Saturday - by arrangement only.
5. Inductions to be held at 8.00 am each morning, TBC
6. All operatives to clear any debris / packaging from work areas as often as possible but as a minimum at the end of each working day
7. All operatives will attend a Wates Daily Safe Start prior to the commencement of works, TBC.
8. If not already undertaken, operatives will receive on-line manual handling training after 3 months of working on the project. Manual handling toolbox talks will be given on a regular basis.

Method Statement

CLIENT: Wates
SITE: Gosberton House Academy
SUPERVISOR: Jamie Duerden
COMMENCEMENT: TBC

EMERGENCY ARRANGEMENTS FROM SITE TO PILGRIM A&E HOSPITAL **TEL 01205 364801**



Method Statement

CLIENT: Wates
SITE: Gosberton House Academy
SUPERVISOR: Jamie Duerden
COMMENCEMENT: TBC

DRIVING INSTRUCTIONS – SITE TO PILGRIM A&E HOSPITAL

← from Westhorpe Rd, Spalding
to Pilgrim Hospital Accident and Emergency Dept,...

33 min (13.9 miles)



via A16

Fastest route, despite heavier traffic than usual

Westhorpe Rd

Spalding

- Follow Westhorpe Rd, Boston Rd and Spalding Rd/B1397 to A17 in Sutterton

7 min (4.5 mi)

- Follow A17 and A16 to Boston

17 min (9.3 mi)

- Drive to your destination

37 sec (446 ft)

Pilgrim Hospital Accident and Emergency Dept

Pilgrim Hospital, Sibsey Rd, Boston PE21 9QS



**SITE FIRST AIDERS WILL BE INTRODUCED DURING CLIENT SITE
INDUCTION**

Method Statement

CLIENT: Wates
SITE: Gosberton House Academy
SUPERVISOR: Jamie Duerden
COMMENCEMENT: TBC
TASK: Removal and Re-instatement of Existing Brickwork
LOCATION: Western Entrance Wall

DESCRIPTION OF WORKS:

Removal of existing brickwork in the Western Entrance wall to allow for the access and egress of construction vehicles.

Re-instatement of the removed brickwork when required.

The welfare facilities will be provided by Wates.

The working area will be barriered and excluded to ensure segregation, by Wates management.

Prior to the commencement of works, Phoenix will photograph the area of brickwork to be removed to ensure that the rebuild matches the existing.

The existing mortar will be matched, and samples submitted for approval prior to disassembly.

The existing bricks will be matched, and samples submitted for approval prior to disassembly, to ensure the correct quantity for the rebuild.

When approval has been obtained, Phoenix will remove the required section of walling as set out by Wates management.

This will be achieved by using hand tools i.e., hammer, bolster chisels ect. to ensure minimal damage to the bricks.

The existing mortar will be carefully removed from the bricks.

Each brick will be placed onto pallets and removed by Wates into storage.

The working area will be cleaned of debris on a daily basis.

Access to the high level works will be achieved by using free standing trestle/ Safe Stand scaffolding which will be erected by Phoenix.

Pictures of the removal works will be submitted to Wates to ensure compliance.

When required, Phoenix will return to the project to re-instate the brickwork using the bricks that that have previously been removed, using ready mixed mortar to the agreed specification.

The working area will be barriered and excluded to ensure segregation, by Wates management.

Access to the high level works will again be achieved by using free standing trestle/ Safe Stand scaffolding which will be erected by Phoenix.

All pointing will match the existing.

When complete, pictures of the installation works will be submitted to Wates to ensure compliance.

MATERIALS REQUIRED:

Bricks & Ready Mixed Mortar.

DISPOSAL

Waste material is to be discarded in line with manual handling risk assessment and the Client's site waste management plan.

MAIN HAZARDS:

Trapping fingers between bricks.
Cement Burns.
Cement Dust when removing bricks.
Manual Handling.
Slips, Trips and Falls.
Falls from height

CONTROL:

The works will be carried out by experienced operatives who will be supervised during the whole of the works. Appropriate site/ task specific PPE will be worn for cutting and handling materials. Wates will be responsible for delivering the materials to and from the workplace. Mortar will be delivered ready mixed and served in wheelbarrows.

Method Statement

CLIENT: Wates
SITE: Gosberton House Academy
SUPERVISOR: Jamie Duerden
COMMENCEMENT: TBC

Access & Egress:	
To the work area:	On the project via designated pedestrian routes.
To the high-level works:	Access to high level works will be trestle/Safe Stand scaffold
Method of the Segregation of works:	Pedestrian barriers will be provided for segregation of works from unauthorised personnel on the project
Lighting	
Safety & Emergency lighting	Wates
Task lighting	Phoenix
Plant & Equipment	
Equipment List:	
<i>All electrical tools to be PAT tested. A register of those tested will be kept in our Health & Safety file and available for inspection at any time.</i> <i>The issue of these will also comply with P.U.W.E.R. regulations 1998. Lifting Appliances will be inspected every 7 days & entered in our register of Lifting Appliances to comply with L.O.L.E.R regulations 1998 Scaffold (Including System Scaffolds & Aluminium Towers) will be tagged / or handed over, inspected every 7 days & entered in the scaffold register which will be kept in our Health & Safety file which is available for inspection at any time.</i>	
Type of Plant or Equipment – give detail:	
Wheelbarrows	
110v Task Lighting florescent tripod stands as in section 5	
Trestle/ Safe Stand Scaffold	
Hand Tools i.e. Hammer, Bolster, Trowel, Spirit Level, Profile, String Lines ect.	
Training	
Training Certificates:	All operatives – C.S.C.S
	Site Management – SMSTS
	Site Supervision – SSSTS
Plant operatives and scaffold erectors will hold the relative accreditation	

Method Statement

CLIENT: Wates
SITE: Gosberton House Academy
SUPERVISOR: Jamie Duerden
COMMENCEMENT: TBC

Site/ Task Specific PPE Page

Gloves Polyurethane coated trade gloves; Certified to Cat II EN388 4131 	Safety Helmet Certified to EN397. 	Ear Defenders With an SNR Rating of 30dB 	Eye Protection (Site specific) Certified to EN166 1B Fully adjustable side arms for perfect fitment/protection 
Long Sleeved Hi-Vis Vest with Phoenix Logo Certified to EN471 Class 2 	Boots EN iso 20345 Steel capped boots with sole protection; flexible ankle 	Impact Resistant Goggles – Certified to EN166 1B Front adjustable head band for perfect fitment/protection 	Press to Check Dust Mask JPS Half Mask w/P3 Filters. Certified to BS EN 140 
Full length trousers Hi vis if required by site (NO SHORTS) Hi-vis trousers with double banding (to be worn near major road works) Certified to EN471 Class 2 	Gloves True Touch cut Flex V Certified EN388 4543 Cut Level 5 		



Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	
--	--	---

RISK ASSESSMENT FORM – RA 1

Area/task/process assessed: Manual Handling of Bricks, Blocks and Equipment during building and constructions operations

Hazard(s)			Persons at risk/numbers affected			Existing control measures			Risk rating			Proposed control measures (if any)			Risk rating														
S			L			R			S			L			R														
Unloading blocks/bricks from Vehicle. Injury from falling objects, back and limb strains and sprains. Falls from a height (vehicle) Loading blocks or bricks on to Scaffold Loading Bay – falling objects from split packs.			2/3 persons in build team.			All members of team have received Site Induction. Fork Lift Truck to remove blocks/bricks or HIAB Packs off the lorry. Trained, Competent FLT or HIAB Operator only. Reversing to be carried out using a competent banks-man CHECK all Packs prior to movement. Area for unloading to be clear prior to operation.			3			4			12			Assess site before unloading vehicle for ground stability and access. Where possible use access steps to vehicle. ONLY WORK OFF BACK OF VEHICLE IF SAFE TO DO SO (USE FALL ARREST IF AVAILABLE) WITH FULL SUPERVISION BY COMPETENT PERSON Maintain clean scaffolds/loading bay. All operatives to clear any debris/ packaging from work areas/ scaffold as often as possible but as a minimum at the end of each working day. Packs of bricks/ blocks to be checked for stability. Unstable packs to be triple banded/ shrink wrapped prior to offloading. Use pallet trucks where possible			3			2			6		
Moving Materials / Manual handling injuries bricks/blocks/ lintel/ mortar from unload site to work site. e.g. sprains and strains to back and limbs. (MSDs) Loads too heavy. Contact injury to others on site.			Operatives / 2/4 persons in team. Other site pedestrian traffic.			Determine route to be taken, distance and assess ground conditions for trip hazards uneven surfaces, traffic and other site obstacles before moving materials. Ensure Scaffold platforms are clear from obstructions. Operatives to read weights charts for blocks			3			4			12			Site manager to assess the loads, where possible reduce the load to make it lighter and easier to grasp. Operatives are to rotate when lifting 140 solid dense blocks, regular breaks given for the task in hand. Modify the workplace to reduce carrying distances, twisting movements, or the need to lift things from floor level or above shoulder height. Change the work routine to avoid excessive lifting. Agree on lay down areas prior to works commence. Unload site to be as close as possible to build site.			3			3			9		

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024		Gosberton House Academy Remedials Rev 00							
unbalanced, unstable ground conditions		Individuals must assess each load for size, weight, and grip before lifting and carrying (SEE CHART). Where possible practice team or assisted lifting. Beware of other Trades in area. Operatives to ensure their set their work stations out so that twisting and stooping is reduced Operatives must not OVERLOAD SCAFFOLD BOARDS. REDUCE TRIP HAZARDS BY CAREFUL STACKING				Site manager to provide TBT to Discuss <u>Static work</u> : when maintaining a posture (holding the body or part of the body in a fixed position), certain skeletal muscles remain contracted. <u>Dynamic work</u> : when moving body parts, active skeletal muscles contract and relax rhythmically. Max Lintel lift is 4 persons per lift – lintel must not exceed 20kgPP – any lintel above <u>80kg</u> is to be lifted into place mechanically. A supervised 4-person lift is the <u>maximum</u> permitted lift without mechanical assistance. Use pallet trucks and lifting aid where needed			
Working at height and falls from height. Manual handling injuries e.g. sprains and strains to back or limbs. Injury from contact with falling objects.	2/3 persons in s team.	Build area cleared of other traffic before commencement of operation. Scaffolding to be erected and checked before operation. Condition of site to be assessed before operation. Only fully trained bricklayers and labourers to be involved in the operation. PPE such as Hard Hat, Safety Boots, Hi-Vis Vest and gloves. Housekeeping to be maintained at a high standard throughout operation. Permit for working at heights. Scaffolding safety check carried out by Supervisor and logged in site file	3	3	9	Sequence of operations to be discussed with site manager prior to commencement. Risk assessment and method statement to be discussed with team before starting. PPE to be checked before arrival at site and again before staring.	3	2	6

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024		Gosberton House Academy Remedials Rev 00							
Effects of weather on individuals, surfaces and working at height	2/3 persons in s team	Operatives to wear appropriate clothing for the current season (no shorts). Assess conditions prior and during operations for extremes of temperatures, wind, rain, frost and heat. Suspend operations if considered unsafe to continue. PPE, or sun block to be used to suit conditions.	3	3	9	Discuss conditions with site manager prior to operations, including welfare arrangements and site procedures.	3	2	6
						Phoenix winter protection TBT to be issued highlighting first aid and frost bite protection.			
						All operatives to be issued Phoenix Hood liners.			
						Hessian to be used to protect block & Brick work			
Key: S = Severity		Death 5	L = Likelihood		Certain 5	R = Risk Rating (S x L)			
		Major Injury 4			Very Likely 4	Scale: 25 – 16 High Risk			
		Serious injury 3			Likely 3	15 – 7 Medium Risk			
		First Aid 2			Unlikely 2	6 -0 Low Risk			
		Insignificant 1			Seldom 1	RA 1 Risk Rating – Low			

Weights Table

MATERIAL	SIZE OR METHOD OF CARRYING	APPROXIMATE WEIGHT	POSTURE
BLOCKS 140 mm SOLID DENSE	MANUAL FROM PACK – ONE PER LIFT DUE TO SIZE	APRROX 25KG EACH	STRAIGHT LIFT FROM PACK AT VARIABLE HEIGHT
BRICKS	MANUAL FROM PACK – ONE PER LIFT DUE TO SIZE	SUPPLIED BY GT	STRAIGHT LIFT FROM PACK AT VARIABLE HEIGHT
MORTAR FROM TUB	LOADED IN TO BUCKET FOR DISTRIBUTION TO BRICK LAYERS – ONE BUCKET PER LIFT	15 KGS PER BUCKET	TWISTING AS MORTAR IS UNLOADED BY SHOVEL IN TO BUCKET. STRAIGHT LIFT & MOVE TO BRICKLAYERS
STEEL AND CONCRETE LINTELS	MECHANICAL WHERE POSSIBLE: MANUAL LIFTS MUST NOT EXCEED 20KG PER PERSON. MAXIMUM SHARED LIFT IS 4 X PERSONS <80KG	Various	STRAIGHT LIFT – WEIGHTS TO BE ASSESSED BY SUPERVISOR AND ANYTHING REQUIRING OVER A 4 PERSON LIFT TO BE REFERRED TO HEAD OFFICE/ MAIN CONTRACTOR FOR MECHANICAL INTERVENTION
POSTURE, WEIGHT AND MANUAL HANDLING ASSESSMENTS TO INCLUDE TOOL BOX TALK ON TYPES OF WEIGHT, SIZES, MATERIALS AND OBSTRUCTIONS ON CONSTRUCTION SITES			

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	 Phoenix Brickwork Drywall Scaffold
--	--	--

RISK ASSESSMENT FORM – RA88

AREA/TASK/PROCESS ASSESSED: Use of Wheelbarrow

Hazard(s)	Persons at risk/numbers affected	Existing control measures	Risk rating			Proposed control measures (if any)	Risk rating		
			S	L	R		S	L	R
Incorrect use of the equipment	Operative	When moving a loaded wheelbarrow, operatives must take care to use the correct lifting techniques, i.e. using their legs to lift. Wheelbarrows are generally robust but must be taken to ensure that they are in good working order prior to use.	2	4	8	All users including new starters are to receive briefing on safe loading and use of barrow from the appointed Supervisor. Operatives are to ensure that the route they intend to move the wheelbarrow is clear and free from obstructions. Operatives must not overload the barrow either in terms of weight of materials or the amount of materials The wheelbarrow should be maintained and in good condition	2	1	2
Damaged equipment	Operative	Checking and maintenance of wheelbarrow. The barrow should be checked regularly to ensure it is in good condition. Welds on the handles should be in good condition. The bucket should be in good condition and free of holes when transporting liquid materials, i.e. mortar. The tyre should be in good condition and inflated to the correct pressure. Any defectives found should be reported and repaired or the barrow removed from use	3	3	9	All Wheelbarrows will require regular checks before use, of the stability of the structure and wheels etc. Supervisors to ensure all damaged Wheelbarrows are removed from use until they are either repaired or are disposed of. Wheelbarrows are generally robust but must be taken to ensure that they are in good working order prior to use.	3	1	3
Unstable Loads/ Loss of Loads	2/3 persons in s team.	All materials should be loaded in a manner that ensures stability during movements.	3	3	9	Materials should not be stacked to high so that they may fall from the barrow during movements or obstruct the operator.	3	2	6

Key: **S = Severity**
 Death 5
 Major Injury 4
 Serious injury 3
 First Aid 2
 Insignificant 1

L = Likelihood
 Certain 5
 Very Likely 4
 Likely 3
 Unlikely 2
 Seldom 1

R = Risk Rating (S x L)
Scale: 25 – 16 High Risk
 15 – 7 Medium Risk
 6 -0 Low Risk
Risk Rating – Medium

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	
--	---	--

RISK ASSESSMENT FORM - RA 39

Area/task/process assessed: Cutting using Block Splitter and Hand Tools

			Risk rating				Risk rating		
Activity Hazard(s) and Likely Outcome	Persons at risk/numbers affected	Existing control measures	S	L	R	Proposed control measures (if any)	S	L	R
Block Splitter Guillotine – injuries/ cuts to fingers, entanglement, flying particles	Operator and others in close proximity	Operator to attend site induction and hold valid CSCS card. Operative/foreman to carry out pre-use checks any sign of defects or damages to be reported to Head Office Block splitter to be set up on level ground and all components attached ready for cutting. Foreman to regularly check block splitter and record on PUWER register Operator to carry out daily checks to wheel, handle and cutters Full PPE, including impact goggles must be worn at all times when cutting	3	3	9	Foreman to remove equipment if damaged, place into quarantine then report to Head Office Foreman to request repair or replacement if equipment is not functioning to correct manufacturer's standards, then equipment should not be used Operative to place blocks under guillotine, once in position remove hands, keeping away from the block and use handle to safely cut blocks. Loose clothing and hair to be tied back to avoid entanglement	3	2	6

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00								
Manual Handling of block splitter Muscle strain/pain tenderness Overturn	Operatives	Where possible use mechanical aids to transport block splitter to working station Block splitter wheels to be checked regularly to ensure they are not buckled or damaged. Operatives are to push splitter if needed in closer proximity to workstation	3	3	9	Discuss with Site Manager other possible methods of transporting equipment to build site. A supervised 4 person lift is the only permitted manual lift of a block splitter without mechanical assistance as >80kg Any damaged wheels to be reported immediately and splitter to be placed into quarantine	3	2	6
Hand Tools (Hammer and Bolster) Cracks/ loose handles Mushroomed tool heads Splinters /injuries/ cuts to hands	Operatives	Operatives to regularly check hand tools. Operatives responsible for their own tools and they must replace them when damaged. Hands to be behind tools when cutting bricks/blocks. PPE to be to be worn at all times	2	3	6	Foreman to issue TBT Foreman to check tools and communicate the importance of using safe tools for works	2	2	4
Knives Cuts, damaged loose blades, unprotective	Operatives, others in area	Operatives to use retractable blades only. Operatives to securely store away knives when not in use. Defected knives to be removed from site immediately	4	3	12	Phoenix Manager to issue Toolbox Talks on safety and storage Regularly checks in workstations, Red cards will be issued if knives are left unattended	4	2	8

Key: S = Severity

Death 5
 Major Injury 4
 Serious injury 3
 First Aid 2
 Insignificant 1

L = Likelihood

Certain 5
 Very Likely 4
 Likely 3
 Unlikely 2
 Seldom 1

R = Risk Rating (S x L)

Scale: 25 – 16 High Risk
 15 – 7 Medium Risk
 6 -0 Low Risk

RA39 Risk Rating – Low

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	
--	---	--

RISK ASSESSMENT FORM – RA63

Area/task/process assessed: Environmental consideration in construction

Hazard(s)	Persons at risk/numbers affected	Existing control measures	Risk rating			Proposed control measures (if any)	Risk rating		
			S	L	R		S	L	R
Deliveries to site mud on tyres, mud on public roads, path, causing slips and trips	Operator Site Operatives Public	Drivers to use designated deliver gates, deliveries to arrive in designated time slots Driver to stay in vehicle, when possible. Banksman to supervise truck when entering and leaving site to protect site pedestrians and the public. Tyre washers to be used when leaving site.	3	2	6	Procurement/foreman to communicate with driver before going to site. Site specific instructions/ times be given before arriving to site Banksman to be communicate with the driver when on site. Driver to adhere to speed limits at all times PC to engage with the public	3	1	3
Waste	All on site	Operatives to use skips and bins provided. Operatives separate waste and use correct skips for materials, as highlighted in the site induction. Operatives to report to site managers of overflowing skips	4	2	8	Visiting foreman to issue a TBT Operatives to reuse and recycle whenever possible. Operatives to report any signs of animal activity around bins and skips. Operatives to regular wash hands after disposing of waste. Pc to regularly empty skips	4	1	4
Refuelling Spills, damage to bowser Spills entering water courses and hurting wildlife	Operator Site Operatives	Operator to be competent in refuelling, Operator to read bowser instructions before use. Bowser to be located away from water courses and trees. Operatives to familiarise themselves with spill kits on site. Bowser to be located	3	3	9	Operatives to report spills and report damaged spill kits, so that they can be replenished Visiting foreman to issue TBT on spills Damaged to bowzers to be reported to procurement	3	2	6

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024		Gosberton House Academy Remedials Rev 00							
		on firm level ground away from watercourses and trees							
Dust Silica dust, respiratory, irritation to throat. irritation skin, eyes	Operator Site Operatives	Operatives to wear RPE when cutting, dust suppression water bottles to be used when cutting. Dampen down surfaces before cleaning up, never dry sweep. Use vacuums where possible	4	4	16	Use pre-cut blocks where possible Cut in designated areas, away from others Use safety signage to warn others of the activity Operatives to hold a valid face fit certificate	4	2	8
Safe storage of COSHH products Vapours/mists/ Spillages/ flammable products	2/3 persons in s team	All COSHH products to be stored away in cabinet or cage Operatives to report any signs of spillages or damages to materials Operatives to read COSHH Assessments & have access to SDS sheets	4	4	16	COSHH safety signage to be displayed in storge cabins. Good ventilation for all products Operatives to bin used cloths after using COSHH Products Visiting foreman to issue TBT COSHH to be disposed of in correct hazardous waste skips/bins	4	2	8
Wildlife		PC to provide information in site induction. Operatives to report any sightings of badges and other wildlife Operatives to report to PC of any signs of habits PC to protect trees and invasion plants	4	3	12	PC to provide insect woodland habits PC to protect trees Environmental TBTs to be issued	4	2	8

Key: S = Severity

Death 5
 Major Injury 4
 Serious injury 3
 First Aid 2
 Insignificant 1

L = Likelihood

Certain 5
 Very Likely 4
 Likely 3
 Unlikely 2
 Seldom 1

R = Risk Rating (S x L)

Scale: 25 – 16 High Risk
 15 – 7 Medium Risk
 6 -0 Low Risk
 RA63 Risk Rating – Low

COSHH Assessment for 1.13 Ready to use Mortar

Always read the label before use. Any further concerns please read COSHH Assessment and Safety Data Sheets.

Substance/Material (TRADE NAME)	Product Code:	Work Exposure Limits (WEL) been established for the substances	WEL 15 Minutes	WEL 8 Hours	DATE & WHO ASSESSED:	Oct 2023 BY: N Weston
Ready Spread Mortar (wet product)	No Data Available	YES / NO	No Data Available	No Data Available		
Safety Data Sheets available? (SDS)	YES / NO	USED FOR?	Brought to site mortar, to lay in between brick and block work			
	Risk Phrases		Precautionary Safety Statements			
	H314 – Causes severe skin burns and eye damage H315 – Causes skin irritation H400 – Very toxic to aquatic life		P264 – Wash hands thoroughly after using P270 – Do not eat, drink or smoke when using this product P281 – Use personal protective equipment as required			
Likely routes of exposure		First Aid		PPE:		
Inhalation	When wet no side effects	Not specified		Mandatory PPE Gloves to be worn at all times		
Ingestion	May cause ill health if ingested	Do NOT induce vomiting				
Skin Contact	Burns, allergic dermatitis, contact dermatitis	Wash with soap and cleanser then rinse with water		Fire		
Eye Contact	Risk of serious damage to eyes	Irrigate using eye wash & seek medical attention		Non-flammable		
Potential Chronic Health Effects	No side effects when Ready Spread is wet. If dried dust can cause long term lung damage					
Spillage	Wear heavy duty rubber gloves, eye protection, RPE. Clean spill when product is WET, never dry sweep, suppress dust first. Collect into container and close lid	Storage	Cover with plastic sheeting to keep fresh in the tubs, can be stored around site			
Environmental Precautions	Toxic to aquatic life do not allow entry to drains/sewers/water courses	Disposal	Follow Site Waste Management Plan			

Date: 29/05/2024
Assessed By: N Weston
Review Date: 29/11/2024

Gosberton House Academy Remedials Rev 00



COSHH Assessment for 1.33 Silica Dust

Always read the label before use. Any further concerns please read COSHH Assessment and Safety Data Sheets.

Substance/Material (TRADE NAME)	Product Code:	Work Exposure Limits (WEL) been established for the substances	WEL 15 Minutes	WEL 8 Hours	DATE & WHO ASSESSED:	May 2024 BY: N.Weston
Concrete Blocks/Bricks/ Stone & Masonry Materials	No Data Available	YES / NO	No Data Available	No Data Available		
Safety Data Sheets available? (SDS)	YES / NO	USED FOR?	Silica dust is created when operatives cut Masonry Materials/ Housekeeping			
	Risk Phrases		Precautionary Safety Statements			
	H315 – Causes skin irritation H320 – Causes eye irritation H332 – Harmful if inhaled H335 May cause respiratory irritation		P260 – Do not breathe dust / fume / gas / mist / vapours or sprays P264 – Wash hands thoroughly after using P281 – Use personal protective equipment as required			
Likely routes of exposure		First Aid		PPE:		
Inhalation	Severer coughing, can cause respiratory problems if breathed in	Remove to fresh air and rest, change dusty clothing, glass of water to be given to rinse mouth out		Mandatory to wear a Press to check Face fit mask when cutting, mixing. If areas are enclosed for sweeping RPE must be worn.		
Ingestion	May cause irritation if ingested	Do NOT induce vomiting, glass of water to be given to rinse mouth out		glasses, gloves		
Skin Contact	May cause irritation if ingested	Wash with soap and cleanser then rinse with water		Fire		
Eye Contact	Risk of serious damage to eyes	Irrigate using eye wash & seek medical attention		N/A		
Potential Chronic Health Effects	Prolonged inhalation may lead to long term lung damage and silicosis					
Spillage	N/A	Storage	N/A			
Environmental Precautions	N/A	Disposal	N/A			

ACCIDENT PROCEDURE CONFIRMATION FORM

- I confirm I have received full instruction on the explanation of the Phoenix Brickwork Accident / Incident Reporting Procedure as described below.
- All operatives and PBL subcontractors are required to sign.

PHOENIX BRICKWORK ACCIDENT/ INCIDENT REPORTING PROCEDURES AND YOUR RESPONSIBILITIES

- The appointed PBL Responsible Manager or PBL Supervisor must be informed of any Accidents/ Incidents or Near Miss any operatives/ subcontractors are involved in or witness on any PBL Project, within 30 minutes of the occurrence (it is Phoenix Brickwork policy for ANY accident/ incident to be recorded on the same day).
- Ask the Manager/ Supervisor for written proof of any accident/ incident you raise for your records.
- If you do not report an incident on the day the company may view (unless significant evidence comes to light) that the incident did not happen on its site.
- Further guidance can be provided if required and will be available in the Phoenix Brickwork Office.
- Are there any Questions?

I confirm that I have received full and clear instruction on the Phoenix Brickwork procedures for accident/ incident reporting.

NAME (PRINT)	SIGNATURE	DATE OF TRAINING

Date: 29/05/2024
Assessed By: N Weston
Review Date: 29/11/2024

Gosberton House Academy
Remedials Rev 00



I confirm I have had an explanation of our Method Statement
I confirm I understand the Risk assessments, Safe systems of Work employed.
I confirm that I understand the Site Rules.
I confirm that I am not taking medication or drugs that could affect my concentration or safety on site.
(IMPORTANT: You **MUST** disclose any such medication or medical condition that could affect your safety or that of others. This information can be provided outside of the induction room and in confidence if desired.)

Phoenix Brickwork's Integrated Management System which is certified to ISO 9001 (Quality Management Systems), 14001 (Environmental Management Systems), and 18001 (Occupational Health & Safety Management) is found at the back of this file with other policies which impact on our work for Phoenix Brickwork on site. The signature below confirms an understanding that the document contains Phoenix's management systems and I am aware that I can access and ask questions about it at any time.

NAME (PRINT)	SIGNATURE	DATE OF TRAINING

I confirm the above have had the Site specific Phoenix Method statement, Risk assessments and C.O.S.H.H. Assessments issued to them as required prior to accessing the project or associated work areas or starting work.

HEALTH & SAFETY POLICY STATEMENT

The directors of Phoenix Brickwork (UK) Ltd regard the health & safety of their employees, their customers, members of the public & others who may be affected by their operations to be of major importance and above any other Company objectives.

In support of this regard we will promote health & safety throughout the Company's operations & endeavour to engender a positive attitude in all employees towards the prevention of accidents & the maintenance of healthy working arrangements.

Phoenix Brickwork (UK) Ltd aims to:

- Meet all our legal and other requirements
- Strive to continually improve our practice monitored against agreed key performance indicators.
- Promote thorough communication links throughout the company.
- Maintain safe & healthy working conditions for all activities; internally and externally.
- Ensure that all equipment and vehicles used are safe & properly maintained.
- Provide products and services that can be applied & used safely & without risk to health.
- Ensure the competence of employees by providing skills training, information, instruction and supervision.
- Where appropriate, carry out duties under the Construction (Design & Management Regulations 2015).

The detailed responsibilities of those carrying out this policy & details of the arrangements for carrying out this policy are set out in the Health & Safety Policy. The details will be brought to the attention of those concerned.

Please also be aware that Health and Safety Management forms part of our Integrated Management System which conforms to ISO 9001 (Quality Management) and ISO 14001 (Environmental Management) as well as ISO 45001 (Occupational Health & Safety Management).

This statement will be reviewed annually or when there are changes to legislation or there is a significant change to the business activities. The Health and Safety Policy will be re-issued after the review, and re-communicated to all who may be affected.

Signed:
Mr. Christian Watson
Group Chairman

Date: 30th October 2023

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	
---	--	--

Date: 29/05/2024 Assessed By: N Weston Review Date: 29/11/2024	Gosberton House Academy Remedials Rev 00	
---	--	--

[illegible]

NAME (PRINT)

SIGNATURE

DATE OF TRAINING
