



**Unit 3, Europa Park, Appian Way, Grimsby,  
N.E Lincolnshire DN31 2UT  
Tel: 01472 359359**

## **Safety Method Statement & Risk Assessment for the clearing of mortar joints and re-application of mortar on IBT sub stations**

### **CLIENT & LOCATION**

I.B.T – Pointing Up - February 2019

### **PROJECT DETAILS**

|  |  |
|--|--|
| Manager: W Dee Contact No: 07740512399                                       | Supervisor: P Burns Contact No: 077775435089 |
| Emergency Contact Name: P Burns  | Emergency Contact Number: 07775435089        |
| TG20:13 Compliance Sheet No: N/A   | Scaffold Design Drawing No: N/A              |
| Activity: Raking out old mortar and pointing up from pre-installed scaffold. |  |

This Safety Method Statement has been prepared by PMC Scaffold & Access Ltd to identify the safest system of works for our Scaffolding Operatives on site and to identify any requirements of purchaser before the installation.

Revision: 1  
Date: 18 November 2019  
Name: William Dee  
Position: H&S/Training Manager  
Ref: ABP - IBT-07

Signature:



***This Method Statement & Risk Assessment has been issued by the above on behalf of PMC Scaffold & Access Ltd.***

| ID | HS-MS-23 | Person Responsible | G Collins | Date Last Updated | 24-03-17 | Revision | 4 | Status | Released |
|----|----------|--------------------|-----------|-------------------|----------|----------|---|--------|----------|
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**Bluefin**

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Keith Knights  
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01 March 2018

To whom it may concern

**CONFIRMATION OF INSURANCE – PMC SAFETY NETTING LTD, SAFESIDE NETTING LTD AND PMC SCAFFOLD & ACCESS LTD**

As requested by the above client, we are writing to confirm that we act as Insurance Brokers for the client and that we have arranged insurances on its behalf as detailed below:

**Employers' liability**

Insurer: QBE Insurance (Europe) Ltd  
Policy number: To be advised  
Type of policy: Employers liability  
Limit of indemnity: £20,000,000 any one loss  
Policy period: 06 March 2018 to 05 March 2019

**Public and products liability**

Insurer: QBE Insurance (Europe) Ltd  
Policy number: To be advised  
Type of policy: Public and products liability  
Limit of indemnity: £10,000,000 any one accident and in aggregate in any period of insurance for products supplied including indemnity to principal clause  
Policy period: 06 March 2018 to 05 March 2019

Bluefin Insurance Services Limited, Registered Office: 1 Tower Place West, Tower Place, London, EC3P 3SU. Registered in England No. 911884. Authorised and regulated by the Financial Conduct Authority. Broker at LLOYDS

**Alcumus**  
SafeContractor

**Certificate of Accreditation**

This is to certify that  
**PMC Scaffold & Access Ltd**  
has achieved SafeContractor accreditation

Date: 23rd November 2018  
This certificate is valid until: 7th December 2019  
Certificate number: WA3669

Signed:  
Alyn Franklin  
Alcumus CEO

SSIP SAFETY SCHEMES IN PROCUREMENT

Alcumus SafeContractor, Anya House, Parc Nanegarn, Cardiff, CF15 7QX  
029 2008 6749 safecontractor@alumugroup.com www.alumugroup.com www.safecontractor.com  
This certificate is the property of Alcumus SafeContractor and must be returned on request

**Certificate**

This certificate confirms that  
**PMC Scaffold & Access Ltd**  
have appointed  
**Safety & Access Ltd**  
as designated  
Health & Safety Consultants

Date issued: January 2019  
Date expires: December 2019

Signed: Rick Statham  
Rick Statham CMIOSH HAS Dip.  
Joint Managing Director

**Constructionline**  
Silver Member

**Certificate**  
of membership

**P M C Scaffold & Access Ltd**

Registration No: 140911  
Expiry Date: 20/11/2019

This certifies that the firm named above has met pre-qualification requirements appropriate to public and private sector procurement.

Sarah Edmunds  
Chief Executive Officer

Constructionline  
P.O. Box 6441, Basingstoke, Hampshire, RG22 3TH  
01444 092 0113 www.constructionline.co.uk

|    |          |                    |           |                   |          |          |   |        |          |
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## GENERAL ARRANGEMENTS

### 1. Health, Safety And Welfare

The following Health, Safety and Welfare precautions and arrangements are required:

- 1.1 **Induction** – PMC operatives are all prior ABP - IBT inducted.
- 1.2 **Tool Box Talk's** - Following the induction the Scaffolding Operatives will read and sign this method statement and sign to accept these agreed conditions.
- 1.3 **Insurance** - PMC's Insurance certificate is contained within this document; a full size copy can be emailed through on request.
- 1.4 **Welfare** - Our Scaffolding Operatives are to utilise toilet and mess facilities provided by ABP - IBT
- 1.5 **First Aid**- First aid facilities are to be provided by ABP - IBT
- 1.6 **Supervision** – PMC will supervise their own works on site.
- 1.7 **Isolation of Work Area** – Ensure the Scaffolding Operatives have received there Permit to Work / Hot Work Permit for the area of intended work and that the area has been suitably isolated

### 2. Sequence

As per the ABP programme.

### 3. Personal Protective Equipment

Our operatives will wear at all times on site:-

|  |              |
|--|--------------|
| Safety Helmets   | EN 397       |
| Safety Footwear – Lace up only -No Rigger, Dealer, Trainer or Shoe Types | EN ISO 20345 |
| Hi-Visibility  | EN 1150      |
| Hand Protection  | EN 388       |
| Safety Harnesses   | EN 361       |
| Lanyards   | EN355        |
| Flame Retardant Overalls   | EN ISO 11612 |
| Eye protection   | EN 166       |
| FP 3 Half Mask Respirators   | EN 149:2001  |

Additional personal protective equipment will be provided & worn as necessary to comply with any site specific rules: -

|         |        |
|---------|--------|
| Hearing | EN 352 |
|---------|--------|

### 4. Operatives & Workmanship

All Operatives engaged in this work activity will be from the PMC Scaffold & Access labour pool. Refer to skills training matrix for evidence of qualifications i.e. CISRS card number and grade of card (eg: Advanced Scaffolder, Scaffolder, Trainee Scaffolder or Labourer. All of our Operatives are to attend Principal Contractors or Clients site induction prior to starting work on site.

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## **5. Emergency Procedures**

All of our operatives will attend the ABP-IBT site induction and will comply with the clients site emergency procedures.

Client will provide on site first aid facilities.

All of our operatives will report any accidents and incidents to PMC Scaffold & Access Ltd and within 15 minutes of the incident to ABP. A full report is to follow from PMC when required.

William Dee – H&S/Training Manager  
Glenn Collins – H&S Director  
Office

Mob – 07740 512399  
Mob – 07949 898143  
Tel – 01472 359359

## **6. Environmental Impact**

All waste material will be removed from site upon completion of works.

Any substances that are subject to COSHH will have appropriate COSHH assessments and will only be used on site at Clients discretion. All waste will be disposed in the correct manner.

## **7. Monitoring and Compliance**

PMC Scaffold & Access Ltd will ensure that this Method Statement is adhered to by means of regular monitoring carried out as part of our Safety Management System by our Supervisor.

## **8. Procedures for Changing this Method Statement**

If as a result of changes of client requirements and/or work methods this can't be followed as laid out then work must stop and the Contracts Manager contacted to carry out a risk assessment and new method statement that safely meets the revised requirements of site.

# **PMC - ARRANGEMENTS**

## **9. Scope of Work**

Raking out old mortar and pointing up from pre-installed scaffold.

## **10. Equipment to be used in the Work Activity**

- Our operatives will use a hand-held raking tool to rake out

## **11. Work Areas/Storage/Loading/Unloading of Materials and Movement of Materials**

- Work areas will be segregated by mean of physical barrier with signs designating such.
- Materials will be stored in designated lay-down areas (by client) and will be kept in good order.
- Materials will be loaded/unloaded by manual Handling. No Climbing onto the back of the vehicle at any time. Materials will be loaded in a way to eliminate the need for accessing the vehicle.
- Materials will be delivered and collected form site by Flat back van and will obey site speed limits/rules.

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## **12. Access and Egress to the Work Area**

- PMC Operatives to follow walkways or roads to the work area, maintaining awareness of their underfoot conditions and either removing or making the Client aware of any poor conditions.

## **13. Work Method/Procedure**

- PMC operatives will rake out the old mortar with a hand-held tool ensuring he wears a dust mask.
- Once an area has been completed the old mortar will be replaced by hand with new mortar.
- The PMC operative will then move to a new area and repeat the process.

## PMC - Risk Assessments

Potential Severity of Injury x Likelihood of Injury Occurring = Risk.

| SEVERITY                                | LIKELIHOOD                                 | RISK RATING BEFORE CONTROL MEASURE & AFTER IMPLEMENTATION |
|---|--|---|
| Fatal<br>Major / Illness / Injury - 3   | Certain / More than likely - could occur 3 | 6 - 9 = High  |
| Injury or Illness causing - lost time 2 | Reasonably likely to occur - 2             | 4 - 5 = Medium  |
| Minor Illness / Injury - 1              | Seldom or very unlikely to - to occur 1    | 0 - 3 = Low   |

If Residual Risk Remains High an alternative safe System of Work Must be Used.

| Hazard  | At Risk  | Severity (1) | Likelihood (2) | Risk Without any control (1) x (2) | PMC Controls Measures   | Residual Risk Rating following implementation of the control |
|---|--|--------------|----------------|------------------------------------|---|--|
| Unknown site hazards  | All Scaffolding operatives (Major Injury)  | 3            | 2              | 6                                  | All operatives to attend client site induction on first visit to site.  | 2  |
| Noise   | Scaffolders, Supervision and Site Personnel  | 3            | 2              | 6                                  | During permit issue, scaffolders are to be informed if noise levels in the area of work are to exceed the recommended daily exposure limits. Hearing protection is then to be worn by all operatives. BS EN 352   | 3  |
| Contact with delivery/collect on vehicles.  | Scaffolders, supervision, site personnel and the general public (Fatal Injury)               | 3            | 2              | 6                                  | Materials to be delivered/collected from site by Lorry utilising an agreed traffic route. Banks-man to be used for reversing, and in areas where driver's vision is restricted.   | 3  |
| Trips and slips over our materials whilst being stored on site or whilst being used during erection, dismantle. | Scaffolders, supervision, site personnel and the general public (Major or Minor Injury)      | 2            | 2              | 4                                  | Work area to be cordoned off by suitable means to prevent access, storage of materials within the work area will be subject to good housekeeping. Client to ensure general access and egress on site remains suitable, and that access is available for Scaffolders to manoeuvre Scaffolding materials. | 2  |
| Fall of materials during movement on site and during erection and dismantle.                                    | Scaffolders, supervision, site personnel and the general public (Fatal injury, major Injury) | 3            | 2              | 6                                  | The work area is to be cordoned off using suitable means to prevent access. Materials to be stored by suitable means to prevent inadvertent movement  | 3  |

| Hazard   | At Risk   | Severity (1) | Likelihood (2) | Risk Without any control (1) x (2) | PMC Controls Measures   | Residual Risk Rating following implementation of the control |
|--|---|--------------|----------------|------------------------------------|---|--|
| Environmental conditions (wind, rain etc.) during erection / dismantling | Scaffolders and supervision (Major or minor injury)   | 2            | 3              | 6                                  | Supervision will monitor the environmental working conditions to ensure that employees are not put at risk. Wet weather gear may be utilised, however Supervision will determine when work will cease due to environmental conditions eg: high wind, snow, frost, heavy rain, heat etc  | 2  |
| Substances hazardous To health   | Scaffolders, supervision, site personnel and the general public (Major injury, long term health problems) | 3            | 2              | 6                                  | Client contacted by Operations Manager to Identify any substances that are planned to be used by client or other sub-contractors that could cause risk to Scaffolders on site. Refer to the relevant COSHH assessment for the substance and follow the control measures and PPE requirements. Very low risk for Scaffolding on site from Scaffolding works. | 2  |
| Leptospirosis / Weil's Disease   | Scaffolders and Supervision   | 2            | 2              | 4                                  | Wear gloves whilst working, wash hands before eating, drinking or smoking. Wash any cuts or grazes immediately with soap and water and cover all broken skin with waterproof plasters.  | 2  |
| Lack of competence and/or supervision                                    | Scaffolding operatives, Supervisors, scaffold users and members of the public (Fatal or Major Injury)     | 3            | 3              | 9                                  | PMC operatives will hold CISRS Registration. Supervision will hold relevant supervisory training. All operatives will have all relevant training.   | 3  |
| Access and Egress  | Scaffolders, supervision and site personnel   | 2            | 2              | 4                                  | All PMC personnel will follow the designated walkways and driving routes. Maintain awareness of underfoot conditions, ensure they remove and report obstructions.   | 2  |
| Persons on site under the influence of alcohol & drugs                   | P.M.C. employees  | 2            | 1              | 3                                  | The consumption of alcohol / drugs that affect the performance of an individual will not be tolerated. Anyone found under the influence of alcohol / drugs shall be removed from site & disciplinary measures taken.  | 1  |

| Hazard                    | At Risk   | Severity (1) | Likelihood (2) | Risk Without any control (1) x (2) | PMC Controls Measures  | Residual Risk Rating following implementation of the control |
|---------------------------|---|--------------|----------------|------------------------------------|--|--|
| Fire and Explosion        | Scaffolders, supervision and site personnel         | 3            | 2              | 6                                  | All PMC operatives are to attend the site induction to be made aware of the fire/explosion risks. All PMC operatives are to abide by all site rules regarding this and to familiarise themselves with all emergency procedures.  | 3  |
| Smoking and Vaping        | Scaffolders, supervision and site personnel         | 3            | 3              | 9                                  | All PMC operatives are to attend the site induction to be made aware of the designated smoking/vaping areas. PMC operatives are only permitted to smoke/vape in these areas.   | 3  |
| Mobile Phones             | Scaffolders and Supervision                         | 3            | 2              | 6                                  | Mobile phones are not to be used anywhere on site. Mobile phones are to be used only in the designated areas highlighted during the induction.   | 3  |
| Forklift Truck Activities | Scaffolders, Supervision and site personnel         | 3            | 3              | 9                                  | All PMC operatives are to abide by all site rules and only to use designated walkways. High visibility clothing is to be worn at all times to make visible to forklift drivers.  | 3  |
| Lighting, task and access | Scaffolders, Supervision and site personnel         | 3            | 2              | 6                                  | PMC operatives are to utilize the onsite permanent lighting. Should this lighting fail all PMC operatives are to stop work immediately and seek advice from PMC.   | 3  |
| Electricity.              | Scaffolders and supervision (Fatal or Major Injury) | 3            | 2              | 6                                  | Site visited by Contracts Manager or Supervisor to identify any overhead, underground (eg: if using ground anchors) or other electrical hazards and discuss with client actions to be taken (eg: isolation) prior to any works commencing. Client to Identify electrical hazard and be responsible for any isolation work that may be required. Client to be responsible for obtaining all work permits and authorisations from suppliers. | 3  |
| Iron Ore – Coal           | Scaffolders, supervision and site personnel         | 2            | 2              | 4                                  | All PMC operatives to wear appropriate RPE – FP3 Mandatory   | 2  |
| Silica Dust               | P.M.C. employees & site workers                     | 3            | 3              | 9                                  | Area will be cordoned off and any operative involved with removing old mortar will use dust masks.   | 3  |

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## PMC - Risk Assessments - Conclusion

Notes:

- 1) This generic risk assessment is used as the starting point for detailed site-specific risk assessments
- 2) All items in **red** are not found on all sites and therefore need to be deleted on site specific risk assessments, unless they apply to that site
- 3) Where residual risk is not recorded this must be inserted after a thorough risk assessment that considers the control measures listed
- 4) Rows are left to be completed if any extra site hazards are present, these will be deleted if no other hazards present
- 5) Each site-specific risk assessment must not contain any **red** type

|   |           |
|---|-----------|
| Are any residual risks recorded as <b>High</b>  | <b>No</b> |
| Are any residual risk recorded as <b>Medium</b> | <b>No</b> |

If still **Medium** residual risk, please record any extra precautions and/or justification to continue work below:

*(eg: very short duration work with one to one supervision, extra fall restraint or fall arrest equipment needed etc)*

|   |            |
|---|------------|
| Are all residual risks recorded as <b>Low</b> | <b>Yes</b> |
| Can work now be carried out safely            | <b>Yes</b> |

|                                       |  |                         |
|---------------------------------------|--|-------------------------|
| <b>Risk assessment Undertaken by:</b> | William Dee<br>Health & Safety Manager | <b>Date: 26/02/2019</b> |
|---------------------------------------|--|-------------------------|

► **High (6-9) = HIGH RISK**

**STOP TASK - SEEK ADVICE – DETERMINE A SAFER SYSTEM OF WORK**

► **Medium (4-5) = MEDIUM RISK**

**ASCERTAIN IF FURTHER CONTROLS ARE PRACTICABLE WHEREVER POSSIBLE**

► **Low (1-3) = LOW RISK**

**SUITABLY SAFE WORKING**

**I confirm that this Risk Assessment and Method Statement (RAMS) has been explained to me by way of a pre start toolbox talk and I confirm I understand the contents and agree to work in strict compliance to the working methods outlined:**

## Project - Raking Out and Pointing Up

[illegible]

|    |          |                    |           |                   |          |          |   |        |          |
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**Method Statement/Risk Assessment Acceptance – PMC OFFICE COPY**

**I confirm that this Risk Assessment and Method Statement (RAMS) has been explained to me by way of a pre start toolbox talk and I confirm I understand the contents and agree to work in strict compliance to the working methods outlined:**

**Client -** ABP – IBT

## Project - Raking Out and Pointing Up

[illegible]

|    |          |                    |           |                   |          |          |   |        |          |
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**Appendix**

