



Risk Assessment – Carroll Swan & Co. Ltd. S&P Global

Ref. No.: IIS Space

Rev. No. 01

Date: 23.08.2023

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RA Details

Site	S&P Global
Location	Styne House, Hatch Street
Date	2023
RA Owner	

MAIN EQUIPMENT TO BE USED

Hand tools, cordless drills, screw guns, skids, dollies, ladders, chopsaw, Router, Plane

ACTIVITY BREAK DOWN

Mark out opes, install tracks/doors/frames/glass.

PURPOSE

The risk assessment was carried out to address the hazards for the activities being performed at the specific site mentioned above in compliance with the standards and procedure requirements.

Prior to the start of any task, the current risk assessment will be reviewed against the current site conditions, any identified hazards / changes in site conditions or tasks that are not addressed will be reviewed by the Site Manager alongside the Project Manager prior to completion of any works.

This document will be clearly communicated to all personnel involved and stake holders prior to commencement of works

SCOPE

- Breakdown of the proposed activities
- Hazard identification, cause, consequences and risk rating
- Existing barriers and additional controls and reduced risk

REFERENCES

No	Document No	Document Title
1	ANMR01	Accident or Near Miss Report
2	BR01	Banksman Reversing
3	CYGP01	Clean as You Go Policy
4	CSI01	Construction Site Induction
5	CI01	COVID 19 Induction
6	CVI01	Covid-19 Visitor Information
7	FRP01	Fire Response Plan
8	FAR01	First Aid Response
9	HTS01	Hand Tools Safety
10	LW01	Lone Workers

No:	Document No
11	MHPM01
12	MSS01
13	PS01
14	PPE01
15	SULS01
16	STF01
17	TPC01
18	WH01
19	SKU02
20	

Severity of Consequence (S)

Likelihood (L)

Risk Level (R)

Evaluation Matrix

1	Insignificant/minor first aid, no time off, no loss	1	Improbable	Unlikely	1 – 4	
2	Lost time, recoverable, (strain, sprain, laceration)	2	Low	Possible	5 – 9	
3	Temporary disability, recoverable (minor fracture, asthma, deafness, concussion)	3	Medium	Very possible	10 - 12	
4	Permanent disability, survivable (major fractures, amputation, head injuries, eye injuries, poisoning)	4	High	Probable	15 - 16	
5	Causing death to one or more people (fatal injuries, occupational cancer, fatal disease/fire)	5	Almost certain	Almost Certain	20 - 25	
Hazard	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	

Likelihood

- Any amendments or revision of this Risk Assessment must be communicated to all relevant employees and signed to confirm their understanding.
- This Risk Assessment has been carried out with the engagement and assistance of employees working in this area.
- Any comments or actions should be reviewed by the Site Manager, Projects Manager or Health & Safety Manager.
- It is the Site Manager’s responsibility to ensure the risk assessment is accurate, up to date and reviewed accordingly.

No.	Activity <i>Sequence of Activities</i>	Hazard <i>Potential to Cause Harm</i>	Cause <i>Possible causes of Hazard</i>	Consequences <i>What Could Possibly Happen</i>	Risk	Control Measures <i>Existing System Controls and Barriers</i>	Controls required	Residual Risk <i>Final Calculated Risk</i>	ALARP <i>As Low As Reasonably Practicable?</i>	
					S	L	R		S	
1	Delivery of goods	RTA Hit or struck by vehicle	Unsafe driving Obstacles or blind spots when reversing	Temporary disability, minor and major fractures, head injuries, fatal injuries	4	3	12	Deliveries at rear of building to the left of the entrance to ensure there are no obstructions on the road. Area to be cordoned off to ensure safe systems of work along the roadside. All Carroll & Swan employees have been Banksmen trained	Delivery company instructed on site specific safety rules. No unloading is to commence if the load is unsafe according to the internal training.	3
2	Offloading of goods from a container	Falling objects Hit or struck by objects Fall from height Musculoskeletal injuries	Improper securing of the objects Improper manual handling technique Working close to the edge of the container	Temporary disability, minor and major fractures, head injuries, fatal injuries	4	4	16	Method of works to be followed as per the safe systems of works. Hand balling to take place where safe to do so, pushing of items to the edge from behind the product to prevent working close to the edge. All employees on site are trained in manual handling and in specific SOPs for the task.	The task must be assessed continuously to ensure no products become loose, unstable, risk of falling etc. and employees must be conscious of not working close to the edge at anytime.	4
3	Access and egress	Movement of plant, vehicle and other equipment Construction workers working in the area	Slip, trip and falls Struck by moving equipment, machinery or vehicles	Temporary disability, minor and major fractures, head injuries, fatal injuries, death	4	4	16	All employees/contractors on site have received the site specific induction	Site manager or supervisor does a daily safety check of procedural safety	3
4	Installing-erecting partitions	Hit by objects Musculoskeletal injuries Cuts, bruises	Poor manual handling technique Faulty hand tools Incorrect use of PPE	Cuts, bruises, Temporary disability, minor and major fractures,	3	4	12	All workers involved in the building of partitions are competent, skilled and experienced in the use of hand/power tools to carry out the task. Manufacturer's instructions and safe systems of works must be always followed. Correct manual handling technique must be followed at all times. All hand/power tools are subjected to pre-check by the operator and used only by trained staff as per company SOPs. All Carroll & Swan employees or contractors are issued with personal protective equipment "PPE" as per company SOP. All Carroll & Swan employees or contractors on induction trained in accident incident reporting as per company SOP.	Site manager or supervisor does a daily safety check of safety compliance. NO PPE NO ENTRY TO SITE.	3
5	Manual handling	Musculoskeletal injuries Dislocation of joints	Poor manual handling technique	Temporary disability Musculoskeletal injuries	3	4	12	All Carroll & Swan staff are subjected to prior operational procedures training for each individual task. Manual handling training is mandatory to all and is reviewed every 3 years or when necessary whichever is the shortest period of time. All manual tasks are assessed prior commencing using TILE as per training. SOP developed for manual handling of products. Employees must follow max manual handling lifting load or in their own lifting capability whichever is lesser. Dollies, manual pallet trucks, trollies must be used to transport heavier and bulkier items. Lifts must be used as opposed to stairs when transporting goods that are not in the hoist.	Carroll & Swan employees and contractor must assess all task prior commencing any manual handling. Site manager or supervisor will do a daily check of proper manual handling techniques.	3
6	Use of hand tools	Cuts, bruises, lacerations Eye injuries Noise	Improper use of tools Faulty hand tools Incorrect use of PPE	Temporary disability, minor and major fractures, head injuries, fatal injuries, death.	4	4	16	All Carroll & Swan staff and contractors are subjected to prior operational procedures training for each individual task. All hand tools are subjected to pre-check by the operator and used only by trained staff as per company SOP-s. (Hand Tool Safety HTS01). Hand tools used produce less than 80 dB of noise. PPE must be always worn: <ul style="list-style-type: none"> • High visibility vest • Safety boots • Safety gloves • Eye protection where necessary • Ear protection where necessary • Hard hat • Workwear trousers 	Site manager or supervisor carries out regular safety check of safety compliance.	4
7	Use of safety knife	Cuts, bruises, lacerations	Improper use of tools Faulty hand tools Incorrect use of PPE	Minor and major cuts	3	3	9	All Carroll & Swan staff and contractors are subjected to prior operational procedures training for each individual task. All hand tools are subjected to pre-check by the operator and used only by trained staff as per company SOP-s. Refer to Safety Knife Usage SKU02. Retractable safety knives only permitted for use by all contractors/employees.	Site manager or supervisor carries out regular safety check of safety compliance.	3

8	Emergency response	First Aid Response Fire Evacuation	Injuries Faulty equipment	Health complications, death, Smoke poisoning, burns	5	3	15	<u>Refer to Oirgo site specific procedures</u> In case of need for First Aid report to IIS Space representative	Site manager or supervisor carries out regular safety check of safety compliance	5
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Carroll Swan & Co. Ltd.

METHOD STATEMENT

1.0 Introduction

This Method Statement along with all relevant and referenced SOPs outlines the methods to complete the works safely without impact or risk to personnel, property, and the environment.

2.0 Work Scope

Method Statement along with all relevant SOPs, Risk Assessment, training and manufacturer's instructions associated with the delivery and installation of office partitioning.

3.0 Program

Partitions will be installed on 4th floor.

Works usually carried out during normal working hours unless otherwise approved

4.0 Permits

Permits to be provided by IIS Space where applicable.

5.0 Training and documentation

No training certificates will be held on site-by-site manager in line with GDPR regulations. The following training has been completed by all Carroll & Swan employees on site;

- Solas Safe Pass
- Banksmen training
- *Manual Handling*
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6.0 Hazardous Substances

No hazardous substances will be used on this site by Carroll & Swan employees or contractors.

7.0 Personal Protective Equipment

- As outlined in the Risk Assessment and SOPs.
- High visibility clothing
- Safety boots
- Eye and ear protection where required
- Cut resistant gloves when needed.

1.0	PROJECT NAME:	S&P Global	PROJECT NO:	
1.1	COMPANY:	Carroll Swan & Co. Ltd.	WORKS PACKAGE:	Logika 3000
1.2	TITLE/TASK:	Install partitions	REV NO:	
1.3	DATE OF ISSUE:	/08/2023	C&S CONTACT:	Kevin Carroll

2.0	PROPOSED START DATE:	01/08/23	PROPOSED START TIME:	08:00:00
2.1	EXPECTED DURATION:	3 weeks		
2.2	EXACT LOCATION (S): ATTACH PLAN	4th Floor		
2.3	DOCUMENT PREPARED BY:	Kevin Carroll		
2.4	PRE-START SITE BRIEFING (TOOLBOX TALK):	<p><u>Site Induction</u></p> <p>All operatives to have read and signed the task related method statement and risk assessment, SOPs, completed inductions prior to commencement of works.</p>		

Take 5

Operatives must **Take 5** before works can commence and throughout task:

1. **STOP** – Stand back, look at your environment.
2. **THINK** – How you can carry out your task safely.
3. **IDENTIFY** – The risk to yourself and others.
4. **CONTROL** – What can you do to reduce the risk to yourself and others.
5. **COMPLETE** – Complete your task safely.

3 Golden Rules

All operatives to comply with Carroll & Swan's **3 golden rules** whilst on site at all times:

COMPLY – with the law, standards and procedures.

2. **INTERVENE** – (where safe and practicable) in unsafe or non-compliant situations.

RESPECT – our neighbors, including our workmates and colleagues.

Goal Zero

All operatives are to observe the “**Goal Zero**” objectives. These are:

Achieve zero accidents.

No harm to people.

Improve Carroll & Swan's safety culture.

Enhance Carroll & Swan's 3 golden rules.

Deliveries

All deliveries must be scheduled and agreed with the site Health & Safety Officer and Project Managers.

Only trained Banksmen may assist in the reversing of the vehicle and follow all training.

No items weigh more than 25kg, heavier/bulky items must be transported in dollies or trolley.

Smaller less bulky items may be transported in the lift to the relevant floor.

2.5

SCOPE / SEQUENCE OF WORKS:

A full and detailed description of scope/sequence of works is required from start of task to completion. Please use space below.

Activity:

1.0 Erecting Glass Partitioning

- 2.0.1. Mark out area where partitions are to be erected
- 2.0.2. Fix head channel to underside of ceiling grid/tiles using suitable anchors.
- 2.0.3. Plumb down to floor to mark out where floor tracks are to be located, leaving spaces for doorways.
- 2.0.4. Fix floor channel to floor.
- 2.0.5. Install door frames into opes. Fixing required to head and floor.
- 2.0.6. Glass installed into tracks and levelled at floor level with packers
- 2.0.7. Doors are hung at this point and adjustments made where necessary
- 2.0.8. Glass is installed in windows using a "shuffle" technique using glass suckers and plastic wedges. Glass is held in place securely using a rubber gasket.

Under no circumstance may any employee/contractor work at height or stand close to any ledge without edge protection and risk assessment in place. No working at heights permitted on this site with the exception of step ladders where needed, full training provided and to be followed.

Once all products are delivered safely to the specific floor, position products in their designated area as per plans. Strip & remove all packaging and remove waste to holding area until ready to be removed from site at the end of each working day.

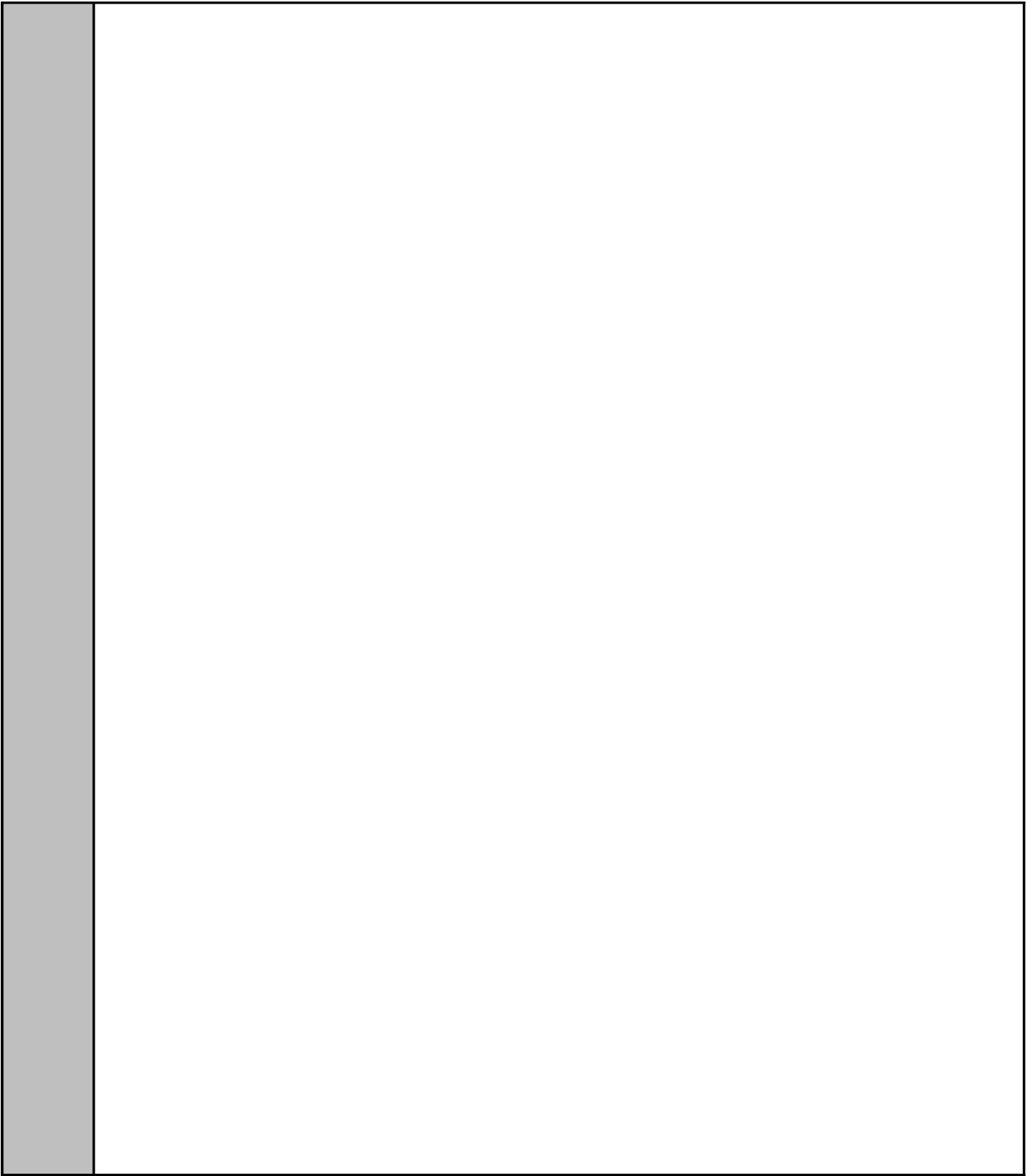
Fitters may remove cut resistant gloves from time to time to assist with handling

smaller fittings etc. Cut resistant gloves to be worn again once fitting task is complete.

At the end of each day, ensure floor is left tidy, common areas are clear & free of any "C&S items / product"

Ensure you sign out at the end of each day and return any access cards to the security hut

Repeat as above each day



3.0	Number of personnel, job titles etc.	2 fitters	
3.1	Manager/Supervisor	Name:	Kevin Carroll
		Mobile no:	876522466
3.2	<p>PLANT / EQUIPMENT/TOOLS:</p> <p><i>This section is purely a list of plant and equipment that it is proposed to use on site. It may be useful to include dimensions, weights etc. This box can then be referred to later when specific risk assessments are attached for the various operations/activities. Copies of Plant/Equipment will be required including competency certification for all Operative.</i></p> <p>Note that items with an asterix (*) require certification to be provided and checked prior to works commencement.</p> <p>Items with "PAT" require current PAT test prior to use.</p>	General hand tools	
		Cordless drills / screw guns	
		Trolleys	
		Small step ladder	
		Chopsaw	
		Glass suckers	
		Router	
		Plane	
3.3	<p>MATERIALS:</p> <p><i>A comprehensive list of materials is to be entered here. This will highlight which COSHH Assessments are required.</i></p> <p>Items with "COSHH" require COSHH assessment.</p>	Glass panels	
		Aluminium tracks	
		Aluminium Door Frames	
		Timber Doors	
3.4	<p>TECHNICAL INFORMATION:</p> <p><i>Any information that is critical to the safety of the project; this may include elements of the structural engineer's reports, previous Health & Safety plans, any design drawings or specifications that may be available.</i></p>	<p>Any works that have an impact on others trades site supervisor to liaise other site supervisors and principle contractor. All operatives to be made aware of this in site induction.</p> <p>If in doubt, STOP, seek assistance and guidance from a Manager/Supervisor prior to continuing with any task.</p>	
		Awareness of other trades & staff in the building	

<p>3.5</p>	<p>WASTE REMOVAL:</p> <p><i>How will waste be removed from site? Consider location of skips, provision of bins and what collection arrangements will be put in place.</i></p> <p>All waste MUST be separated into the following bins; Paper, Cardboard, Metals, Glass, Wood and Hazardous</p> <p>Working and storage areas to be kept clean at all times.</p>	<p>Segregated & removed from all floors and removed from site at the end of each day to be disposed of accordingly.</p>
<p>3.6</p>	<p>HOUSEKEEPING:</p> <p><i>How will materials be stored on site?</i></p> <p>Every effort will be made to keep noise, dust and waste levels to a minimum, and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed to skips provided or off-site.</p>	<p>Clean as we go, as per SOP</p>

4.0	RISK ASSESSMENTS ATTACHED: <i>A list of identified risks throughout the task will be noted here. The full risk assessments to be attached.</i>	Risk	Risk
4.1	COSHH: <i>Data sheets require for all materials listed in Section 3.4.</i>		
4.2	MANUAL HANDLING: <i>What activities require manual handling.</i>	Offloading glass/panels & transport of glass/panels to final location.	
		Lifting glass/panels into position	
	<i>Can Manual handling be avoided?</i>	Use of trolleys & dollies where appropriate to minimize manual handling	
	<i>Are the operatives trained in Manual handling?</i>	Yes	
	<i>Are the Manual Handling Risk Assessments attached?</i>	Yes	
4.3	NOISE/DUST/VIBRATION: <i>What activities will generate noise, dust or vibration.</i>	Use of hand/power tools (kept to a minimum)	
		Minimum risk	
	<i>Are there Risk Assessments attached?</i>		
4.4	ACCESS / EGRESS / SECURITY	As agreed ad as per site specific induction	

5.0	PERMITS REQUIRED:	
5.1	PERMIT TYPE:	
5.2	ISSUED BY:	
5.3	<p>SPECIAL TRAINING:</p> <p><i>Outline clearly activities requiring training that are going to take place on site. If a certain standard of training is required, then ensure it is detailed here. Operatives must be trained and competent in the use of abrasive wheels and cartridge operated tools etc.</i></p>	<p>All operatives will be trained to industry required standards.</p> <p>Training listed above</p> <p>All operatives will receive Toolbox Talks via verbal discussions and/or visual presentations.</p>

6.0	MANDATORY SITE PPE:	safety boots, gloves, high visibility clothing, workwear trousers
	<p>TASK SPECIFIC PPE:</p> <p><i>Identified as per risk assessment.</i></p>	Safety gloves where necessary

7.0	EMERGENCY ARRANGEMENTS FOR:	Fire / Ambulance / Garda - 999
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7.1	<p>RESCUE:</p> <p><i>This should include address, phone number and details of the nearest accident and emergency hospital. It may also show routes or directions on how to reach it. Also show on-site arrangements for first aid, including names and locations of first aiders' and where the first aid kit is held. Any other rescue e.g. harness, man baskets, crane driver, confined spaces.</i></p>	<p>Nearest Hospital -</p> <p>St. James's Hospital</p>	
7.2	<p>FIRST AID (QUALIFIED PERSON):</p> <p><i>If no First Aider is available, STL first aid cover must be requested.</i></p>	Name:	TBC
		Mob no:	
8.2	<p>FIRE SAFETY ARRANGEMENTS:</p>	<p>In-house fire alarms – Site specific induction</p>	

9.0	<p>COMMUNICATION OF METHOD STATEMENT & RISK ASSESSMENT.</p> <p>TO WHOM THIS INFORMATION WILL BE COMMUNICATED AND HOW? <i>To include non-English-speaking operatives.</i></p>	<u>Date</u>	<u>Name</u>	<u>Signature</u>

10.0	<p>PERSON/S RESPONSIBLE FOR MONITORING SAFE SYSTEM OF WORK AND ENSURING COMPLIANCE:</p> <p><i>Show here who the contracts manager, site manager, foreman/supervisor is, what each will be responsible for, and their contact numbers.</i></p>	Off-site:	Kevin Carroll
		On-site:	Kevin Carroll
10.1	<p>REVIEW DATE / SCHEDULE:</p>	<p>As required as site conditions and/or working conditions change; after an accident, incident or near miss; or six monthly maximum period between reviews.</p>	
10.2	<p>AMENDMENTS AUTHORISED BY:</p>		

10.3	AMENDMENTS COMMUNICATED TO:		All site operatives involved in completion of works within the scope of works covered by this Method Statement Risk Assessment
	<u>Amendment #</u>	<u>Date</u>	<u>Name</u>

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