



BSG Design Ltd.
Peterstown,
Trim.,
Co. Meath, Ireland
Tel. No.: +353 46 943 1668
Web.: www.bsgdesign.ie

KITCHENS, JOINERY &
COMMERCIAL FURNITURE

Method statement and risk assessment








Contractor:	Name: BSG Design	Address: Peterstown, Trim, Co. Meath	Tel: 0863010187 / 046 9431668	
			E-mail: barry@bsgdesign.ie	
Project No - Project Name:	S&P Gobal			
Description of the Task/Activity	Specialist Joinery			
Site Address/Location:	4th Floor, Upper Hatch Street, Dublin 2	Start Date/Time:	10th August 2023	
		Finish Date/Time	20 th August 2023	
	Cabinetmaker		Role/Trade	
	<u>Ciaran Rispin</u>		<u>Cabinetmaker/Foreman</u>	
	<u>Seamus Daly</u>		<u>Cabinetmaker</u>	
Site Supervisor:	<u>Ciaran Rispin</u>	Tel:	0860403935	
Safety Officer	Barry Goulding	Tel:	0863010187	
Key Plant & Tools (Attach Certification)	track saw, router, drill, jigsaw, hand tools, chopsaw,			
Key Materials	Joinery items from workshop, MDF, silicone, screws			
Other Essential Equipment:	(i.e. access platforms/winchies/ladders, etc) podium ladder, step ladder (where podium ladder cannot be used)			
Specific Identified Residual Hazards:	Refer to the task specific risk assessment			

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(or refer to the task specific risk assessment(s))	
Specific Staff Training	Safe Pass, Manual Handling, CIF Covid 19 cert,

<p>Sequence of Operations: (include sketches if required)</p>	<ol style="list-style-type: none"> 1- Have completed <ul style="list-style-type: none"> • CIF Covid 19 cert • BSG Covid 19 toolbox talk • Read and sign BSG Coronavirus (Covid 19) policy • Completed BSG Covid -19 Questionnaire – self declaration 2- Get instruction form BSG office as to which area are available to be worked on and at what times, due to Covid 19 restrictions 3- Arrive onsite and proceed to site induction. 4- Method statement will be read and signed off by all on site 5- Access entry & exits to building with a view to distribution of the furniture components to their desired locations. 6- BSG staff to work in teams of 2 people. Work to be planned and separated into work which can be undertaken which maintain 2 metre social distancing and work which cannot be undertaken while maintaining 2 metre social distancing. If the latter a risk assessment needs to be filled out for the main contractor. Full face visor and gloves or safety goggles, respiratory mask and gloves to be worn while the task that requires less than 2metres social distancing takes place. If this takes is to take more than 15mins a break needs to be taken. 7- <u>Furniture components to be unloaded & loaded onto trolleys at street level. Items carried upstairs and moved to near required location on floor level. Store items as close as possible to area where they are required on site.</u> 8- Area where furniture to be fitted to be accessed & made clean & tidy if necessary 9- Furniture to be assembled & installed in accordance with BSG Design shop drawings 10- Any furniture not installed to be stored onsite in a safe manner 11- All tools & equipment to be used in the assembly in the same said furniture to be used in a proper & safe manner 12- Once furniture is fitted sign off sheets to be produced & signed off by the site Foreman / project manager 13- If snags are evident on the fitted items these are to be marked up on the drawings & brought to the attention of the BSG fitters upon sign off 14- Any marks appearing after this fact will not be the responsibility of BSG Design Ltd 15- Clean up fitting area & wrap up all tools & equipment & leave in a safe manner 16- All waste will be removed off site by BSG Design and Main Contractor 17- Sign out on sign out sheet when leaving site
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Temporary Supports and Props needed to facilitate the works:	none						
Method of Access and Egress to the work area:	Ensure area is kept clean and tidy, most work will be from the ground, where working a height use podium ladder or where podium ladder cannot be used use step ladder.						
Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)	Podium ladders/step ladders.						
Hazardous Substances: (Attach MSDS if required) Applicable:	 Very Toxic	 Harmful/ Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
	No	No	No	No	No	No	No

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Environmental	Aspect	Tick	Aspect	Tick			
	Waste handling and disposal	Y	Storage of hazardous materials on site				
	Noise and vibration generation		Contractor activity				
	Odour and dust	Y					
<p>Control Measures</p> <ol style="list-style-type: none"> 1- Large waste timber based items to be removed from site by BSG to be re used in factory. All other waste put in Main Contractor designated skips 2- Use of dust extractor with saws and routers 							
Storage Arrangements:	Materials and components brought to site as required each day. Items stored safely near work area						
Details of Permits to Work:	N/A						
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place) None						
Required Personnel Protective Equipment:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Eye Protection	 Respiratory Protection	Other: 1. Hi-Viz 2. full face shield visor 3.
Applicable Y/N	Y	Y	Y	N	Y	Y	Y
Emergency Procedures:	As per Emergency procedure						

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	Name of on-site first aider	<u>Main contractor Site Manager</u>
	First Aid Box Location:	On site- also in BSG Design Van
	Location of Nearest Hospital:	<u>Mater Hospital, Eccles St, Dublin 1</u> <u>018032000</u>
Protection for the public	Not a live building, only during deliveries	
Accident reporting	<p>All accidents must be advised to Main Contractor or Safety Consultant immediately in order to facilitate accident investigation and preservation of evidence</p> <p>Incidents must be reported (Don't walk by policy)</p> <p>A copy of the contractors investigation report on all accidents and incidents shall be provided to Main Contractor or health & Safety Consultant</p>	
Welfare Requirements	<p><u>EMERGENCY NUMBERS</u></p> <p>Nearest Hospital: 999/112 Nearest Fire Service: 999/112 Nearest Garda; 991/112</p>	
Services to be supplied by Others	N/A	
Other information & Comments	<p>The Contractor shall carry out the works in accordance with all applicable statutory Acts & regulations including:</p> <ul style="list-style-type: none"> • Safety, Health and Welfare at Work Act 2005. • Safety, Health and Welfare at Work (construction) Regulations 2013. • Safety, Health and Welfare at Work (general Applications) Regulations 2007-2012. 	



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All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by: Barry
Goulding

Position: Safety
Supervisor

Reviewed by:

Position:

Date: 09th August 2023

Date:

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RISK ASSESSMENT

Risk Definition and Matrix

Likelihood Categories

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

Severity Categories (Safety)

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

Category	Definitions
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 As Low As is Reasonably Practicable. (ALARP)
High	Unacceptable level of risk. Hazard MUST be avoided or level of Risk reduced significantly & reliably by controls.

Risk Matrix

		Likelihood				
		1	2	3	4	5
Severity	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED



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	1	LOW	LOW	LOW	LOW	LOW
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Risk Assessment

Activity/hazards	Risks				CONTROL MEASURES			
		high	medium	low		high	medium	low
Slip / Trip	Fall or injury		X		<ul style="list-style-type: none"> Ensure a clear and unrestricted walkway to and from the place of work. Report to Main Contractor any blockages on main access/egress routes Clean work area a work progress and at end of each day Use designated walkways out to skip location in the rear carpark ensure all cables, leads & other hazards are removed from clearways & kept in a tidy manner, clean & tidy working area 			X
Manual Handling	Back Injury, Sprains & pulled muscles		X		<ul style="list-style-type: none"> Eliminate the need for manual handling where possible Access the item that requires lifting Ensure items are lifted in accordance with proper manual handling technique. Manual handling training 			X
Hand Tools	Cuts / Sprains		X		<ul style="list-style-type: none"> Use proper procedure Use of safety guards where required on tools Use of safety goggles & gloves 			X
Noise	Damage to Hearing		X		<ul style="list-style-type: none"> Wear Ear Muffs Provided 			X

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Lighting	Risk of injury if work area does not have adequate lighting leading to trips & falls		X		<ul style="list-style-type: none"> Use adequate task lighting 			X
Dust & fumes	Inhalation of dust & fumes		X		<ul style="list-style-type: none"> Use respiratory mask when required 			X
Working at a height	Fall from heights Fall of materials	X			<ul style="list-style-type: none"> Work from safely erected ladder Only have material that are immediately required on ladder Ensure all areas underneath are cordoned off & loose material secured Don't not lean or overreach while working on ladder Always face steps and maintain 3 point contact Place on firm surface Use of scaffold tower for ceiling grounds Scaffold tower erected by qualified person Alterations to tower made by qualified person 	X		X
Power Tools	Cuts/Lacerations Noise		X		<ul style="list-style-type: none"> All power tools will be 110V and cables will be in good order All Guards and guide handles will be in place 			X
Covid – 19 - travel to and from work	A risk of potential contamination through coughing and sneezing.		X		<p>-Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work. They should inform their line manager immediately.</p> <p>-Workers should travel to workshop alone using their their own means of transport</p>			X

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<p>Covid 19- site walkways/ge neral access</p>	<p>A risk of potential contamination through coughing and sneezing from not maintaining the 2m rule.</p>	<p>X</p>	<p>- All workers to follow the appropriate hygiene guidelines when entering and leaving the work site set out by the HSE and contractor. The driver should clean all common areas of vehicle that are liable to be touched including the external door handles, keys and other internal furnishings -Social distancing is advised when travelling in vehicles to/from work and when in the site vehicles and operating mobile plant. -It is advised person who travel to work together is limited - sit as far away as the vehicle allows. It is advised if you travel in a crew, you ensure it is the same crew members each day to reduce the risk of exposure to multiple people. Keep windows partially opened when travelling with other members. -Keep personal items (PPE, clothes, lunch boxes etc) separate. -when arrived on site, maintain a verbal greeting only - NO SHAKING HANDS. -Start/finish times and site inductions staggered where possible to reduce group sizes. -Site compliance officer to be appointed. Any issues to be communicated to the officer & management.</p> <p>1. A one-way system on access routes throughout the site where possible. Increasing access points can help establish a one-way system. (e.g. An additional HAKI stair to allow for one-way traffic up and down). 2. Where a one-way system is not possible consider widening pedestrian routes so social distancing can be maintained on main site walkways. 3. .Marked up walkways can help give an indication of what 2-metre spacing looks like. 4. Sites will be laid out to prevent bottlenecks and congestion</p>	<p>X</p>
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<p>Covid 19- Tools, Equipment and Plant</p>	<p>Cross contamination from multiple person using the same tools, plant & equipment may have a detrimental effect on health.</p>	<p>X</p>	<p>All tools and equipment should be properly sanitised to prevent cross contamination 2. Arrangements for one individual to use the same tool, equipment and plant as much as possible. Make available cleaning material for all tools to be wiped down with disinfectant between each user. 3. Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same. 4. Cabs and touch points of site vehicles and plant (MEWPS, Excavators, Cranes, etc.) to be thoroughly cleaned and a cleaning regime by plant operatives should be maintained daily 5. Consider provision of stickers for tools, equipment and mobile plant to encourage disinfection. 6. The tools and cabs should be cleaned before and after use to prevent contamination. Tools/implements should not be held by teeth etc. (for example, holding a screw by your mouth)</p>	<p>X</p>
<p>Covid 19- Personal hygiene</p>	<p>Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.</p>	<p>X</p>	<p>1. Employees must not touch your eyes, nose or mouth, if their hands are not clean 2. Any potentially contaminated clothing should be removed and placed in a suitable plastic bag/container. 3. A disposable tissue, should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the bin. If a tissue is not available for employees, they should cough and sneeze into the crook of their elbow. 4. Employees are to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds. 5. Employees to ensure the 2m rule is adhered to at all times when on site. 6. Cover any exposed wounds/scrapes</p>	<p>X</p>

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<p>Covid 19- Close Working - where 2m cant be maintained</p>	<p>A risk of potential contamination through close contact with personnel</p>	<p>X</p>	<ol style="list-style-type: none"> 1. Where close contact cannot be avoided, the workers should complete questionnaire and worker has symptoms of COVID-19 2. PPE is present in line with the RAMS/Risk Assessment (full face shield etc). 3. An exclusion zone for <2m work will be set up pre task commencement. 4. Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly. 5. Depending on the two types of work - no physical contact between colleagues or physical contact will occur (manual handling / pushing/pulling side by side, shared tools and equipment) different controls to be considered i.e. a physical barrier to be installed not impairing workers visibility etc. 6. At the end of the task, all tools and equipment work must be sanitized properly and all surfaces safe to wipe down. 7. Forced ventilation internally could be considered for restricted confined spaces. 8. Consult with management before carrying out any work that affects the 2m rule. 9. Operatives should be reminded of the hazard of close contact when working together and the correct control measure to be adhered too. 	<p>X</p>
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