

# TONA

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COMMERCIAL INTERIORS

**RISK ASSESSMENT/METHOD STATEMENT**

**FOR**

**BULGARI**

**PARTITIONS**

<b>Contractor</b> TONA	<b>Document revision no.</b> TONA.RAMS.0225.23.F	<b>Address:</b> The Harbour, Kilcock, Co. Kildare		<b>Tel:</b> 087 250 1555
	<b>Revision Date:</b> 03/05/23			<b>E-mail:</b> paul@cbigroup.net
<b>Client Name</b>	Bulgari			
<b>Description of the Task/Activity</b>	Partitions			
<b>Site Address/Location:</b>	Bulgari Macken House, Castle forbes Square, Mayor street upper, north dock, Dublin.	<b>Start Date/Time:</b>	08/05/23	7.00am
		<b>Finish Date/Time</b>	19/05/23	6.00pm
<b>Personnel Involved</b>	<b>Name</b>	<b>Role/Trade</b>		
	Paul White	Contracts Manager		
	Ken Gleeson	Installation Manager		
	Jake Gleeson	G/O		
<b>Supervisor:</b>	Paul White	<b>Tel:</b>	087 2501555	
<b>Office manager</b>	Andy Tallon	<b>Tel:</b>	087 9553164	
<b>Key Plant &amp; Tools (Attach Certification)</b>	Battery operated tools Hand tools Trollies/dollies Appropriate PPE			
<b>Key Materials</b>	Partitions, new door			
<b>Other Essential Equipment:</b>	(i.e., access platforms/winchess/ladders, etc.) N/A			
<b>Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))</b>	Cuts scrapes Slips trips fall Back Injury			
<b>Specific Staff Training</b>	Safe pass/Manual Handling			

1. All TONA contractors will be onsite from 8.00am for site induction.
2. All TONA contractors will have relevant up to date training (safe pass, manual handling)
3. Mandatory PPE must be always worn (i.e., glasses, gloves, safety boots, safety hard hat, Hi -Vis)
4. All TONA contractors will sign onto the RAMS on arrival to site.
5. TONA Rep will complete pre-task safety checks and coordinate works with Client.
6. TONA will complete an S.P.A for the relevant work on site.
7. Emergency Procedures and site rules will be adhered to by all TONA employees.
8. Delivery of Materials (Dates and Times) will be arranged with RCSI appointed Person on Site.
9. **OFFLOADING MATERIALS:** TONA will offload material at set down/ Loading Bay area, it will be offloaded from the truck with the use of a tail lift. Materials will then be transported from there up the lift to required floor. The lift will be protected so as to cause no damage. The staging of materials will be done in a neat manner and not to obstruct other contractors/personnel in or around the work area.
10. A spotter will be in place while off-loading to direct traffic and pedestrians.
11. The designated setting down area on each floor will be TONA work area for the assembly of furniture, all tools and equipment needed for assembly will be in the works area (i.e., screw guns, Allen keys, rubber mallet, screws, and fixings)
12. **SCOPE OF WORKS:**
13. TONA will start on the 5<sup>th</sup> floor and remove the dividing partition wall between 2 meeting rooms. The dividing wall will then be brought down to the 4<sup>th</sup> Floor and rebuilt in a meeting room to make 2 no. smaller meeting rooms.
14. A new door will be fitted into panel space to give access into the new meeting room.
15. All areas that have been exposed will be made good with new parts/materials.
16. Hand tools and battery tools will be used for the Partition assembly.
17. A Ladder will be used to reach high area's of the partition's, up to ceiling height.
18. Work areas to be left clean and tidy and all waste material(non-hazardous) will be removed as a clean as you go process to skips provided on site.
19. TONA INVISAGE THESE WORKS WILL TAKE APPROX 1/2 DAYS.

### **1. General**

All works shall be carried out in accordance with the TONA Safety Statement with particular emphasis on the Hazards Statement relating to the installation of loose furniture. All works will also be carried out under the guidelines set out in the 2013 Safety, Health and Welfare at Work (Construction) regulations.

### **2. Supervision/ Labour**

The TONA project team will perform a site-specific risk assessment (S.P.A.) and monitor conditions onsite and take any actions needed to maintain a safe working environment for all during this project. Appropriate PPE must always be worn.

TONA to provide all labour to complete this project. As outlined earlier, all contractors will comply with any instructions given by the TONA appointed person while on site.

### **3. Procurement**

It will be the responsibility of TONA to ensure that orders for materials are made in line with the materials schedule, and that all delivery requirements are made clear to the relevant persons.

### **4. Material Handling**

The manual handling of materials will be kept within the safe comfortable capacity of the individual.

- All TONA employees will have manual handling training.
- Off load from truck at Set down area with spotter.
- All material will be stored at the work face to ensure ease of handling and lifting
- Lifting equipment will be used for large/heavy materials i.e. (Trolleys/Dollies/Pallet truck)















### **5. Distribution & Storage**

It is the responsibility of the TONA contractors to ensure that materials are off loaded safely from the truck with lifting aids and distributed too and stored at the workface in such a way as to cause no obstruction to other contractors or personal on site.

### **6. Installation/Assembly of Furniture**

- All Installation/Assembly works will be completed in line with the Safety Statement of TONA and carried out under the guidelines set out in the 2013 Safety, Health, and Welfare at Work (Construction) regulations.
- All Mandatory PPE will be worn.
- All work will be carried out by fully trained, competent experienced operatives, under close supervision. Assembly of furniture will be with the use of battery tools (screw gun) and hand tools (Allen keys, screw drivers, rubber mallet).
- Partitions will be built in a designated area and barriered off from other contractors entering the work zone.

	<p><b>7. Housekeeping.</b></p> <p>TONA will ensure that best housekeeping practices are always employed. We acknowledge a “clean as you go” policy will be implemented by TONA on this site with an agreed point for rubbish to be skipped.</p> <ul style="list-style-type: none"> <li>• All waste or unused materials are to be removed from the work area at the earliest opportunity. Before collection, they are to be stacked in an orderly manner to cause no obstruction or tripping hazard by the relevant contractor.</li> <li>• Waste material will be removed to skips on site.</li> <li>• Any bad housekeeping will be reported, and action taken to rectify the problem immediately.</li> </ul> <p><b>8. Safety &amp; Quality Issues.</b></p> <p>It will be the responsibility of all persons employed on the contract to ensure that all procedures and quality documentation is always observed, and,</p> <ul style="list-style-type: none"> <li>• That all materials intended for use in the execution of the works, are of the required standard and are stored and used in the correct manner.</li> <li>• No practices are employed that could affect the intended use of the material or cause adverse safety problems.</li> <li>• On completion of the works, inspections are carried out, and all relevant quality documentation is completed.</li> <li>• Any non-compliance is recorded and dealt with expediently and procedures put into place to ensure the problem does not reoccur.</li> </ul> <p><b>9. Remedial Action</b></p> <p>Action will be taken in the event of non-conforming workmanship or procedure. TONA will ensure that all procedures are being followed and maintained and the workmanship is to the approved standard.</p> <p>All materials supplied will be inspected prior to project handover and any damaged material noted for replacement/snagging.</p>
<p><b>Temporary Supports and Props needed to facilitate the works:</b></p>	<p>(if none, state none) n/a</p> <p>N/A</p>
<p><b>Method of Access and Egress to the work area:</b></p>	<p>(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc.)</p> <p>Ladder</p>
<p><b>Fall Protection Measures:</b> (Where work at height cannot be eliminated – consider both Personnel &amp; Materials)</p>	<p>(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)</p> <p>N/A</p>

<b>Hazardous Substances:</b> (Attach MSDS if required)  <b>Applicable:</b>							
	Very Toxic	Harmful/ Irritant	Corrosive	Dangerous For the environment	Oxidising	Highly flammable	Explosives
	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Storage Arrangements:</b>	Designated Area						
<b>Details of Permits to Work:</b>	GENERAL WORK PERMIT						
<b>SWL's:</b>	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place) N/A						
<b>Required Personnel Protective Equipment:</b>	 Safety Boots Y	 Hard Hats Y	 Safety Gloves Y	 Hearing Protection N/A	 Eye Protection face shield Y	 Respiratory Protection N/A	<b>Other:</b> 1. Hi-Viz 2. 3.
<b>Emergency Procedures:</b>	CALL EMERGENCY SERVICES						
	<b>Name of On-Site First Aider:</b>	TO BE CONFIRMED AT SITE INDUCTION					
	<b>First Aid Box Location:</b>	White Board Area/ Work Van					
	<b>Location of Nearest Hospital:</b>	St James Hospital					
<b>Welfare Requirements</b>	TIOLETS/WASHROOM						
<b>Services to be supplied by Others</b>	POWER/ LIGHTING						
<b>Other information &amp; Comments</b>	ALL SITE RULES TO BE ADHERED TOO.						



# RISK ASSESSMENTS

## Risk Definition and Matrix

### Probability Categories

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

### Consequence Categories (Safety)

Category	Definition
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Category	Definition
Low	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
Medium	Should aim to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
High	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or level of Risk reduced significantly & reliably by controls.

### Risk Matrix

		PROBABILITY				
		1	2	3	4	5
CONSEQUENCE	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW



Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Site Work  Bulgari	Accidents / Incidents	3	4	High	<p>All employees of CBI while entering a construction site will report firstly to the site office. The foreman / supervisor will be informed of their arrival.</p> <p>All employees of CBI will be inducted onto the site.</p> <p>All employees of CBI will comply with site rules and emergency procedures (e.g. speed limit, parking, fire alarm, assembly points)</p> <p>All employees of CBI will provide the necessary personal protective equipment (e.g., hard hats, safety boots, high-vis vest, gloves, glasses, mask etc).</p> <p>The employees of CBI are not to use equipment/plant owned by the client or other contractors without his/her approval or relevant training. Employees of CBI must inform the clients foreman / supervisor immediately of any defective equipment/plant.</p>	1	4	Low
Working on the site	Falls, slips, trips	3	4	High	<p>Tail-lift will be used to off load from the truck. A spotter will be used direct traffic and pedestrians</p>	1	4	Low
Off Loading	Back injury	3	4	High	<p>Pallet trucks/ Trolleys will be used to distribute all the material and will be inspected beforehand to ensure no defects and that it is suitable for the job in hand.</p>	1	4	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
House keeping  Waste Material	Slips, Trips, Falls  Inability to exit in case of emergency  Unclean conditions	3	2	Medium	<p>All CBI operatives will conform to all House Keeping rules outlined by contracted employers.</p> <p>A high standard of housekeeping must always be maintained. Each contractor will be responsible for his or her own area ensuring that general clean-up of the site takes place on a daily basis or upon the completion of work.</p> <p>All access/egress routes must always be kept clear. Combustible waste must be safely disposed of in appropriate containers.</p> <p>Materials should never be stored in positions, which would create hazards to workers. This includes storing materials on scaffolds, platforms, a roof or the materials storage areas.</p> <p>Each contractor supervisor and the Project Supervisor Construction Stage will monitor the work site to ensure housekeeping is maintained.</p> <p>All openings in floors, walkways, driveways etc. must be securely covered.</p> <p>Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method used.</p> <p>Employees will be expected to maintain welfare facilities and leave them as close to the way they found them as possible.</p> <p>All contractors should understand site housekeeping requirements.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<p>Manual Handling</p> <p>Lifting heavy Material</p>	<p>Muscle strains and sprains of arms, back or legs.</p> <p>Physical injuries from falling load.</p>	3	2	Medium	<p>Manual handling of loads will be carried out ONLY when mechanical equipment cannot be used, or the risk is deemed acceptable following a visual assessment. Employees who are physically unsuited for the task will not be required or allowed to undertake manual handling operations.</p> <p>Where mechanical equipment cannot be used, the appropriate manual handling training will be provided to all employees.</p> <p>Employees must assess loads prior to undertaking manual handling and reduce the risk of injury as far as possible</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<p>Working at height</p> <p>Use of Podium Ladder/ A- Frame Ladder</p> <p>To fix power poles into position</p>	<p>Falling from a height</p> <p>Back injury</p> <p>Sprains, bone breakage</p>	3	4	Medium	<p>All employees will be trained in the safe use of Ladders.</p> <p>Ladders will be inspected before use to ensure that there are no defects and that it is safe and suitable to use.</p> <p>GA3 form will be filled out after the inspection. The inspection of the ladder will be done on a weekly basis.</p> <p>While using Podium Ladders employees will make sure the barrier bar is closed to prevent falling.</p> <p>3 points of contact will be made while using A frame ladders.</p> <p>If 3 points of contact can't be made on the ladder a harness and lanyard will be worn. The lanyard will be clipped off above head height to a suitable and stable structure.</p> <p>Harness and lanyard will have up to date certs.</p>	1	4	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<p>Hand/Battery tools</p> <p>Assembly of furniture</p>	<p>Sharp edges</p> <p>Flying objects</p> <p>Defective tools</p> <p>Noise</p> <p>Repetitive Strain Injury</p>	3	4	High	<p>All personnel using hand tools must be adequately trained in their safe use.</p> <p>Chargers for battery operated tools will be P.A.T. tested.</p> <p>When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered.</p> <p>The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover.</p> <p>All hand tools must be maintained in a safe condition and discarded and replaced when found to be unsafe for use.</p> <p>Tool handles should be of a smooth finish and free from patent defect.</p> <p>Tools should be kept clean and free from grease and dirt.</p> <p>When not in use tools should be stored in the appropriate toolbox or crib, so as not to present a tripping or falling hazard.</p> <p>All employees involved in the use of hand tools must understand the associated hazards and take necessary precautions to avoid risks.</p> <p>Hearing protectors must be worn when working with hand tools, which emit high levels of noise.</p> <p>Suitable and adequate personal protective equipment must be worn to protect from the hazards associated with each individual tool being used</p>	1	4	Low

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