

Contractor	Name: Alliance Explore Flooring Limited	Address: Drumree, Pelletstown, Co Meath, A85TP03	Tel: 00353 (1) 861 2962
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Main Contractor/Client	IIS Space		
Project Name	S&P Styne House		
Description of the Task/Activity	Floor preparation works, installation of luxury vinyl tile & carpet tile		
Site Address/Location	Level 4, Styne House, Hatch Street.	Start Date/Time:	14/08/2023
		Finish Date/Time/Project Duration	TBC
Personnel Involved	Name	Role/Trade	
	TBC	Foreman	
Site Foreman	Stephen Forde	Tel:	087 914 6219
Key Plant & Tools	<ul style="list-style-type: none"> • Plastic Barriers • Hand Tools • Buffing Machines / Vacuum Cleaners • Brush Handle Rollers • Hand Trowels • Tile Cutter • Drilling Machine 		
Key Materials	<ul style="list-style-type: none"> • Boxes of Vinyl Tiles • Boxes of Carpet Tiles • Smoothing compound • Primer • Adhesive 		
Other Essential Equipment:	<ul style="list-style-type: none"> • Pallet Truck / trolley or similar • Skips will be provided by Alliance Explore Flooring Limited <p>Note: All off-loading by Alliance Explore Flooring Limited Note: Temporary Lighting, Heat & Power by IIS Space</p>		
Specific Identified Residual Hazards:	<ul style="list-style-type: none"> • Manual handling • Hand tools 		



<p>(or refer to the task specific risk assessment(s))</p>	<ul style="list-style-type: none"> • Dolphin Knives • Power Tools • Silica Dust • Housekeeping – slips / trips / falls • Storage of materials • Use of chemical products. • Third parties – other trades on site <p>Refer to project risk assessment and risk assessments included in the Alliance Explore Flooring Limited Site-Specific Safety Plan & Safety Statement</p>
<p>Specific Staff Training</p>	<ul style="list-style-type: none"> • Safe pass training • Manual handling • IIS Space to provide Induction Training. • Alliance Explore Flooring Limited to provide Project Induction Training. • Project Method Statement briefing. <p>Refer to Alliance Explore Flooring Limited training matrix for further information.</p>
<p>Sequence of Operations</p>	<p>Installation of Primer / Smoothing Compound;</p> <ul style="list-style-type: none"> • Materials, tools, equipment, exclusion zone barriers and safety signage will be delivered to the work area as per site rules and procedures. • Tools and equipment will be transported to agreed locations as authorised by IIS Space • Materials, tools and equipment will be transported by Pallet truck / Four Wheeled Trolley. • Establish exclusion zone around work area using robust hard plastic barriers. Post safety signage to the barriers. • Assess the work area to highlight issues that may affect / disrupt progress. • Clean / prepare floor surfaces. • Treat the subfloor with the selected and approved Primer. Mix the contents as per the manufacturer’s instructions and pour the liquid Primer from plastic buckets out onto the floor. Cover the floor area being treated with the Primer using Brush Handle Rollers, Hand Trowels & Floats. • Allow sufficient time for the Primer to dry. • Apply an agreed depth (1 – 3mm) of smoothing compound to the subfloor. Mix the smoothing compound in a bucket using a mixer drill. Apply the mixed smoothing compound across the floor using hand towels and hand floats. • Allow sufficient time for the smoothing compound to dry. • Buff the screed using a floor buffing machine to prepare the floor area being worked on to receive floor covering(s).

- *Remove all rubbish to designated waste storage.*
- *Tidy the work area.*
- *Sanitize as required*
- *All waste materials will be segregated on site. All waste will be brought to an agreed skip location and removed off site by Alliance Explore Flooring Limited.*
- *All tools and equipment will be removed to the designated storage area and the works area left in a safe manner.*

Installation of Vinyl Tiles:

- *Materials, tools, equipment, exclusion zone barriers and safety signage will be delivered to the work area as per site rules and procedures.*
- *Tools and equipment will be transported to specific locations as authorised by IIS Space*
- *Establish exclusion zone around work area using good quality robust hard plastic barriers. Post clear, 'pictorial & text' safety signage to the barriers.*
- *Agree & mark start points to suit floor covering design.*
- *Clean / prepare floor surfaces to receive vinyl tile.*
- *Buff sub floor (if required).*
- *Apply Adhesive.*
- *Lay vinyl tiles as per drawings provided.*
- *Fit and butt adjacent vinyl floor tiles.*
- *Make required cuts to vinyl tile floor coverings to suit floor perimeters, structural obstructions, door opens etc.*
- *Remove all rubbish to designated waste storage. Clean as we go.*
- *Tidy the work area.*
- *All waste materials will be segregated on site. All waste will be brought to an agreed skip location and removed off site by Alliance Explore Flooring Limited.*
- *All tools and equipment will be removed to the designated storage area and the works area left in a safe manner.*

Installation of Carpet Tiles:

- *Materials, tools, equipment, exclusion zone barriers and safety signage will be delivered to the work area as per site rules and procedures.*
- *Tools and equipment will be transported to agreed locations as authorised by IIS Space.*
- *Materials, tools and equipment will be transported by Four Wheeled Trolley.*
- *Establish exclusion zone around work area using robust hard plastic barriers. Post safety signage to the barriers.*
- *Assess the work area to highlight issues that may affect progress of work.*
- *Clean / prepare floor surfaces to receive carpet adhesive and carpet tiles.*

	<ul style="list-style-type: none"> • Apply Adhesive to the floor surface in a smooth and level fashion to ensure an even spread of adhesive. This is to ensure that the carpet tile is securely fixed to the floor surface. • Lay carpet tile as per drawings provided. • Fit and butt adjacent carpet tiles. • Make required cuts to carpet tiles to suit floor perimeters, structural obstructions, door opes etc. Use fixed blade Dolphin Knives to cut carpet tiles. • Remove all rubbish to designated waste storage. Tidy the work area. • All waste materials will be segregated on site. All waste will be brought to an agreed skip location and removed off site by Alliance Explore Flooring Limited. • All tools and equipment will be removed to the designated storage area and the works area left in a safe manner. • All areas sanitized as required <p>Note: 'Clean as we go' will be adhered to at all times on site.</p>
<p>Temporary Supports and Props needed to facilitate the works:</p>	<p>There will be no temporary works undertaken to facilitate these works.</p>
<p>Other Control Measures</p>	<p>Manual Handling:</p> <ul style="list-style-type: none"> • All areas sanitized as required. • All Alliance Explore Flooring Limited employees receive manual handling training. Evidence will be provided to IIS Space • Each manual handling task is assessed (Using the risk factors) and measures put in place where needed to avoid or reduce the risks • Risk Factors: <ul style="list-style-type: none"> ○ Load is too heavy / large / awkward or carried with arms outstretched. ○ Load is lifted above shoulder height, lowered to floor level or carried too far. ○ Moving the load involves bending /twisting of body or is done more than 30 times per hour • Task is organised to allow the use of mechanical aids (e.g. hoist, forklift, stairlift, gantry crane, winch, goods lift, pallet truck, trolley) to avoid or reduce the need for manual handling • Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. • Task is organised so that handling is carried out between waist and shoulder height • Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level • Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used

- *Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg.*
- *A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg*
- *Work is planned to prevent handling over long distances or frequent repetitions*
- *Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances*
- *Bending, twisting and unstable postures are avoided*
- *Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures*
- *Employees receive relevant manual handling training where necessary*
 - *The control measures to be put in place may still require employees to carry out some manual handling.*
 - *Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor.*
- *Gloves will be worn at all times as per site rules and particularly during all manual handling tasks.*

Dolphin Knives:

- *The dolphin knife is specifically designed for use when using the Stanley blade as a tool, for cutting carpet, broadloom, vinyl, and rubber etc. They have a much larger grip that minimizes the risk of slipping from the hand when using. A dolphin knife is always stored in a holster when not in use, covering the blade and reducing the risk of cuts. Fitters use a dolphin knife from day 1 when learning their trade and this is what they are used to using.*
- *A retractable blade knife such as a Stanley knife is much smaller, not very ergonomic, can slip easily from the hand and is typically used for opening boxes or plastic wrap and not for use as a primary tool when cutting and crafting materials.*
- *All tools sanitized as required.*
- *Injuries often result from knives being put in pockets and on belts when the blade is not covered, causing severe cuts to legs or hands.*
- *Always wear safety glasses whenever cutting with a Stanley knife. The sharp cutting blades can release shrapnel from the cutting surfaces, possibly harming eyes.*
- *Check your knife before each cutting application to make sure that the blade is securely seated in the knife. Blades are replaceable, meaning that they slide in and out of the knife as needed to ensure a sharp blade. Before cutting, make sure the blade is not loose.*

- *Never leave a knife unattended with the blade exposed.*
- *Keep knives in secure place*
- *A Dolphin knife may be used on many different materials. Therefore, it will operate better when in good shape. Slippage often happens with blunt blades or more force is required to accomplish the task. It is very helpful and actually safer to use a sharp blade. If a blade tears the material instead of cutting, it is time to replace it.*
- *When cutting on a flat surface, a pulling-toward-you motion as opposed to a pushing-away-from you motion is more positive and stronger. Slippage with a Dolphin knife is less likely to occur with the pulling motion.*
- *Stand firmly in front of your cutting surface with both feet securely planted. If you are cutting on a surface that is below chest level, kneel or stand to one side of the cutting line so that you have the best control of the blade and your body is out of the way of the cutting edge.*
- *Plant your free hand in an area where it can support you if needed. Make sure your hand is at least 15 cm from the cutting line, so that if the blade slips you have time to move your hand before it is injured. Always keep your free hand away from the line of cut. Make a mental note of the line that you are going to cut before you start the process.*
- *When using a knife to cut through thick materials, be patient - make several passes, cutting a little deeper into the material with each pass.*
- *Avoid Talking or Looking Away when Cutting*
- *Good common sense goes a long way when using Dolphin knives. Knives are not bottle or can openers nor should you bend them, as brittle blades can easily snap. Also, always use protective eye wear and a good cut resistant glove when working with knives or any other tool.*
- *Sharps container must be kept at workshop and used blades must be placed in sharps container immediately after blade is changed. No blades must be lying around.*
- *After using knife, always ensure to put away the blade properly by using a blade shield.*
- *Don't bend or apply side loads to blades by using them to open cans or pry loose objects. Blades are brittle and can snap easily.*

Power & Hand Tools:

- *All tools sanitized as required.*
- *Only equipment operating at 110 volts (or less) will be permitted.*
- *All tools and equipment will be maintained in good working condition and have current certificates as required by law*
- *Equipment and tools used on site (by Alliance Explore Flooring Limited employees or contractors) will be inspected on a daily basis by the site supervisor*
- *Equipment and tools approved by the supervisor on a daily basis can only be used*
- *Any tool or equipment that is found to be unsafe or not in safe working condition must immediately be set aside for service, repair or replacement*

- *Only the right tools should be used for the job*
- *Users of tools must have received training on the tools they are meant to use. The training has to be provided by the supervisor or safety in charge of that programme*
- *Tools and equipment must be disconnected prior to service or maintenance*
- *Contractors and sub-contractors (irrespective of levels of sub-contracting) must take ownership of the hand tools provided by them and be responsible for the safe upkeep of the tools.*
- *Personal protective equipment approved for the selected hand tools must be used while operating with the hand tools*
- *All portable electrically powered tools need to be grounded and insulated to prevent electrical shock*
- *Power tools should not be lifted or carried using its cord*
- *Pocket knives, utility knives, swiss knives or any other self-assembled tools shall not be used for stripping wires*
- *All fuel powered tools shall be stopped and disconnected at the time of refueling, servicing and maintaining*
- *Safety goggles with side shields should be used to prevent eye injuries from particles/pieces*
- *Sharp edges of the tools should be covered with appropriate material prior to storage*
- *Tools should not be carried in pockets or unassigned bags*
- *Tools should not be modified informally, extended, sharpened or twisted in an unauthorized manner*
- *While drilling, cutting, striking or breaking, it should be ensured that any electrical wiring in the vicinity, especially wiring that can come in contact with the hand tool is not live*
- *Special safety requirements while using striking tools or hammers:*
 - *Always hit with a striking face of the hammer*
 - *Do not modify the hammer on your own*
 - *Ensure that if the hammer head is loose, please set it aside and use an alternate hammer*
 - *Choose the appropriate hammers for drilling nails or strike steel or concrete chisels*
 - *The striking face must not be cracked or mushroomed, as there is a likelihood of the hammer chipping, leading to small particles moving around the place*

Management Controls:

- *Adequate numbers of operatives will be utilised to reduce the risk of injury or accident to materials, persons or property.*
- *TBC of Alliance Explore Flooring Limited will coordinate and supervise all tasks.*
- *Supervisors will carry mobile phones 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 the work.*
- *Toolbox talks will be held on a regular basis. A copy of all toolbox talk report sheets will be forwarded to IIS Space*
- *TBC will schedule, co-ordinate and supervise all deliveries.*

Poor Housekeeping:

- *Alliance Explore Flooring Limited will gather up and remove debris to keep the work site orderly.*
- *Alliance Explore Flooring Limited will disposal of scrap, waste and surplus materials on a daily basis.*
- *Keep the work area and all equipment tidy. Designate areas for waste materials and provide containers.*
- *Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions.*
- *Secure loose or light material that is stored on open floors.*
- *Keep materials at least 2m from openings.*
- *Keep hoses, power cords, welding leads, etc. from laying in heavily travelled walkways or areas.*
- *All areas sanitized as required*















PPE for all crew-members for these tasks will be:

- *Safety helmet,*
- *Safety footwear,*
- *High visibility vests,*
- *Safety glasses,*
- *Gloves,*
- *PVC or PE Gloves,*
- *Knee Pads,*
- *P3 Dust mask.*

Deliveries:

Note: Alliance Explore Flooring Limited accept that any delivery not booked in with IIS Space site management may result in the delivery being refused entry.

- *On arrival of a delivery, Alliance Explore Flooring Limited will ensure that a competent person is available to assist with the delivery.*
- *Alliance Explore Flooring Limited will appoint a point's man to aid the driver in reversing or parking the delivery vehicle.*
- *When reversing the delivery into position on site, the point's man will ensure the safety of pedestrians and on-coming traffic.*

		<ul style="list-style-type: none"> Alliance Explore Flooring Limited will ensure that a safe system of work for off-loading deliveries is established and maintained for the duration of works on this project. Alliance Explore Flooring Limited will ensure that packaging etc. is removed or safely disposed of and not stored in the offloading area. 													
Hazardous Substances: (Attach MSDS if required)															
	Very Toxic		Harmful/Irritant		Corrosive		Dangerous For the environment		Oxidizing		Highly flammable		Explosives		
	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		
Applicable:															
MSDS Datasheets Attached	Ardex NA														
Storage Arrangements	Storage areas will be provided at agreed locations. No materials will be stored in areas where they might cause injury or nuisance to building tenants / visitors.														
Details of Permits to Work:	Hot work permits to be issued by IIS Space														
Safe Working Loads:	No issues.														
Required Personnel Protective Equipment													Other:		
	Safety Boots		Hard Hats		Safety Gloves		Hearing Protection		Eye Protection		Respiratory Protection		1. Hi-Viz		
	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
State Type if Applicable					Cut Level 5				Safety Goggles		P3 Dust Masks				
Emergency Procedures:	As displayed in site office														
	First Aid Facilities:		Name of On-Site First Aider:		IIS Space – Stephen Forde										
			First Aid Box Location:		Site Office										
			Location of Nearest Hospital:		St James's Hospital 01 410 3000										
Welfare Requirements	Toilets/ Canteen														
Services to be supplied by Others	None														



Accident Reporting	<p>Report of all accidents and incidents must be reported to IIS Space within one hour in order to facilitate accident investigation and preservation of evidence. Incidents must be reported (Don't Walk by Policy). Alliance Explore Flooring Limited will provide a copy of investigation report on all accidents and incidents to IIS Space</p>		
Emergency Numbers			
Hospital	St James's Hospital	Phone:	01 410 3000
Fire Service	Nationally	Phone:	112 / 999
Garda Station	Kevin Street Garda Station	Phone:	01 666 9400
Other information & Comments	<p>Alliance Explore Flooring Limited will 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 to 2016. 		

<p>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 health and safety policy.</p>			
Prepared by:	M. Clarke		
Position:	Safety Advisor		
Reviewed by:	TBC		
Position:	Foreman	Date:	23-Aug-23

Items Attached:	Yes	No
Sketches	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	<input type="checkbox"/>	<input type="checkbox"/>
Material Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Method Statement Briefing Record	
S&P Styne House	
Briefing delivered by:	
Position:	
Date:	

We (the undersigned) have been briefed on and read and understood the attached method statement and risk assessments and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement and risk assessments.

Consultation / Comment / AOB		
<p><i>Please advise if you have any queries on either the contents of this Method Statement or the proposed physical completion of the task in question and if you have any suggestions to improve the works;</i></p>		
Name (Print)	Signature	Date



Risk Assessments

Project/Task	S&P Styne House		Address	Level 4, Styne House, Hatch Street.	
Date	23-Aug-23	Prepared by	M. Clarke	Reviewed by	TBC

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Persons at risk	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Residual Risk	Person responsible
Transport of materials, tools, equipment	Y	Personnel struck by materials being transported. Hand injury. Manual Handling.	L	Operatives mainly and others in the area	Spotter in place to aid with the transporting of materials to the work area. Inspect the loads to ensure they are secure. Do not overload the pallet truck / four wheeled trolley. Make sure you can see where you are going when pushing the pallet truck / four wheeled trolley.	Y	N/a	L	Site Supervisor Site operatives
Use of adhesives / chemical products	Y	Dermatitis	M	Operatives primarily	Cut level 5 PVC Coated Cut & Chemical Resistant Impervious Gloves will be worn to afford protection to the hands at all times when grouts and adhesives are in use. Smoking / drinking / eating will not be permitted where chemical substances including adhesives are being used or stored. Good personal hygiene (hand washing) will be practiced by operatives at all times. Proper welfare facilities: running hot and cold water, soap and hand drying facilities should be available. The safest adhesive products have been sourced and are in use. Adhere to controls outlined in MSDS sheets. Ensure adequate ventilation in all circumstances.	Y	N/a	L	Site Supervisor Site operatives



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Cutting / sweeping / preparing surfaces	Y	Silica Dust - silicosis, cancer and increases the risk of TB infection	M	Site operatives. Others in the vicinity.	Water will be used to suppress dust during all dust generating activities including rubbing down, sweeping and cutting. Where possible vacuums will be attached to dust generating machinery. P3 disposable respiratory protective equipment (dust masks) will be worn to protect against airborne dusts including silica dust during all dust generating tasks.	Y	N/a	L	Site Supervisor Site operatives
Manual handling	Y	Materials being handled. General site conditions. Other activities in the vicinity	M	Site operatives. Others in the vicinity	Employees have been given general manual handling training Pallet trucks available where possible for staff to use Where pallet trucks are not possible to use existing '2 persons' activity is essential Employees are assessed for suitability to carry out given task Inform employees of importance of disclosing any occupational health conditions to ensure the correct risk assessments are carried out Heavy, bulky or difficult to grasp loads to be designated '2 persons' lift Plan the route for delivery before getting to destination where possible	Y	N/a	L	Site Supervisor Site operatives
Use of portable electrical power tools	Y	Minor and possibly severe cuts and bruises to the hands and face. Eye injury. Injury to	M	Site operatives and others in the work area	Where possible no sharing of tools. If tools are shared, sanitising of tools before/after use. Sanitising of touch points Ensure all power tools operate at 110 volts or less. Leads and extension cables shall be routed so as to minimise the likelihood of damage and trip hazards. Portable electrical equipment will be fit for the purpose of use, with respect to voltage, power and environmental		N/a	L	Site Supervisor Site operatives



Hazards	Is the hazard present ? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Persons at risk	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Residual Risk	Person responsible
		other body parts. Falls of persons or materials. Fire. Electrocution / electric shock. Damage to equipment			conditions. Portable electrical equipment will be identified individually and will be subject to planned maintenance. The electrical contractor will ensure that all portable electrical equipment complies with current legislation and codes of practice. The electrical contractor will ensure that only trained and competent persons operate, test, repair and maintain portable electrical equipment. All power tools and extension leads will receive PAT testing before use on site and at six-month intervals thereafter.				
Use of hand tools	Y	Minor and possibly significant cuts and bruises to the hands. Eye injury. Injury to other body parts	M	Site operatives	Where possible no sharing of tools. If tools are shared, sanitising of tools before/after use. Sanitising of touch points All staff will be trained in the correct method of use of hand tools. Eye protection will be provided and worn by the operatives where appropriate. Appropriate PPE equipment i.e. gloves, safety goggles etc. to be worn at all times while in use of hand tools where required. In flammable atmospheres, non-ferrous (spark-free) tools will be used. Ensure that the use of hand tools will comply with current legislation, good engineering practice and trade training. Tools will be inspected regularly. Areas of work will be surveyed for the presence of other services.	Y	N/a	L	Site Supervisor Site operatives
Workplace environment		Site activity and conditions.	M	Site operatives	Follow good hygiene practices, cleaning of shared tools, cleaning of touch points Ensure work area is tidy and safe to work in. Ensure temporary lighting levels are	Y	N/a	L	Site SupervisorSi



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		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.		Others in the vicinity	satisfactory.Ensure work activities by others have been considered.				te operatives



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Tasks undertaken in areas where poor housekeeping standards exist or work which impacts on housekeeping standards	Y	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.	L	Site operatives. Persons passing the site location including members of the public	Follow good hygiene practices, cleaning of shared tools, 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 Alliance Contract Carpets and Flooring Limited employees and others. Waste, scrap etc. will be anticipated and control measures will be provided. Skips, bins, dust pans and brushes, vacuum cleaners and rubbish bags will be provided as required. 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. 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.	Y	N/a	L	Site Supervisor Site operatives



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Use of Dolphin/Stanley Knives	Y	Minor and possibly significant cuts to the hands / arms. Injury to other body parts	M	Site operatives	<p>Where possible no sharing of tools. If tools are shared, sanitising of tools before/after use. Sanitising of touch points</p> <p>Fixed Blade Dolphin Stanley Knives will only be used by experienced personnel.</p> <p>Fixed Blade Dolphin Stanley Knives will be stored (during breaks and after hours) in Tool Boxes.</p> <p>All Fixed Blade Dolphin Stanley Knives will be sheathed when not in use.</p> <p>Old Stanley Knife blades will be removed from site.</p> <p>Only CE Marked tools will be used.</p> <p>Cut 5 gloves will be used at all times.</p> <p>Always ensure that blades are properly seated in knives and that knives are properly closed and/or fastened together before use.</p> <p>Check for signs of wear at suitable intervals.</p> <p>Do not overfill the blade storage chamber.</p> <p>Never leave knife unattended with the blade exposed.</p> <p>Keep free hand away from line of cut. When making cuts on a surface below, stand or kneel to one side of the line of cut.</p> <p>When using a straight edge to guide a cut, either clamp it down or keep the free hand well away from the cutting path of the knife. The straight edge should be thick enough to prevent the knife from "riding up" over the edge.</p> <p>Always use the right knife for the job.</p>	Y	N/a	L	Site operatives



Hazards	Is the hazard present ? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Persons at risk	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Residual Risk	Person responsible
Hot Work – Use of Heat Guns	Y	Fire Property Damage	H	Site operatives	<p>Hot work permit to be obtained.</p> <p>Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.</p> <p>All areas to be screened, protected, roped off as necessary and warnings signs displayed.</p> <p>Operative must be competent to use the fire extinguisher.</p> <p>Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose).</p> <p>No hot works within the last 1 hour of work.</p> <p>Work place to be checked 30 minutes after hot works are completed to ensure no fire hazard exists.</p> <p>Contact to be made with the Site Manager to ensure the fire alarm system is protected / isolated as appropriate.</p> <p>All systems associated with the work to be isolated, inclusive of smoke alarms.</p>	Y	N/a	L	Site Supervisor Site operatives