

RISK ASSESSMENT FOR

Porthcawl Chamber of Trade
25 John St, Porthcawl CF36 3AP
Tel: (01656) 788027

05 November 2018

INTRODUCTION

The purpose of this risk assessment is to provide detailed guidance for a safe method of working for our employees and sub-contractors who may be under our control. Conditions may change on site which may result in amendment of this assessment during the course of this work to reflect changing conditions.

Mr Paul Whittaker is authorised to vary the method of working in consultation with others as necessary and where appropriate amend this method statement.

STAFF INFORMATION & INDUCTION

EMERGENCY NUMBER

Epm Creative Marketing
c/o 21 Groves Avenue
Langland
Swansea
SAQ3 4QF

Telephone: 07860 406834 (24 hour)

General Health & Safety for operatives

DESCRIPTION OF WORK TO BE CARRIED OUT

To locate and survey positions for Christmas trees and brackets
To fix brackets to walls space of chosen units
To mount Christmas trees to bracket
Fix Christmas tree lights to tree
Manage the instillation form mid-November to first two weeks of January

To remove Christmas trees and make good brackets for flags in year
Store lights for next year
Dispose environmentally of used Christmas trees and batteries

SUPERVISION & PERSONNEL

KEY PERSONNEL

Paul Whittaker – 07860 406834 (24 hours)
Martin Jones – 07737 052846 (8am to 6pm Monday to Friday)
Ian Evans – 07837 132601 (8am to 6pm Monday to Friday – during instillation)

PLANT/EQUIPMENT

Battery Drills

ACCESS

Via frontage of property or access through property to balcony – where available.

SEQUENCE OF WORK

Work start date mid-November 2018

1. Locate and fix brackets
2. Attach lights to trees
3. Erect trees and fix to brackets with spike and pin method
4. Set timers on tree lights

PERSONAL PROTECTIVE EQUIPMENT

Protective footwear

Gloves,

Hi-visual jackets on road area,

Eye protection where required.

PROTECTION OF PUBLIC

Barriers for base of ladders

Notices around area stipulating work being carried out

Care to be taken with access to and from properties and also foot paths and paved areas

ENVIRONMENTAL CONSIDERATIONS

Disposal of trees to be done environmentally

GENERAL RISK ASSESSMENTS

1. Use of step ladders
2. Use of portable electrical equipment
3. Day Risk assessment
4. Plan of Zones
5. Bracket specifications

RISK ASSESSMENT

1. USE OF A STEP LADDER

Falls of persons	Medium risk
Ladder overbalance	Medium risk

COMPLIANCE WITH

Work at Height Regulations 2005, Provision and use and work equipment regulations 1998 and ACoP L22 HSE Guidance HSG 150 Health and Safety in construction. BS 1129:1990.

No ladders should be used if there is the possibility of contact with overhead electric wires or unprotected electrical equipment. Further information on electrical safety is contained in HSE's publication Electrical safety at public places GS50.

PLANNING

Ladder work is to be restricted to that which ensures the stability of the ladder is maintained throughout.

If the user cannot maintain a handhold whilst carrying a load the risk assessment must demonstrate that the use of a ladder is justified because of the low risk and short duration of use.

PHYSICAL

All ladders should meet the required British or European standards - check this whenever you buy, hire or borrow one.

- BS 1129:1990 (British) applies to wooden ladders.
- BS 2037:1994 (British) applies to metal ladders.
- BS EN 131:1993 (European) applies to both.
- BS 7377:1994 (British) applies to step-stools.
- **Is the ladder generally sound?** No damage to the stiles (the outside uprights) or steps or top platform? Dents, bends, cracks and splits are all hazards. If you do find any structural damage, don't attempt to repair it - you need a new ladder.
- Are the rubber or plastic non-slip feet all safely in position? Before you use the ladder, any missing ones must be replaced - you can usually get these from the manufacturer.
- Make sure the steps are all clean and dry.

Avoid falls and injuries from equipment by following the points below for every job.

Getting ready

- Wear flat, firm soled shoes. Never work in high heels, bare feet or slippers.
- Check that there are no overhead hazards near where you are going to work.

Setting up

- Check that the ladder is locked into its correct position. If it is a multi-way design, make sure it is in the right configuration for the job you are doing. Always follow the manufacturer's instructions.
- Rest it on a firm and level base. If you are working outside, place a large, flat board on any soft ground to make a suitable base.
- Position it front-on to the work.
- Never work sideways.

On the ladder

- Keep a secure grip at all times.
- Never have more than one person on the ladder at a time.
- Do not put loose tools where they could move or fall and cause an injury.
- Use a fixed-on work tray if necessary.
- Always have both your feet on a step. Never stand on the top handrail to gain extra height.
- Never over-reach.

When the job is done

- Keep your ladder protected from the weather in a covered, ventilated area.
- Never hang it vertically from one of its steps.
- Keep it out of the way of children.

Summery

- Meets British or European standard - BS 2037, BS 1129, BS 7377, BS EN 131 (or EN 131)
- Ladder undamaged
- Right height for the job
- Flat shoes
- Clean steps
- FOUR non-slip feet
- No over-reaching
- Good grip
- Front-on
- Firm and level base

MANAGEMENT / SUPERVISORY

Supervisors must check ladders before use to ensure they are sound. Damaged ladders will not be used. Ladders must be of sufficient length to enable the operatives to reach work being undertaken without the risk of overbalancing.

Ladders must not be used adjacent to, or in the vicinity of, edges or voids where guard rails or other fall protection measures may be compromised. Ladders should not be used as means of access to roof void/loft hatches because of the risk of overturning.

TRAINING

All operatives must be trained in the safe use of ladders and specifically of the risks of falling as a result of inappropriate or misuse.

2. USE OF PORTABLE ELECTRICAL EQUIPMENT

Electrocution	High risk
Fire	Medium risk
Vibration	Medium risk

COMPLIANCE WITH

Provision and Use of Work Equipment Regulations 1998 and ACoP L22
Electricity at Work Regulations 1989
Control of Vibration at Work Regulations
HS-25 Memorandum of Guidance to Electricity at Work Regulations 1989
HSE Guidance HS(G)107 – Maintaining portable and transportable electrical equipment

PLANNING

All portable electrical equipment will be individually identified and subject to planned maintenance.
Equipment supplied to site will be fit for purpose with regard to its voltage, power and environmental conditions. Where tool vibration is a significant factor that is likely to lead operatives being exposed to hand arm vibration in excess of the statutory exposure action value (2.5metres/sec² 8 hour TWA) control measures will be introduced having first assessed the type and duration of the work and the equipment being used with a view to reducing exposure levels to below the exposure action value and below the exposure action limit (5.0 metre/sec² 8hourTWA) in any case.

PHYSICAL

All equipment found to be defective will be switched off and reported immediately. Visual inspection of equipment will be carried out before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. Damaged lamps on festoon leads will be replaced, and only moulded socket holders will be used on sites. Only equipment operating at 110 volts or less will be permitted on site, higher voltage items must be authorised in writing by management prior to use.

MANAGEMENT / SUPERVISORY

Sub -Contractors will be made aware of the above policy concerning the use of electrical equipment. Trained first -aider(s) will be available on site at all times when electrical equipment is in use. Management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

TRAINING

Operatives will be trained in the precautions and safe use of portable electrical equipment. Site first-aiders will receive training in electric shock treatment.

CIRCUMSTANCES REQUIRING CLOSE ASSESSMENT INSITUE

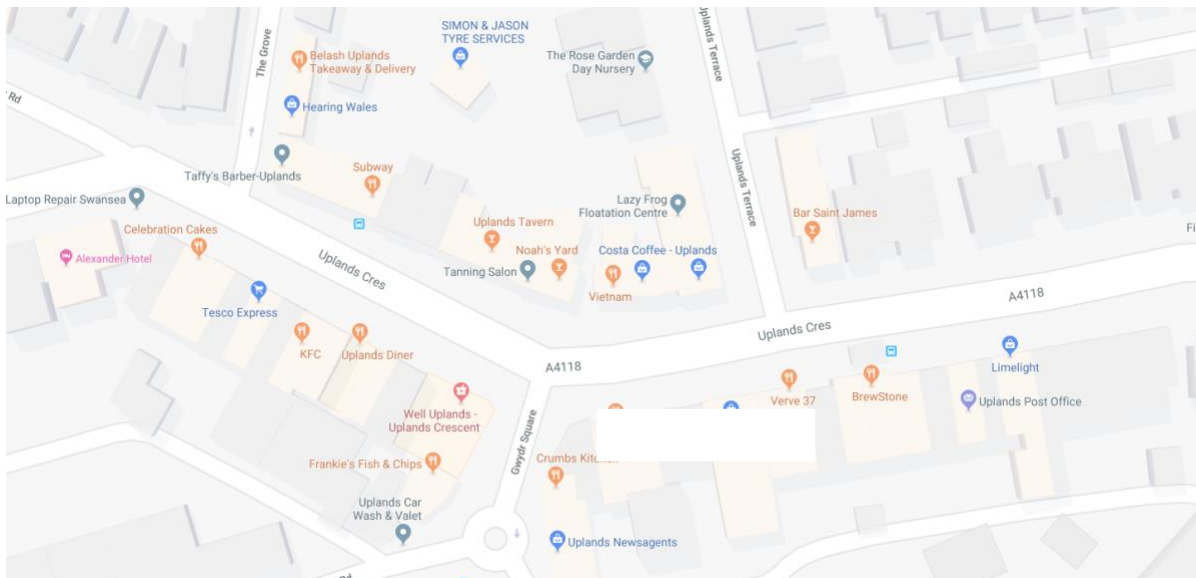
Work in wet or damp conditions
Battery charging
Use of electrical equipment in flammable atmospheres
Working near a traffic route or above

3. Day Risk Assessment

	HAZARD	POSSIBLE CONSEQUENCES	RISK	CONTROL MEASURES	RESPONSIBILITY
1.	Ladder slipping	Anxiety, physical discomfort, minor or major injury, death.	Low	Adequate training of operatives Adhere to standards and check above. Fix where appropriate	Operative in field Project Manager
2	Dropping from high Ladder or overhead area	Anxiety, physical discomfort, minor or major injury, death.	Low - Med	Provide suitable and sufficient safety barriers where needed. Provide competent and experienced operatives	Operative in field Project Manager
3	Bracket malfunction	Anxiety, physical discomfort, minor or major injury, death.	Low	Brackets manufactured to high standards Fixed with 4 missionary pins	Operative in field Project Manager
4	Tree falling	Anxiety, physical discomfort, minor or major injury, death.	Low	Control/manage situations by operatives upon identification of incidents. Not placed over doorways.	Operative in field Project Manager City Rangers (warning only)
5.	Lights malfunction	Anxiety,	Low	Replace batteries, Replace lights. Lights outdoor, waterproof low voltage	Operative in field Project Manager City Rangers (warning only)
6.	Slips trips and falls (at ground level).	Minor or major injury.	Low	Identify potential trip hazards and remedy where possible. Utilise signage in identified hazard areas.	Operative in field Project Manager
7.	Structural Collapse	Anxiety, physical discomfort, minor or major injury, death.	Low	Ensure all structures are inspected prior to use.	Operative in field Project Manager

8	Extreme or adverse weather.	Physical discomfort and illness.	Low.	In very extreme conditions stop work	Operative in field Project Manager
9	Flying debris –	Minor or major injury.	Low	Cease and delay or cancel activity if a serious or sustained situation develops.	Operative in field Project Manager
10	Noise	Temporary threshold hearing shift. Associated hearing disorders. Temporary deafness. Permanent deafness.	Low	Limit duration of exposure. Create regular breaks from noise	Operative in field Project Manager

4. Plan of Zones



5. Bracket specifications

Christmas tree Wall Bracket 6" back plate

Heavy duty steel shaft and spike mechanism with back plate for trunks up to 85mm (3.25") diameter. For domestic and civic use.

Steel painted white (in fitting with general render of buildings). Additional Top Coat for protection.

Also to be used with flag poles.

Dimensions:

Wallplate 520mm high x 200mm wide

Holder is engineered for 100mm dia and projects 250mm out from the wall with spike

**If you think any area or item of potential risk, harm or concern has been omitted from this assessment please contact the compiler on risk@epmcretaive.com and we will amend and re issue. This is a guide as to risks that may be involved in completing the project in hand.*