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|---|--|--|---------------------------|-------------|
| Contractor: Manning & Buckley | Name: Ils space | Address: Unit G9 Maynooth Business Campus, Straffan Road, Co. Kildare | Tel: 01-6119682 | |
| | | | Email : HAS@mab.ie | |
| Project Name | Eir shop Henry street | | | |
| Description of the Task/Activity | Installation of electrical services | | | |
| Site Address/Location: | EIR Store Henry street | Start Date/Time: | Finish Date/Time | |
| | | 07/08/23 | 16/08/23 | |
| Personnel Involved | Name | Role | Review Signature | Date |
| | Stephen metcalfe | Project manager | SM | 07/08/23 |
| | Mark Browne | Site manager | MB | 07/08/23 |
| | | | | |
| Site Manager: | Mark Browne | Tel: | 0871845092 | |
| Safety Manager | Isabel Damas | Tel: | 0858613871 | |
| Authorized Blue Vest | Mark Browne | Tel: | 0871845092 | |
| Key Plant & Tools (Attach Certification) | <ul style="list-style-type: none"> • Podium ladders • A – Frame fibre glass ladders • Mobile scaffolds • Sufficient locks, hasps, tags to ensure electrical isolation (lock off / tag off) • Drilling machines 110 volts • Cordless drilling machines • Conduit bending machine • Cable jacks to support cable drums • Electricians hand tools • Electrical test equipment | | | |
| Key Materials | <ul style="list-style-type: none"> • Plastic trunking • Sockets • Back boxes • Rawl plugs / screws • NYMJ cables on drums in various sizes • Fire alarm cable • Various accessories including tie wraps | | | |
| Other Essential Equipment: | <ul style="list-style-type: none"> • LOTO • Barriers & signage | | | |
| Specific Identified Residual Hazards: | <ul style="list-style-type: none"> • Working at heights • Hot Works • Live energies | | | |

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| | <ul style="list-style-type: none"> • Manual Handling • Business interruption • Slips, trips & falls • Raised Access Floor Openings • Housekeeping <p style="text-align: center;"><u>Refer to project risk assessments</u></p> |
| <p>Pre-Works</p> | <ul style="list-style-type: none"> • Ensure that all operations are co-coordinated with PSCS to ensure that adequate communication is in place. • Site induction will be held on site. • All operatives involved in the operation must read the method statement prior to work commencing; all requirements of this statement must be strictly adhered to. • Ensure that all permits (work permit obtained from PSCS co-ordinator for all tasks were requested) and procedures are in place before any work commences. • All the personnel must complete a Safe Plan of Action (SPA) before any work commences. The SPA must be updated if the task or hazards change throughout the task. • All relevant PPE must be worn before the task commences i.e. hi-vis vest, hard-hat, safety boots, safety glasses and gloves. This is part of the 5-point PPE plan. • All personnel involved in this task will have received training in the correct methods of good manual handling practice and have in dates Manual Handling certificates on file in site office. • Identify & set up M&B site storage area and site office. |
| <p>Sequence of Works</p> | <ul style="list-style-type: none"> • All landlord services to be identified and protected during construction works. Signage to be installed. • When on site, operatives should make themselves aware of the emergency evacuation procedure and the location of emergency exits and their designated assembly point • Good supervision to be in place at all times. • Install new LED tape in joinery • Modifications to existing general services supplies • Modifications to existing structured cabling <p>Materials / Panel Delivery:</p> <ul style="list-style-type: none"> • Remember: Deliveries must be notified in advance to site management. • The Driver will report to the designated person upon arrival on site, observing site speed limit. • All drivers are required to wear all the site mandatory PPE. • Good housekeeping to be a priority during all work operation. <p>Manual Handling:</p> <ul style="list-style-type: none"> • All Manning & Buckley Electrical employees have received manual handling training. • Gloves will be worn at all times as per site rules and particularly during all manual handling tasks. |

Cable Management:

- All extension leads will be routed overhead if possible or along walls to prevent slips, trips and tripping hazards.

Power & Hand Tools:

- Only equipment operating at 110 volts (or less) will be permitted.
- A visual inspection of equipment will be carried out by the user on a daily basis.
- All damaged equipment will be switched off, returned to Site Manager labelled as damaged and not to be used. Site Manager will ensure that damaged equipment is not returned to service until it has been repaired.
- Extension leads will be checked before use. No taped joints or connector type joints will be permitted.
- All electrical equipment will be properly earthed.
- Only the correct (yellow – molded plastic) sockets and plugs will be used.
- Pay due care and attention to the work at hand.
- Ensure your work will not result in injury to yourself or anyone else.
- All machine guards and safety devices will be in position and fully functional on all plant items.
- All power tools and extension lead will receive PAT testing before use on site and at three-month intervals thereafter.
- All equipment and tools will be used in accordance with the manufacturer's instructions.
- Eye protection will be worn when operating the chop saw and when drilling concrete and steel.
- Ear protection will be used when operating the chop saw.

Management Controls:

- Adequate numbers of operatives will be utilized to reduce the risk of injury or accident to materials, persons or property.
- Site Manager of Manning & Buckley Electrical will coordinate and supervise all tasks.
- Site Manager will carry a mobile phone and will be able to raise the alarm in the event of an accident / emergency.
- The operatives who will carry out this work are experienced in this type of work.
- Toolbox talks will be held on a weekly basis. A copy of all toolbox talk report sheets will be forwarded to PSCS
- Site Manager will schedule, co-ordinate and supervise all deliveries.
- In areas where raised access floor tiles have been removed, a combination of robust barriers and safety signage will be used to establish exclusion zones.
- Site Manager will complete all daily checks and weekly inspection forms.
- SPA's will be completed on a weekly basis.

Poor Housekeeping:

- A regular clean-up of all work areas will take place to reduce the risk of same level slips, trips and falls to Manning & Buckley Electrical employees and others.
- Manning & Buckley Electrical will provide sufficient brushes to ensure satisfactory housekeeping standards are maintained at all times throughout the project.
- Waste removal from floors will take place on a daily basis.
- All waste will be segregated.

Working at Heights:

- For all work at height podium stepladders and mobile scaffolds will be used.
- Operatives assembling, disassembling or inspecting mobile scaffold towers will receive approved Solas CSCS MAT training.
- Operatives will ensure podium steps are assembled correctly and safe to use.
- Untrained operatives will not make alterations to working at height equipment including scaffold, handrails or edge protection.
- Podium stepladders or mobile scaffolds will not be moved while occupied.
- Inspection forms (GA3) will be prepared on a weekly basis for all working at height equipment including podium and stepladders. Results will be entered in GA3 forms and filed on site for future reference.
- Over-reaching from podium stepladders / stepladders must be avoided.
- Damaged equipment must not be used and should be broken up or removed from the workplace immediately.
- Stepladders must be fully opened out before use and must not be straddled.
- The top rung and the rung below the top rung must not be used on stepladders regardless of the length of the stepladder.

Work on Electrical Systems:


- Electrical test equipment will be insulated and fused and in date for calibration.
- Electricity supply authority seals will not be broken, and final connections will not be made without written authority.
- All circuits to be worked on will be treated as live until verified. There are no exceptions to this requirement; experience of employees is irrelevant.
- All electricians will have a "Test Lamp / Voltage Tester" (other than a neon phase-tester), as part of their toolkit.
- Site manager will ensure that all power supplies have been disconnected before work on electrical circuits / systems / services commences.
- Where circuits are to be isolated, they will be locked off and tagged.
- Electricians will be provided with all relevant information prior to starting strip-out works.
- Equipment covers and doors will be closed at all times if electricians are not working on the equipment.

Clean as you go:

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| | <ul style="list-style-type: none"> It is essential that all involved in the works are operating the 100% clean as you go policy. A rubbish bin must be present at all works locations and rubbish binned as it is created. At the end of each shift the work area must be clean/tidy, and materials stacked neatly. |
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| Temporary Supports and Props needed to facilitate the works: | N/A | | | | | | |
| Method of Access and Egress to the work area: | <ul style="list-style-type: none"> Fibreglass Ladders Podium Ladders Safety Harnesses on Roof Level | | | | | | |
| Fall Protection Measures: | N/A | | | | | | |
| Hazardous Substances: (Attach MSDS if required) | | | | | | | |
| | Health Hazard | Harmful/Irritant | Corrosive | Dangerous For the environment | Oxidising | Highly flammable | Explosives |
| Applicable? Yes | No | No | No | No | Yes | No | No |
| Storage Arrangements: | <ul style="list-style-type: none"> Materials will be stored in the laydown area | | | | | | |
| Details of Permits to Work: | <ul style="list-style-type: none"> General work permit Safe plan of action Hot work permit | | | | | | |
| SWL's: | N/A | | | | | | |
| Required Personnel Protective Equip.: | | | | | | | Other: Blue Vest for Live Electrical Work |
| | Safety Boots | Hard Hats | Safety Gloves | Hearing Protection | Eye Protection | Respiratory Protection | |
| YES/ NO | Yes | Yes | Yes | As required | Yes | No | Yes |

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| Emergency Procedures: As per the site emergency procedures outlined during induction. | Accident Reporting Protocol. |
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|  | <p>All accidents and incidents will be advised to site management immediately to facilitate accident investigation and preservation of evidence. In turn PSCS will be notified of all accidents and incidents without delay.</p> <p>As soon as possible. A copy of the Contractors investigation report on all accidents and incidents shall be provided to project Health & Safety officer on completion.</p> | |
| First Aid Facilities: | Name of On-Site First Aider: | Site manager |
| | First Aid Box Location: | Site office |
| | Location of Nearest Hospital: | St Vincents hospital |
| Welfare Requirements | <ul style="list-style-type: none"> On site bathroom facilities provided and maintained by PSCS. On site canteen provided and maintained by PSCS. First aid kits provided and maintained by MAB | |
| Services to be supplied by Others | N/A | |
| Other information & Comments | N/A | |

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.

| Risk Rating =Severity x Likelihood | | | |
|--|------------------|-------------|---------------|
| Potential Severity | Very likely 3 | Likely 2 | Unlikely 1 |
| Fatality <u>OR</u> Cause Permanent Disability 3 | 9 | 6 | 3 |
| Serious Injury 2 | 6 | 4 | 2 |
| Require Medical Attention 1 | 3 | 2 | 1 |

| Location: | Site wide | | Duration: | Ongoing for the duration of these programmed phase of works | Assessment by: | Isabel Damas | |
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| Description: | Installation of electrical services | | Works By: | Manning & Buckley | RISK No & Date: | Risk assessment: No 1 August 2023 | |
| Activity/Hazard | Potential risks from these activities | Likely-hood | Severity | Risk Rating | Controls Measures Required | By whom | Risk Rating after controls in place |
| | | 1-3 | 1-3 | L x S | | | |
| Access / Egress | <ul style="list-style-type: none"> Slips, trips and falls | 2 | 2 | 4 | <ul style="list-style-type: none"> Spotter in place for transporting loads. Mandatory PPE worn at all times. | Manning & Buckley Management, Operatives & Contractors | 2 |
| Manual Handling | <ul style="list-style-type: none"> Serious personal injury, repetitive strain injury, upper body strains and particularly back injury. | 2 | 2 | 4 | <ul style="list-style-type: none"> All Manning & Buckley employees are trained in Manual Handling. Use handling aids wherever possible. Where possible team lifting is to be utilized while lifting heavy or awkward materials such panels. All Manual Handling tasks must be documented on Safe Plan of Action (SPA) Ensure that the work is planned prior to work commencing and that the work area is clear of any trip hazards and the environment is safe. When lifting: Get a good grip and lift, remembering to: Raise the head, keep a straight back, do not twist the trunk. Keep load close to body. Use the leg muscles, Lift smoothly do not jerk. | Manning & Buckley Management, Operatives & Contractors | 2 |

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| | | | | | <ul style="list-style-type: none"> A team leader should take control of the pull. | | |
| Materials Delivery | <ul style="list-style-type: none"> Too many delivery vehicles on site. Congested site, Higher risk of collisions and pinch/crush injuries, Back injury, Slips, Trips, falls. | 3 | 3 | 9 | <ul style="list-style-type: none"> Planned deliveries only. Driver to wear full clean PPE while on site. Remember: if you cannot see the driver the driver cannot see you. All staff will be given training in the correct methods of pushing / pulling loads as part of their normal safety training "All areas are to be kept as clean and tidy, at all times; All waste will be properly cleared away on a regular basis; All refuse bins will be emptied frequently to prevent build-up of rubbish. All rubbish and waste will be picked up as work proceeds. | Manning & Buckley Management, Operatives & Contractors | 3 |
| Interaction with Chemicals, Hazardous Substances, gasses on site. (Brought on, or Customer property) | <ul style="list-style-type: none"> Interaction with Chemicals / intoxication. | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff aware of any hazardous Substance. Material Safety Data Sheets (MSDS) available. Containers properly labelled. Proper precautions and PPE (clothing, rubber gloves, goggles...) in use. | Manning & Buckley Management, Operatives & Contractors | 3 |

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| Working at height while using a A-Frame Ladder | <ul style="list-style-type: none"> Injury to persons using the ladder as result of falling from height. Injury to third parties as result of tools or materials falling from height. | 2 | 3 | 6 | <ul style="list-style-type: none"> Inspect the ladder for any defects. Two persons not to be on the same ladder. Ladders must be set up on a level footing at all times. It is vital that you do not overreach while using a ladder. 3-point of contact to be used. | Manning & Buckley Management, Operatives & Contractors | 3 | |
| Use of podium stepladders | <ul style="list-style-type: none"> Injury to persons using the ladder as result of falling from height. Injury to third parties as result of tools or materials falling from height. | 2 | 3 | 6 | <ul style="list-style-type: none"> Podium stepladders will be checked before use to ensure the correct type and length of stepladder is used and to ensure they are in good condition. All podium stepladders used during these tasks will be assembled and used as per the manufacturer's instructions and will include guardrails, midrails and toe boards positioned around the working platform. Untrained operatives will not make alterations to working at height equipment. Inspection forms (GA3) will be prepared on a weekly basis for all working at height equipment including podium stepladders. Results will be entered in GA3 forms and filed on site for future reference. | Manning & Buckley Management, Operatives & Contractors | 3 | |

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| | | | | | <ul style="list-style-type: none"> Overreaching from podium stepladders will be avoided. Damaged podium stepladders will not be used and will be removed from the workplace immediately. | | |
| Use of hand tools | <ul style="list-style-type: none"> Cuts, bruises Tools falling from height | 2 | 3 | 6 | <ul style="list-style-type: none"> Always use the correct tool for the job Do not use faulty or defective tools Inspect tools before use Wear appropriate PPE Only Self retracting knives to be used Do not carry excessive amounts of tools and equipment by hand or in tool pouches/pockets. This reduces the risk of tools falling | Manning & Buckley Management, Operatives & Contractors | 3 |
| Electrical Shock | <ul style="list-style-type: none"> Working in proximity to live equipment, terminating cables Working on control panels | 2 | 3 | 6 | <ul style="list-style-type: none"> COHE procedures to be strictly applied The 230V system is isolated externally to the panel if access is required Work area to be barriered off Ensure to prove dead at point of work | Manning & Buckley Management, Operatives & Contractors | 2 |
| Use of electrical portable tools | <ul style="list-style-type: none"> Serious personal injury caused by exposure to faulty equipment | 2 | 3 | 6 | <ul style="list-style-type: none"> Operatives shall ensure that only 110volt portable equipment is used All Guards and handles to be in place All electrical cables to be inspected before use to ensure they are in good order | Manning & Buckley Management, Operatives & Contractors | 3 |

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| | | | | | <ul style="list-style-type: none"> All Electrical equipment including leads to be current quarter PAT Tested and color coded | | |
| Work on existing electrical systems | <ul style="list-style-type: none"> Electricity – electrocution / electric shock / fire | 3 | 3 | 9 | <ul style="list-style-type: none"> Electrical test equipment will be insulated and fused and in date for calibration. Electricity supply authority seals will not be broken, and final connections will not be made without written authority. All circuits to be worked on will be treated as live until verified. There are no exceptions to this requirement; experience of employees is irrelevant. All electricians will have a "Test Lamp / Voltage Tester" (other than a neon phase-tester), as part of their toolkit. Project managers will ensure that all power supplies have been disconnected before field wiring is disconnected and stripped out. Where circuits are to be isolated, they will be locked off and tagged. Electricians will be provided with all relevant information prior to starting strip-out works. | Manning & Buckley Management, Operatives & Contractors | 3 |

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| | | 1-3 | 1-3 | L x S | | | | |
| | | | | | <ul style="list-style-type: none"> Equipment covers and doors will be closed at all times if electricians are not working on the equipment. | | | |
| Dust (including silica) generated during drilling tasks | <ul style="list-style-type: none"> Silica Dust - silicosis, cancer and increases the risk of TB infection | 2 | 2 | 4 | <ul style="list-style-type: none"> A dust extraction system will be attached to the drilling machine used during this work. P3 disposable respiratory protective equipment (dust masks) will be worn to protect against airborne dusts including silica dust during all dust generating tasks. | Manning & Buckley Management, Operatives & Contractors | 2 | |
| Tasks undertaken in areas where poor housekeeping standards exist or work which impacts on housekeeping standards | <ul style="list-style-type: none"> Site activity and conditions. Manual handling. Slips trips and falls. Falls of persons and falls of materials on the same level or from a higher level to a lower level | 2 | 2 | 4 | <ul style="list-style-type: none"> All work areas and equipment will be kept tidy. A regular clean-up of all work areas will take place to reduce the risk of same level slips, trips and falls to Manning & Buckley employees and others. Waste, scrap, spillage, leakage, dust and splashing will be anticipated, and control measures will be provided. Designated places will be established for all items, articles and substances. Each item, article and substance will be kept in its designated place and returned to that place if removed. | Manning & Buckley Management, Operatives & Contractors | 2 | |

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| | | | | | <ul style="list-style-type: none"> All operatives will obey instructions given, regarding the maintenance of housekeeping standards. Adequate space will be provided for all materials, tools, and portable equipment. Only the materials required will be taken to the workplace and all surplus materials will be returned to storage at the end of the shift or on completion of the work. All obstructions found will be removed, all sharp objects especially nails will be controlled and removed. Never ignore a housekeeping hazard, it will be put right. | | |
| Raised Access Floor | <ul style="list-style-type: none"> Materials falling from height Working at heights Slips/trips/falls | 3 | 3 | 9 | <ul style="list-style-type: none"> Erect barriers and signage around raised metal floors while tile is removed. Supervision in place at all times. Raised access floor permit in place. Inspect ope before leaving the area at all times, to ensure tile is put back into place and there is no risk of slips, trips or falls. Clean as you go policy at all times. | Manning & Buckley Management, Operatives & Contractors | 3 |

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| Noise generated during drilling tasks | <ul style="list-style-type: none"> Temporary or permanent threshold shift. Tinnitus. Acute Acoustic Trauma. Noise Induced Hearing Loss. | 2 | 2 | 4 | <ul style="list-style-type: none"> Tools with lower noise emissions will be used. All power tools will be subject to preventative maintenance to prevent worn parts generating greater noise levels. Personal hearing protection will be worn in all circumstances where the First Action Level is exceeded; daily or weekly personal noise exposure of 80 dB(A). The Personal Hearing Protection will be suitable for the work, type and level of noise and compatible with other items of PPE. Operatives will choose their own personal hearing protection to ensure comfort. | Manning & Buckley Management, Operatives & Contractors | 2 | |
| Demolition Works, Decommissioning, Strip Out Works | <ul style="list-style-type: none"> Falling debris, Access/Egress, Noise, Dust, Manual Handling, sharps Electrical hazards, | 3 | 3 | 9 | <ul style="list-style-type: none"> A full survey shall be carried out by a competent engineer on any surface/structure to identify the line of any services. All services are to be decommissioned and isolated prior to the demolition/ decommissioning process. The nominated Supervisor will ensure that a method Statement has been prepared, | Manning & Buckley Management, Operatives & Contractors | 3 | |

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| | <ul style="list-style-type: none"> Unauthorized Public access to demolition areas | | | | <p>and followed, and protective measures for the public and visitors to the place of work provided and maintained</p> <ul style="list-style-type: none"> Before work commences, existing services into the site must be located and disconnected All plant and equipment used must be suitable for the task. Adequate housekeeping to be maintained. | | |
| Cutting / Hot-Works | <ul style="list-style-type: none"> Fire Electric Shock Eye Injury Burns Fumes Asphyxiation Manual handling Cuts | 3 | 3 | 9 | <ul style="list-style-type: none"> There will be a 3-hour fire watch be completed once all hot works have been completed. IE: If an operative is finishing work at 4pm they need to cease all hot works at 1pm. Appropriate protective clothing shall be worn by all operatives where carrying out hot works. This shall include gloves, safety boots, flame retardant clothing, and suitable eye protection. A fire extinguisher suitable to the fire risk shall be adjacent to the hot works operation at all times. | Manning & Buckley Management, Operatives & Contractors | 3 |

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| | | | | | <ul style="list-style-type: none"> Suitable firefighting equipment such as extinguishers and blankets shall be maintained. The path of sparks is to be assessed prior to the hot works operation to ensure they do not compromise passers-by or passing traffic or structures. The proximity of adjacent structures and services shall be taken into account during the completion of the hot works permit. Area must be free of all flammable wastes and materials and welder must have a fire extinguisher at hand. | | |
| Use of abrasive wheel machinery including chop-saw and angle grinder | <ul style="list-style-type: none"> Minor and possibly severe cuts and bruises to the hands and face. Eye injury. Injury to other body parts. Falls of persons or materials. Fire. Electrocution / electric shock. Damage to equipment | 2 | 3 | 6 | <ul style="list-style-type: none"> Ensure all abrasive wheel machinery operates at 110 volts or less. Fire protection equipment including fire extinguishers and fire blankets will be in place when Hot Work activities take place. All abrasive wheel machinery will be visually inspected before use; all damaged equipment will be turned off and returned to the stores for repair or disposal. | Manning & Buckley Management, Operatives & Contractors | 3 |

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| | | | | | <ul style="list-style-type: none"> • Extension leads will also be checked before use. No taped joints or connector type joints are permitted. • Never use abrasive wheel machinery if the guard has been removed or is wrongly adjusted. • Never use the broad side of an abrasive wheel to file down rough edges, use a hand file for this task. • Ensure the abrasive wheel fitted is suitable for the materials to be cut. • Ensure only trained, authorized individuals change the abrasive wheels in abrasive wheel machinery. • All electrical equipment must be properly earthed. • A regular formal inspection will be carried out by a competent person of all abrasive wheel machinery; records of these inspections will be kept on file for future reference. • Ensure all abrasive wheel machines are used for their designed purpose and in | | |

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|---------------------|---------------------------------------|-------------|------------------|---|--|-----------------------------------|-------------------------------------|
| Description: | Installation of electrical services | | Works By: | Manning & Buckley | RISK No & Date: | Risk assessment: No 1 August 2023 | |
| Activity/Hazard | Potential risks from these activities | Likely-hood | Severity | Risk Rating | Controls Measures Required | By whom | Risk Rating after controls in place |
| | | 1-3 | 1-3 | L x S | | | |
| | | | | | accordance with the manufacturer's instructions. | | |

