



1.0 Method statement

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Marren Generic RAMS 2023-24

Location of works:

Clients sites

Start date and end date: 05/12/2023 to 05/12/2024

1.1 Client reference

Client reference continued

1.2 Sequence of operations

1.2.1 Covid-19 (Coronavirus)

Checks before travel

- If you need to travel for work, check that you do not have any Covid symptoms before proceeding



**SHORTNESS
OF BREATH**



**PERSISTENT
COUGH**



FEVER



**LOSS OF
SMELL**

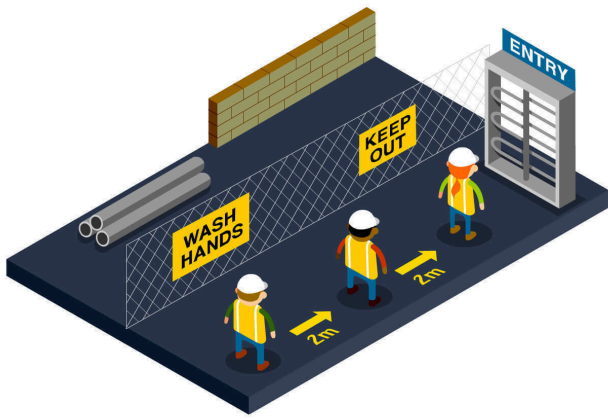


**LOSS OF
TASTE**

- Continue to self isolate where required (due to returning from international travel or as a notification from the test & trace scheme)
- Continue to follow any medical advice given where you are considered extremely clinically vulnerable

Arriving on site / office (access / egress)

- Persons to be turned away where they are experiencing Covid symptoms
- Follow site / building / office access requirements and Covid-secure arrangements. This will be covered in the site induction if it is the first visit to site
- Ensure 2m distancing within queuing systems



- Contactless entry will be the most preferred method of access
- Where possible, encourage the use of one-way systems to facilitate movements of people. Lifts should be reserved for persons who cannot use the stairs



- Use hand sanitisation / washing facilities on site upon entry
- Follow the check-in arrangements and comply with the test & trace scheme



- Face covering to be worn as necessary
- Report any concerns to line management or host if visiting site

Working on site

- Maintain social distancing whilst at work. Where this is not possible, a specific safe system of work must be completed or a decision to cease work

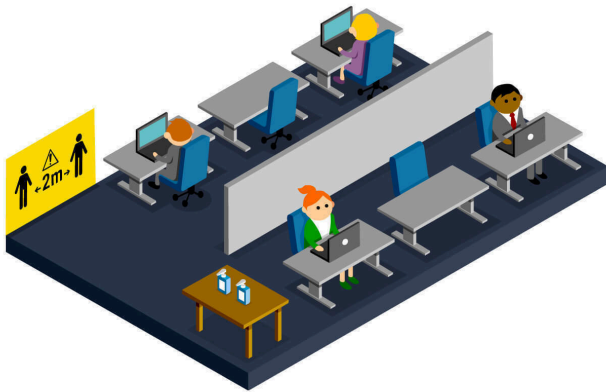


- Ensure regular hand washing and cleaning regime in place



HAND WASHING

- Barriers, screens or similar shall be used where required to keep work areas Covid-secure. Consider whether additional ventilation is required



Welfare

- Monitor stock levels of hand sanitiser, wipes and masks

1.2.2 Servicing of appliances

Microwave Oven Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated) and PAT tester
- Disconnect / isolate microwave oven from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The microwave oven casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- During diagnosis power may need to be re applied to the unit with the casing back on. After testing the correct isolation procedure should be followed again and capacitors should be discharged
- Fault found
- Refit casing to the microwave oven
- Machine reconnected if safe to do so
- RF and PAT test / survey performed if machine is still operational

Microwave Oven Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated) and PAT tester
- Disconnect / isolate microwave oven from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The microwave oven casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Parts fitted to the unit and then tested with the casing back on to ensure correct repair has taken place
- If lamp covers need to be applied a wet non metallic sourer should be used, this will be damp
- Confirm fault has been fixed
- Ensure casing refitted correctly
- Machine reconnected if safe to do
- RF and PAT test / survey should be carried out

Microwave Oven PPM

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated) and PAT tester
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- Machines casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Machines are checked over for anything that is likely to cause an error. This is highlighted or parts agreed while on site
- If parts agreed machine is repaired
- Casing back on
- Machine reconnected if safe to do
- RF and PAT test / survey should be carried out

Combination Oven Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated) and PAT tester
- Site will need to be contacted before engineer attends and advised to turn the oven off to reduce the temperature of the equipment before the engineer arrives
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The oven's casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- During diagnosis power may need to be reapplied to the unit with the casing back on. The correct isolation procedure should be followed again and capacitors should be discharged
- Fault identified
- Refit oven casing
- Machine reconnected to power supply if safe to do so
- RF and PAT test / survey performed if machine is still operational

Combination Oven Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated), metallic wire brush and PAT tester
- Site will need to be contacted before engineer attends and advised to turn the oven off to reduce the temperature of the equipment before the engineer arrives
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The oven's casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Parts fitted to the unit and likely tested with the cover back on to ensure correct repair has taken place
- Confirm oven repair is complete
- Ensure oven casing refitted correctly
- Oven's power supply reinstated if safe to do
- RF and PAT test / survey should be carried out

Combination Oven PPM

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated), heat proof gloves and PAT tester
- Site will need to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place

- The oven casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Machines are checked over for anything that is likely to cause an error. This is highlighted or parts agreed while on site
- If parts agreed machine is repaired
- Refit casing to oven
- Machine reconnected to power supply if safe to do
- RF and PAT test / survey should be carried out

High Speed Grill Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated), heat proof gloves and PAT tester
- Site will needed to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The grill's casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- During diagnosis power may need to be reapplied to the grill with the casing back on. After testing the correct isolation procedure should be followed again and capacitors should be discharged
- Identify the fault
- Refit casing to the grill
- Machine reconnected to power supply if safe to do so
- RF and PAT test / survey performed if machine is still operational

High Speed Grill Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated), heat proof gloves, Knife (if choke covers are required) and PAT tester
- Site will needed to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The grill's casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Parts fitted to the unit and likely tested with the cover on to ensure correct repair has taken place
- No further faults found machine works
- Casing back on
- Machine reconnected if safe to do
- RF and PAT test / survey should be carried out

High Speed Grill PPM

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, RF leakage meter, Pliers (insulated), heat proof gloves
- Site will needed to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Disconnect / isolate unit from power supply
- If isolation is the only method of removal of power then the unit will need to be proved dead and suitable lock off will need to take place
- Machines casing can then be removed
- Discharging of the capacitors must take place before any work is carried out
- Machines are checked over for anything that is likely to cause an error. This is highlighted or parts agreed while on site
- If parts agreed machine is repaired
- Refit casing
- Machine reconnected to power supply if safe to do
- Machine reconnected to power supply if safe to do

Panini Grill Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated), heat proof gloves, IR temp thermometer and PAT tester
- Site will need to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Check service temperature of grill using IR thermometer
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The grill's bottom panel can then be removed
- During diagnosis power may need to be re applied to the unit with the bottom panel refitted. After testing the correct isolation procedure should be followed again
- Fault found
- Casing back on
- Machine reconnected to power supply if safe to do so

Panini Grill Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated), heat proof gloves, IR temp thermometer and PAT tester
- Site will need to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Check service temperature of grill using IR thermometer
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The grill's bottom panel can then be removed
- Parts fitted to the unit and likely tested with the cover back on to ensure correct repair has taken place
- Confirm repair
- Ensure bottom panel refitted correctly
- Machine reconnected to power

Holding Oven Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated) and PAT tester
- Site will need to be contacted the day before the engineer attends to allow the unit to be switched off prior to the engineer turning up the following day
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The machine's casing can then be removed
- During diagnosis power may need to be re applied to the unit with the casing back on. After testing the correct isolation procedure should be followed again
- Identify fault
- Ensure casing is refitted correctly
- Machine reconnected if safe to do so
- PAT test

Holding Oven Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated), Temperature meter and probes and PAT tester
- Site will need to be contacted the day before the engineer attends to allow the unit to be switched off prior to the engineer turning up the following day
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place

- The machine's casing can then be removed
- During diagnosis power may need to be reapplied to the unit with the casing back on. After testing the correct isolation procedure will need to be followed again
- If the unit needs calibrating a temperature meter and probes will need to be used
- Identify the fault
- Ensure casing is refitted correctly
- Machine reconnected to power supply if safe to do so
- PAT test

Holding Oven Calibration

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated), Temperature meter, probes and PAT tester
- Site will need to be contacted the day before the engineer attends to allow the unit to be switched off prior to the engineer turning up the following day
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- Machines casing can then be removed
- Confirm machine ready for calibration
- Machine reconnected to power supply
- When calibrating a temperature meter and probes will need to be used
- Perform calibration procedure as per training

Hatco Equipment Diagnosis

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated) and PAT tester
- Site will need to be contacted before engineer attends to try and reduce the temperature of the equipment before attendance
- Disconnect / isolate unit from power supply
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The machine's casing can then be removed
- During diagnosis power may need to be re applied to the unit with the casing back on. After testing the correct isolation procedure should be followed again
- If the machine is water fed the casing will have to be affixed back to the unit using correct sealing method. Unless not near the electronic components
- Identify fault
- Refit casing correctly
- Machine reconnected to power supply if safe to do so
- PAT test

Hatco Equipment Repair

- Tools required; Clamp meter with leads in conformant with (IEC61010), screwdrivers (insulated), Nut spinners/Ratchet, Pliers (insulated) and PAT tester
- Disconnect / isolate unit from power supply and water supply ** not all machines have water feeds
- If isolation is the only method of removing the power then the unit will need to be proved dead and suitable lock off will need to take place
- The machine's casing can then be removed
- Parts fitted to the unit and likely tested with the cover on to ensure correct repair has taken place. If the machine has water feed, the casing will have to be affixed back to the unit with correct sealant. Unless not near the electronic components
- Casing back on
- Machine reconnected to power
- PAT test

Rational Oven Diagnosis

- Tools required; Rational tool kit, clamp meter with leads conformant with (IEC61010), hydraulic lifting trolley should unit require moving for access
- Initial diagnostic using oven software to establish probable cause
- If isolation from supply is the only method of removing power, lock off isolator, check meter with proving device, remove access panel and check supply has isolated at oven connection
- Ensure oven has cooled to a temperature suitable to proceed
- Exercise caution when working with water components to avoid spillage
- Maintain a dry work area to avoid slip hazard
- Remove access panel
- If live testing is required be sure area is safe to work and appropriate compliant test equipment is used
- Refit access panel and test unit
- Operate caution when opening door due to high temperature and humidity levels

Rational Oven Repair

- Tools required; Rational tool kit, clamp meter with leads conformant with (IEC61010), hydraulic lifting trolley should unit require moving for access
- If isolation from supply is the only method of removing power, lock off isolator, check meter with proving device, remove access panel and check supply has isolated at oven connection
- Ensure oven has cooled to a temperature suitable to proceed
- Exercise caution when working with water components to avoid spillage
- Maintain a dry work area to avoid slip hazard
- Remove access panel
- Replace any required parts
- Refit access panel
- Test unit
- Operate caution when opening door due to high temperature and humidity levels

1.3 Description of activity

These RAMS cover the main activities carried out by our Service Technicians when working at various client sites. Specific risk assessments and method statements must be produced for any work or customer premises which fall outside this remit.

Marren Service Technicians attend our customers premises to diagnose, repair, calibrate and commission commercial catering equipment, primarily microwave ovens, combination ovens, holding ovens, panini grills and food warmers. We may also be required to deliver, collect and install this type of equipment. These items fall under the "Portable Appliance" category and are generally "plug and play" or isolated locally so the work is deemed to be LOW RISK.

Our Technicians are all trained and competent on the pieces of equipment they work on. The technician will be using a range of hand tools and test equipment to diagnose and repair the units. He may also need to fit new parts to the unit if they are required. All of our Technicians carry a range of specialist equipment to aid them with manual handling and health and safety when carrying out their duties, this includes PPE specific to the task in hand.

The Marren Technician should not use ANY substance which has not been supplied by Marren Microwave Ltd. We are not responsible for cleaning the customers equipment and are within our rights to abort the service call if cleanliness of the machine restricts us from carrying out our work or compromises our employees health and safety.

Due to the fact that we are not in control of the premises we are working on, it is the clients responsibility to brief the attending Technician on any Health & Safety matters which are out of our control and specific to their business and premises.

It is the Technicians responsibility to ensure he reports to the person in charge on site prior to carrying out any work and that he takes reasonable care for himself and others around him.

1.4 Hazardous Substances



Health Hazard



Highly Flammable



Corrosive



Dangerous For The Environment

1.5 PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Safety Glasses



Face Covering

1.6 Risk assessment register

- 2.1 Movement of boxed materials - page 19
- 2.2 Moving of general materials of normal size and shape - page 20
- 2.3 Preventing slips, trips and falls - page 21
- 2.4 Covid-19 Working in retail & hospitality premises - page 22
- 2.5 Electrical testing and commissioning - page 27
- 2.6 PAT testing of appliances or tools - page 28
- 2.7 Electrical isolations - page 28
- 2.8 Working from step ladders - page 29
- 2.9 Using vehicles onsite - page 31
- 2.10 Using hand tools - page 33
- 2.11 Working in areas of high volume of movement - page 34
- 2.12 Arrival & departure from site - page 35
- 2.13 Electrical isolations - page 37
- 2.14 Electrical testing and commissioning - page 38
- 2.15 Working around live electrical equipment - page 39

1.7 COSHH register

- DOW CORNING(R) 732 MULTI-PURPOSE SEALANT WHITE - page 41
- OVEN CLEANER - page 42
- SELGIENE ULTRA - page 43
- BIG WIPES 4x4 HEAVY-DUTY WIPES - page 44
- CAF 30 NOIR/BLACK - page 46
- AC-90 FG - page 48
- RTV 118 - page 50
- RS Pro Box of 20 Multi-purpose Wipes for Electronics Use - page 51
- PROPOWER LABEL REMOVER - page 53

- PROPOWER BUTANE GAS - page 54
- EP 03061 ALCOHOL GEL - page 55
- Dettol Complete Clean Antibacterial Multi-Action Bathroom Wipes Atlantic Fresh - page 57

1.8 Training

All operatives competent are adequately trained to carry out the required tasks. Their training is reviewed and updated on a regular basis by our in house Technical Manager.

All training is issued in accordance with the manufacturer's guidelines.

Further details available upon request.

All operatives are adequately trained to carry out required tasks.

All site operatives hold current certification and have the following training:

- All Service Technicians are electrically trained
- Working at heights training
- Asbestos awareness training

1.9 Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 2006
- The Personal Protective Equipment at Work Regulations 2002
- Electricity at Work Regulations 1989

1.10 Codes of practice

1.10.1 Servicing of appliances codes of practice

- BS EN 61439 2009 - 2012 Low-voltage switchgear and control gear assemblies.
- BS 5266 Parts 1-10 & BS EN 50172 1999 - 2008 Code of practice for emergency lighting.
- BS 5424 Parts 2 and 3, and IEC 60158 part 3 1985 - 1988 Specification for low voltage control gear.
- BS EN 60422 2008 Monitoring and maintenance guide for mineral insulating oils in electrical equipment.
- BS EN 60079-30-2 2007 Electric surface heating.
- BS 6423 1983 Code of practice for maintenance of electrical switchgear and controlgear for voltages up to and including 1 kV.
- BS 6626 2010 Code of practice for maintenance of electrical switchgear and controlgear for voltages above 1 kV and up to and including 36 kV.
- BS EN 62305, 4 parts 2006-2011 Code of practice for protection of structures against lightning.
- BS 7375 2010 Code of practice for distribution of electricity on construction and building sites.
- BS 7430 1998 Code of practice for earthing.
- BS 7671 2008 - 2015 Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.
- BS 7909 2008 - 2011 Code of practice for temporary electrical systems for entertainment and related purposes.
- BS EN 50110 Parts 1- 2, 2004 - 2010 Operation of electrical installations.

- IEC 60479 Parts 1-4, & PD6519 1994-2005 Guide to effects of current on human beings and livestock.
- BS EN 60529 1992 Specification for degrees of protection provided by enclosures (IP code).
- BS EN 60947 Parts 1-8 2001 - 2011 Specification for low voltage switch gear and control gear.

1.10.2 Installation of appliances codes of practice

- BS EN 729 : quality requirements for welding. Fusion welding of metallic materials
- BS EN 1090-1:2009+A1:2011 Execution of steel structures and aluminium structures, technical requirements for steel structures
- BS 1494 : specification for fixing accessories for building services
- BS 4320 : 1968 : specification for metal washers for general engineering purposes. Metric series
- BS 4395 : specification for high strength friction grip bolts and associated nuts and washers for structural engineering
- BS 4592 : industrial type flooring, walkways and stair treads
- BS 4604 : specification for the use of high strength friction grip bolts in structural steelwork. Metric series
- BS 5531 : 1988: code of practice for safety in erecting structural frames
- BS 5950 : structural use of steelwork in building
- BS 6187: 2011 Code of practice for full and partial demolition
- BS 6399 : loading for buildings
- BS 7121: 2000 Code of practice for safe use of cranes Part 1: General; Part 2: Mobile cranes; Part 4: Lorry loaders
- BS 8202 : coatings for fire protection of building elements
- BSI 5784 for commercial catering equipment
- BS 6173:2009 Specification for installation and maintenance of gas-fired catering appliances

1.11 Other

- A competent electrician, who has successfully attended a 17th Edition conversion course, must supervise any electrical work.
- HSG6 Safety in working with lift trucks
- HSG136 Workplace transport safety: Guidance for employers
- HSG246 Safety in the storage and handling of steel and other metal stock
- L117 Rider-operated lift trucks. Operator training. Approved Code of Practice and guidance
- Safety guidelines for steel stock holders and processors (available from: National Association of Steel Stockholders (NASS))
- Safety in the use of pallets Plant and Machinery Guidance Note PM15 (Third edition)

1.12 Working from height

When working at height from a step ladder, Service Technicians must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.

All Service Technicians complete a visual inspection before each use, all inspections are recorded.

1.13 Tools and equipment

All equipment or tools brought onto premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment. Refer to risk assessment specific control measures for any tools & equipment.

Hand tools – Pliers, screwdrivers, multi-meter, IR Thermometer, Sharps (Stanley knife), Microwave leakage meter, scraper, wire brush, socket set, Allen keys.

Equipment – “Do not touch” sign, Barrier tape, Padlocks, silicone sealant and insulation tape.

1.14 Manual handling

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

T - The Task

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

I - The Individual

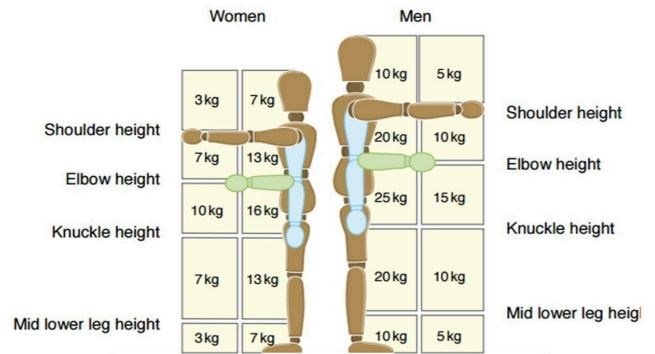
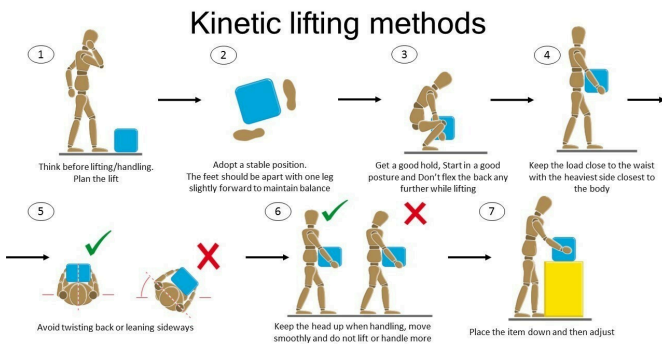
Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

L - The Load

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

E- The Environment

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?



1.15 General waste handling

A suitable route to transport waste must be considered prior to the work.

Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.

If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.

Ensure the correct PPE is worn when handling waste.

Always use a mechanical means of moving waste whenever possible. Use good manual handling techniques when mechanical assistance is not practical or safe.

Always dispose of waste in accordance with clients environmental policy and waste management plan.

Report any environmental waste accidents or spillages immediately to the principle contractor who will put into action the emergency waste containment plan and inform the relevant authorities.

1.16 Emergency procedures

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

1.17 First aid facilities

The Marren engineer is provided with a small dedicated First Aid kit which should be carried in his tool kit. They will also have access to mobile communications so that they can summon help if needed.

Before beginning work the engineer should familiarise himself with the clients first aid arrangements.

1.18 Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Heating
- Rest facilities

1.19 Specific PPE requirements

- Safety footwear with protective toe cap (must be worn at all times)
- Gloves (Kevlar / rubber coated) for handling sharp objects (use where required)
- Hi Visibility jacket (use where required)
- Safety Glasses (use where required)
- Hard Hat (use where required)
- Face covering (use when required)
- Hand sanitiser (use when required)



Hand Sanitiser (Minimum 70% alcohol)

1.20 Covid-19 Management

Management controls

- Ensure a Covid risk assessment is completed in consultation with the workforce and displayed
- Ensure Covid risk assessment and safe systems of work are reviewed on a regular basis
- Ensure any vulnerable groups employed in the business have specific safe systems of work in place as required. Vulnerable groups to shield as per your GP instruction
- Communicate company operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience
- Ensure a method for tracking people movements in and out of the site / building and assist with government with test & trace requirements
- Consider whether high traffic areas require monitoring with dedicated marshals or champions. Assess whether lowering capacity within the workplace is required or possible
- Ensure fixed teams are allocated where required to minimise interactions between staff
- Ensure the mental health of the workforce is monitored
- Remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours
- Monitor regional changes (England, Wales, Scotland and Ireland) to remain compliant
- Monitor mobile employees travelling and follow any client and changing government restrictions
- Monitor changing industry guidance applicable to your business (eg ensure teams are following construction Covid-secure guidance from the CLC's SOP - currently v7)

1.21 Covid-19 Training

- Develop clear communication and training materials / resources for ensuring the workplace have Covid-19 awareness
- Assess what refresher covid training may be required with your workforce
- Consider whether any mental health first aiders or mental health awareness training is required across the workforce
- Where an employee assistance programme (EAP) is operated, ensure the workforce are aware and have access to it

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.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.



2.0 Risk assessment

Document created: 24 Oct 23
 Document updated: 24 Oct 23
 Revision number: 0
 Prepared by: Lee Scroxtton Tech IOSH
 (Nebosh Certified)
 Position: Health & Safety Manager

Marren Generic RAMS 2023-24

Location of works:
 Clients sites

Start date and end date: 05/12/2023 to 05/12/2024

Example risk matrix

Likelihood **4**
 x
 Severity **5**
 =
 Risk/residual risk **20**

| | | Likelihood | | | | |
|----------|------------|---------------|----------|----------|--------|-------------|
| | | Very Unlikely | Unlikely | Possible | Likely | Very likely |
| | | 1 | 2 | 3 | 4 | 5 |
| Severity | Negligible | 1 | 2 | 3 | 4 | 5 |
| | Minor | 2 | 4 | 6 | 8 | 10 |
| | Moderate | 3 | 6 | 9 | 12 | 15 |
| | Major | 4 | 8 | 12 | 16 | 20 |
| | Extreme | 5 | 10 | 15 | 20 | 25 |

2.1 Movement of boxed materials

2.1.1 Task: Movement of general boxed materials

| Hazard | Risk | Control measures | RR |
|--|------|--|----|
| Injuries sustained from incorrect manual handling of boxed materials | 4 | All hazardous manual handling operations should be avoided so far as is reasonably practicable | 1 |
| | x | | x |
| | 3 | The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of boxed materials | 3 |
| | = | | = |
| | 12 | Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Reduce the risk of injury so far as is reasonably practicable | 3 |

Persons at risk: User

2.2 Moving of general materials of normal size and shape

2.2.1 Task: Moving of materials of a regular shape and size

| Hazard | Risk | Control measures | RR |
|--|--|--|----|
| Injuries sustained from incorrect manual handling of materials with a regular shape and size | 4 | All hazardous manual handling operations should be avoided so far as is reasonably practicable | 1 |
| | x | | x |
| | 3 | The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size | 3 |
| | = | | = |
| | 12 | Any heavy or awkward loads should be moved using a handling aid | 3 |
| | | If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size | |
| | | If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives | |
| | | Consider lifting in teams if load is already considered within acceptable limits | |
| | | Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting | |
| | | Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to | |
| | All operatives to be wearing correct PPE for the job | | |
| | The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture | | |
| | The user should grasp the load firmly and as close to the body as possible | | |
| | The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back | | |
| | Carry the load close to the body with the elbows tucked into the body | | |
| | Avoid twisting the body as much as possible by turning your feet to position yourself with the load | | |
| | Reduce the risk of injury so far as is reasonably practicable | | |

Persons at risk: User

2.3 Preventing slips, trips and falls

2.3.1 Task: Movement at ground level

| Hazard | Risk | Control measures | RR |
|---|--------|---|--------|
| Severe strains, sprains and muscle breaks | 4 x | Ensure all panels, tools and cables are stored safely out of harm's way and not left in walk ways | 1 x |
| | 3 = | At no point should any materials or tools be left on the shop floor where members of the public may come in contact with them | 3 = |
| | 12 | Any tools that are not in use must be kept in the tool bag at all times Tools should also be counted before and after the work is complete to ensure nothing is left unaccounted for | 3 |

Persons at risk: All site operatives

2.4 Covid-19 Working in retail & hospitality premises

2.4.1 Task: Covid-19 Working in retail & hospitality premises

| Hazard | Risk | Control measures | RR |
|---|------|---|----|
| Individual workers at a higher risk if contracting Covid-19 | 4 | This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME). | 1 |
| | x | | x |
| | 5 | This assessment also accepts that individual workers may still be clinically or clinically extremely vulnerable. | 5 |
| | = | | = |
| | 20 | Those that can work from home shall do so | 5 |
| | | A specific assessment shall be completed for those at increased risk to ensure they are not put at increased risk of infection. This will also be completed in accordance with Equality Act to ensure fair treatment to all employees and reasonable adjustments shall be made accordingly. | |
| | | Persons that have been advised by medical professionals to isolate / shield shall continue to do so | |
| | | Separate risk assessments shall continue to be completed for young persons and new / expectant mothers | |
| | | NHS Test & Trace system to be followed at all times | |
| Persons at risk: All site operatives | | | |
| Risk of Covid-19 transmission - Staff travelling to and from work | 4 | Staff shall only travel for work where tasks cannot be completed at home | 1 |
| | x | | x |
| | 4 | Only visit the retail client where you are not displaying any Covid symptoms | 4 |
| | = | | = |
| | 16 | Commuting to work via walking, cycling or private transport (sole occupancy then shared use with additional covid secure measures) is preferred | 4 |
| | | Where public transport is being used, face covering must be worn at all times | |
| | | Where private hire or taxis are being used, face covering is also mandatory and contactless payment where possible | |
| | | Where possible, request to the client the use of facilities such as bike racks to help staff walk, run, or cycle to the retail or hospitality environment | |
| | | Aim to arrive on site outside of peak travel hours to help reduce congestion | |
| | | Confirm with client what Covid-secure arrangements must be followed for successful arrival to site | |
| | | Ensure you follow sanitation measures when arriving on site | |
| | | The NHS Test & Trace system to be followed at all times - ask where to log your visit | |

Where possible, try to reduce contact time with individuals where using a loading bay

Report to site via social distance measures such as the ability to not enter a security hut and report at distance

Those travelling internationally for work must do so for essential works only

Employers must review government rules and guidance and implement a specific safe system of work

Persons at risk: All site operatives

Social distance when using the premises (including access / egress)

4

x

4

=

16

Maintain social distancing throughout the workplace

Aim to reduce contact time with members of the public or look to complete works outside of busy periods.

Where the social distancing guidelines cannot be followed it should be

considered whether that activity can continue or reschedule within out of hours

Ensure you stay behind any plexiglass installations within the workplace

Abide to all social distancing signage and one way systems.

Aim to regulate the use of high traffic areas including corridors, lifts and staircases (common areas)

Ensure you follow client induction requirements and take note of any 'pinch' points' within the workplace

Where a supervisor is on the job, ensure Covid-secure measures are followed at all times

Use fixed teams where possible for tasks to limit the exposure within the workplace

1

x

4

=

4

Persons at risk: All site operatives

Meetings within the retail / hospitality environment

3

x

4

=

12

Meetings to be held virtually where possible

Consider whether meetings can take place outside and away from members of the public

Indoor meeting rooms to be used as final consideration. Avoid transmission during meetings, for example do not share pens and other objects

Use hand sanitiser or regular hand washing when using any meeting rooms

Meeting rooms to be well-ventilated

Ensure meetings adhere to the rule of 6 with social distancing in place

Ensure you have logged your visit using the NHS Test & Trace system

1

x

4

=

4

Persons at risk: All site operatives

Welfare & hygiene - hand washing, sanitation facilities and toilets

4
x
4
=
16

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS

Use hand sanitiser points as directed by the client, especially at entrance and exit points

Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin

Ensure good housekeeping throughout your task including regular cleaning of the work area and disposing of hand towels in bins where provided

Carrying your own hand sanitiser as a backup measure

Ensure you are wearing face covering as required

Where you need to collect payment from the client, this should be done using contactless methods. Discourage cash on delivery and encourage online or over phone card payments

1
x
4
=
4

Persons at risk: All site operatives

General infection control

4
x
4
=
16

Ensure you follow reasonable client requests for covid on site such as temperature checks or completing health questionnaire

Familiarise yourself with the client Covid secure arrangements (this will be via induction or their risk assessment displayed)

Encourage the client to avoid handling your tools and materials

Stay in your your fixed team where allocated

Use outside areas for breaks and you are encouraged to bring your own food

Open windows and doors in the workplace to encourage ventilation, where possible. Wedging doors open can reduce touch points however, this does not apply to fire doors

Where you are already using PPE in your work activity to protect against non-Covid-19 risks, you should continue to do so

It is recommended not to use the client's on site cafes to help reduce transmission

Minimise interaction between kitchen staff and other workers within the client site

Follow picking-up / dropping-off collection points where established on site

Continue to maintain social distancing at all times and report any concerns to both the client (host) and line management

The general government mantra to remember is 'hands, face & space'

Use disinfectant and disposable when using any shared self-service/ touch screen terminals

1
x
4
=
4

Persons at risk: All site operatives

Protecting members of the public

4

x

Always consider if works can be completed outside of hours where members of the public are present

1

x

4

=

Encourage visits to site for essential services only where members of the public are present

4

=

16

Do not approach members of the public and keep yourself socially distance when working

4

Look to segregate work areas from members of the public

Increase cleaning of your designated work area

Look to increase ventilation in the work area

Aim to avoid customer queue systems and look to enter and leave the premises through alternative contractor routes

Utilise any parking close to the premises to avoid interaction with members of the public

Persons at risk: All site operatives & public

Stress - including mental health

4

x

Remote staff to receive periodic contact via online team meeting or line management calls

1

x

4

=

Advise staff of technology apps that can assist with stress management and / or mental health

4

=

16

Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes

4

Stress assessments available from HR or Health & Safety representative

Offer flexible working arrangements where possible

Review any mental health first aider support for staff

Persons at risk: All site operatives

Inbound /outbound of goods - risk of Covid-19 transmission

4

x

Follow all pick-up and drop-off collection points, procedures, signage and markings

1

x

4

=

Minimise unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking

4

=

16

Advise clients on methods to reduce frequency of deliveries, for example by ordering larger quantities, less often

4

Use single workers for loading / unloading vehicles. Use the same pairs of people where dual lifts are required

Drivers to use on site welfare facilities when required, or to use their own sanitiser in the vehicles

Encourage drivers to stay in their vehicles where this does not compromise their safety and use face covering where needed

Reusable delivery boxes to be regularly cleaned

Persons at risk: All site operatives

Emergency incident - accident
or fire within the premises

2

x

5

=

10

Ensure you follow client on site emergency arrangements

In an emergency, you may have to break social distancing if it would be unsafe

Where you have to give first aid, take additional Covid precautions to ensure you and the casualty remain safe. Details are within refresher courses

Report any emergency to your line manager, H&S competent person and company covid single point of contact (SPOC) for timely communication and support

1

x

5

=

5

Persons at risk: All site operatives

2.5 Electrical testing and commissioning

2.5.1 Task: Testing and commissioning

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Serious or fatal burns and injuries sustained from electric shock testing 'decommissioned' equipment | 5 | Ensure equipment dead by a competent Service Technician and locked off | 1 |
| | x | | x |
| | 5 | When testing equipment, where possible test dead, if not possible look at energising to a safe current | 5 |
| | = | | = |
| | 25 | Review environment in direct vicinity of testing and commissioning If you're testing on live equipment, operative should review risk assessment for live testing | 5 |

Persons at risk: User

| | | | |
|--|----|---|---|
| Serious or fatal burns and injuries from electric shock testing live equipment | 5 | Only Marren Service Technicians are permitted to carry out testing of live equipment as part of their duties | 1 |
| | x | | x |
| | 5 | Review the area and determine if a separate test area can be created where equipment can be taken for testing | 5 |
| | = | | = |
| | 25 | Where possible employ residual current devices (RCDs) to provide supplementary protection Physical safeguards should be applied to the equipment under test to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats Use isolating transformers at the source of supply to mains-powered test equipment if possible if undertaking hardware precautions Where risk of arc flash exists adequate calorific value PPE will be employed and only all insulated tools may be used which have been properly maintained All test and shorting leads are to be fused Where there is risk of touching live parts insulated gloves will be worn A second person is to be in attendance in case of accident | 5 |

Persons at risk: User

2.6 PAT testing of appliances or tools

2.6.1 Task: PAT testing of appliances or tools

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Electric shock from coming into contact with an appliance or tool whilst undertaking PAT testing | 4 | Ensure all appliances are isolated or unplugged, and make sure immediate vicinity of electrical equipment is safe | 1 |
| | x | | x |
| | 5 | Look and remove any dangers that exist such as moisture, combustible dust, or members of the public less than 2 metres away | 5 |
| | = | | = |
| | 20 | Undertake visual inspection ensuring there is no damage to casing or flex, ingress of liquids or dust | 5 |
| | | Avoid handling parts of the equipment that may move, turn or become hot or electrically charged while testing | |
| | | Only use new or well maintained testing equipment and insulated tools | |
| | | Ensure all testing and labelling is undertaken by a Service Technician | |
| | | Remove any tools from site that are deemed to provide a danger to users | |
| Persons at risk: User | | | |

2.7 Electrical isolations

2.7.1 Task: Electrical Isolations

| Hazard | Risk | Control measures | RR |
|---|------|--|----|
| Contact with live electricity causing serious or fatal injuries | 4 | Ensure a safe system of work has been implemented with principal contractor or representative | 1 |
| | x | | x |
| | 5 | Equipment is to be checked with a compliant tester, insulated hand tools and competent electrician prior to commencing works and approved by site supervisor | 5 |
| | = | | = |
| | 20 | Switch off installation/circuit to be isolated, verify with voltage indicating device that no voltage is present and reconfirm again | 5 |
| | | Ensure all electrical equipment is made dead and locked off by a competent electrician and retain the keys | |
| | | Provide warning notices and double check circuit or equipment is dead | |
| | | Apply circuit main earth(s) where necessary and take precautions against adjacent live parts where necessary | |
| | | Issue a permit to work and apply local earth(s) where necessary | |
| | | Continual vigilance and monitoring of circuits to be undertaken by a Service Technician or a designated site representative | |
| Persons at risk: User | | | |

2.8 Working from step ladders

2.8.1 Task: Working from step ladders

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Contact with over head cables causing possible fatal injury through electric shock | 3 | Check prevailing site condition | 1 |
| | x | Take care when erecting/positioning step ladders close to an services | x |
| | 5 | Do not erect step ladder in close proximity to a power cables - seek advice from supervisor before commencing with work | 5 |
| | = | | = |
| | 15 | | 5 |
| Persons at risk: User | | | |
| Head injuries caused by falling objects | 5 | Barrier off work area | 1 |
| | x | Take care when placing step ladder avoiding thorough fare of workers or public if possible | x |
| | 3 | When step ladder is secure, remove any dislogable items in close proximity | 3 |
| | = | Keep persons away from ladder and surrounding area when carrying out work | = |
| | 15 | | 3 |
| Persons at risk: All site operatives & public | | | |

2.8.2 Task: Working from step-ladders

| Hazard | Risk | Control measures | RR |
|--|------|--|----|
| Injuries sustained from the unsafe use of step-ladders | 5 | Operatives will ensure that step-ladders are only used for work that is short-term, of a light nature, that requires one hand to be used, and that can be done without stretching | 1 |
| | x | Inspect step-ladders before use to ensure that there are no obvious defects | x |
| | 3 | Do not paint stepladders, or use those that have been painted, painting can cover up defects | 3 |
| | = | Do not put step-ladders in front of doorways without taking appropriate precautions to prevent people bumping into them and never obstruct a fire exit with a ladder | = |
| | 15 | Do not put step-ladders in front of doorways without taking appropriate precautions to prevent people bumping into them and never obstruct a fire exit with a ladder | 3 |
| | | If the step-ladder is being erected in a public area or on a public path, then it is essential to provide proper protection for pedestrians or vehicles before the step-ladder is put up | |
| | | Wherever possible a step-ladder should be footed while someone climbs | |
| | | The step-ladder should be resting on a stable and secure surface | |
| | | The step-ladder should be placed away from overhead and wall mounted power cables | |

Step-ladders should never be supported on the bottom rung but always on the feet

Tools etc. should be carried in tool bags or belts rather than by hand, so that the step-ladder can be properly gripped during climbing

Do not lean from ladders or stepladders

Persons at risk: User

2.9 Using vehicles onsite

2.9.1 Task: Operating or manoeuvring vehicles

| Hazard | Risk | Control measures | RR |
|---|------|---|----|
| Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries | 5 | The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site | 1 |
| | x | | x |
| | 5 | | 5 |
| | = | | = |
| | 25 | Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing | 5 |
| | | Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area | |
| | | Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles | |
| | | Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle | |
| | | Ensure everyone on site understands site rules on vehicle safety | |
| | | Drivers and signallers need to be in constant communication during reversing operations | |
| | | Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles | |
| | | Ensure all vehicles on site are fitted with appropriate warning devices | |
| | | Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles | |
| | | All workers to wear high visibility vests at all times | |

Persons at risk: All site operatives & public

| | | | |
|---|----|--|---|
| Striking services and obstructions causing serious injury site operatives | 4 | Any unsuitable vehicles entering site will be turned away | 1 |
| | x | Relocate services or re-route traffic away from any obstructions or services | x |
| | 4 | Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services | 4 |
| | = | | = |
| | 16 | Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas | 4 |
| | | A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction | |

Persons at risk: All site operatives

| | | | |
|---|----|--|---|
| Serious or fatal injuries to site operatives or public from a restricted traffic route visibility | 4 | Design corners with clear sight lines or provide one-way traffic routes | 1 |
| | x | Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access | x |
| | 5 | | 5 |
| | = | Warning signs to be provided in any place where difficulty of vision expected from a vehicle | = |
| | 20 | Follow safe systems of work, eg traffic control and speed restriction | 5 |

Persons at risk: All site operatives & public

2.9.2 Task: Operating or manoeuvring vehicles on steep gradient or near edges

| Hazard | Risk | Control measures | RR |
|---|------|---|----|
| Overturning of vehicle or fall into holes after breaching its edges | 3 | Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients | 1 |
| | x | | x |
| | 5 | Remove, or re-route traffic away from steep gradients and edges where possible | 5 |
| | = | If possible, principal contractor to reduce gradients by levelling traffic routes | = |
| | 15 | Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions Install protection to edges, eg stop blocks and warning signs etc | 5 |

Persons at risk: All site operatives

2.9.3 Task: Parking or securing vehicles

| Hazard | Risk | Control measures | RR |
|--|------|--|----|
| Serious or fatal injuries sustained from unintended vehicle movement | 3 | Only competent persons to drive vehicles | 1 |
| | x | Provide site induction training about the site conditions and requirements when parking and operating vehicles | x |
| | 5 | Only vehicles with appropriate braking systems should be selected for the work and environment onsite | 5 |
| | = | Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing | = |
| | 15 | Instruct drivers to test brakes before operating vehicles All vehicles to be parked on flat ground whenever possible, eys are to be removed from unattended vehicles at all times Chock wheels of vehicles and trailers as necessary when parked on sloping ground | 5 |

Persons at risk: All site operatives & public

2.10 Using hand tools

2.10.1 Task: Using portable hand tools

| Hazard | Risk | Control measures | RR |
|---|------|--|----|
| Injuries to hands sustained from incorrect use of portable hand tools | 4 | Always choose the right tool for the job | 1 |
| | x | All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool | x |
| | 2 | Tools used shall have inherent safety features where possible, such as retractable blades for knives | 2 |
| | = | Keep cutting tools sharp, so that they cut true without needing to be forced | = |
| | 8 | Tools should be checked regularly for damage and any item to be found damaged or defective taken out of use immediately | 2 |

Persons at risk: User

2.10.2 Task: Using retractable knife

| Hazard | Risk | Control measures | RR |
|--|------|--|----|
| Cuts to body or hands whilst using retractable knife | 4 | Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knives with molded plastic guard or retractable blade | 1 |
| | x | Knives should be checked before use and fitted with a sharp blade before beginning work | x |
| | 3 | Knife to be stored in a safely away when not in use | 3 |
| | = | Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired | = |
| | 12 | | 3 |

Persons at risk: User

2.10.3 Task: Unattended tools

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Injury may be caused by tools if they fall into the wrong hands or are left in areas where the client's staff or members of the public may be harmed by them | 2 | All tools should be counted before and after work has commenced. | 1 |
| | x | Tools should be kept in a lockable tool bag at all times and the bag should be kept on the person of the engineer throughout the duration of the visit. | x |
| | 4 | Any missing or lost tools should be reported to the site manager and Marren's dedicated person in charge. | 4 |
| | = | | = |
| | 8 | | 4 |

Persons at risk: All site operatives & public

2.11 Working in areas of high volume of movement

2.11.1 Task: Working in areas of high volume of movement

| Hazard | Risk | Control measures | RR |
|---|------|---|----|
| Collisions or falls from high traffic areas | 3 | | 1 |
| | x | | x |
| | 3 | Work areas to be visibly cordoned off and alternative routes marked | 3 |
| | = | | = |
| | 9 | | 3 |

Persons at risk: All site operatives

2.12 Arrival & departure from site

2.12.1 Task: Unloading equipment

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Electrical shock or fatal injuries sustained from contact with overhead cables | 4 | Check prevailing site condition and ensure all deliveries undertaken in pre-determined safe area | 1 |
| | x | | x |
| | 5 | No vehicles to be parked or unloaded in the vicinity of overhead lines | 5 |
| | = | If necessary for deliveries to be undertaken below overhead cables, ensure works and area coordinated with either local authority or principal contractor with sufficient protection in place for workers and public, together with ensuring safe working distances are achieved and goal posts are used where required | = |
| | 20 | | 5 |

Persons at risk: User

| | | | |
|---|----|---|---|
| Crushed by falling load with potentially fatal injuries | 5 | Deliveries to be taken in designated areas only, other workers & public to be kept outside of delivery area | 1 |
| | x | | x |
| | 5 | Any machinery used for unloading to be operated by trained personnel only and carry a current inspection certificate | 5 |
| | = | Any items that could potentially be lifted by the wind should be placed in designated anchor areas and or weighted down | = |
| | 25 | Ensure any equipment used for unloading is not operated in overly windy conditions - refer to equipment or plant guidelines | 5 |
| | | Goods should be placed on firm level ground in designated areas, height of goods should be kept to a minimum to prevent stack failure | |

Persons at risk: All site operatives & public

| | | | |
|--|---|--|---|
| Muscle strains, sprains & injuries caused by lifting heavy loads | 3 | Use correct lifting techniques, all operatives should be trained in the safe method of lifting - refer to manual handling section in attached method statement | 1 |
| | x | | x |
| | 3 | Ensure two man lift is enforced for reaching or carrying heavier items | 3 |
| | = | Split loads to make them lighter and safer to handle | = |
| | 9 | Although no universal safe maximum, mechanical aids to be used when loads exceed 25kg per person or as referenced in method statement | 3 |
| | | Be aware of handling large or bulky items e.g. plasterboard in windy conditions | |

Persons at risk: User

2.12.2 Task: Leaving vehicle

| Hazard | Risk | Control measures | RR |
|---------------------------|------|---|----|
| Struck by moving vehicles | 4 | All operatives to park in designated areas | 1 |
| | x | Follow site rules and authorised routes provided by client or principal | x |

| | | |
|----|---|---|
| 4 | contractor | 4 |
| = | All operatives to wear hi-visibility jackets when leaving vehicle | = |
| 16 | All operatives to enter and sign in onsite | 4 |
| | All operatives to receive induction | |
| | Banksman to be used when vehicles are reversing | |

Persons at risk: All site operatives

2.12.3 Task: Leaving or entering site

| Hazard | Risk | Control measures | RR |
|---------------------------|--|--|----|
| Struck by moving vehicles | 5 | All operatives and site visitors must ensure they sign in when entering | 1 |
| | x | Site inductions to be provided to all operative's and visitors before entering the work site | x |
| | 4 | Ensure correct PPE is worn at all times | 4 |
| | = | | = |
| | 20 | All operative's and visitors to keep to pedestrian areas only | 4 |
| | The use of cross over points will be incorporated into site plan by principal contractor | | |
| | All operative's should be made aware of changes in Site Traffic Management Plan as or when changed | | |
| | All operative's and site visitors must ensure they sign out when exiting | | |
| | Watch for other contractors leaving the area at the same time | | |

Persons at risk: All site operatives & public

2.13 Electrical isolations

2.13.1 Task: Electrical Isolations

| Hazard | Risk | Control measures | RR |
|---|------|--|----|
| Contact with live electricity causing serious or fatal injuries | 4 | Ensure a safe system of work has been implemented with principal contractor or representative | 1 |
| | x | | x |
| | 5 | Equipment is to be checked with a compliant tester, insulated hand tools and competent electrician prior to commencing works and approved by site supervisor | 5 |
| | = | | = |
| | 20 | Switch off installation/circuit to be isolated, verify with voltage indicating device that no voltage is present and reconfirm again | 5 |
| | | Ensure all electrical equipment is made dead and locked off by a competent electrician and retain the keys | |
| | | Provide warning notices and double check circuit or equipment is dead | |
| | | Apply circuit main earth(s) where necessary and take precautions against adjacent live parts where necessary | |
| | | Issue a permit to work and apply local earth(s) where necessary | |
| | | Continual vigilance and monitoring of circuits to be undertaken by competent electrician or a designated site representative | |

Persons at risk: User

2.14 Electrical testing and commissioning

2.14.1 Task: Testing and commissioning

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Serious or fatal burns and injuries sustained from electric shock testing 'decommissioned' equipment | 5 | Ensure equipment dead by a competent testing electrician and locked off | 1 |
| | x | | x |
| | 5 | When testing equipment, where possible test dead, if not possible look at energising to a safe current | 5 |
| | = | | = |
| | 25 | Review environment in direct vicinity of testing and commissioning If you're testing on live equipment, operative should review risk assessment for live testing | 5 |

Persons at risk: User

| | | | |
|--|----|---|---|
| Serious or fatal burns and injuries from electric shock testing live equipment | 5 | Only test engineers are permitted to carry out testing of live equipment as part of their duties | 1 |
| | x | | x |
| | 5 | Review the area and determine if a separate test area can be created where equipment can be taken for testing | 5 |
| | = | | = |
| | 25 | Where possible employ residual current devices (RCDs) to provide supplementary protection Physical safeguards should be applied to the equipment under test to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats Use isolating transformers at the source of supply to mains-powered test equipment if possible if undertaking hardware precautions Where risk of arc flash exists adequate calorific value PPE will be employed and only all insulated tools may be used which have been properly maintained All test and shorting leads are to be fused Where there is risk of touching live parts insulated gloves will be worn A second person is to be in attendance in case of accident | 5 |

Persons at risk: User

2.15 Working around live electrical equipment

2.15.1 Task: Working close to or adjacent to electrical services

| Hazard | Risk | Control measures | RR |
|--|------|---|----|
| Contact with live electrical equipment whilst undertaking work, causing serious or fatal injuries due to, incomplete installation, poor building maintenance or unfit safe system of work being employed | 4 | Ensure a safe system of work has been implemented with site supervisor including a permit to work if necessary | 1 |
| | x | | x |
| | 5 | Follow electrical isolations risk assessment where necessary before operatives or site occupants undertake their respective work | 5 |
| | = | | = |
| | 20 | Competent electrician to identify with site supervisor any live electrics and fit warning notices if live electrics cannot be made dead during works | 5 |
| | | Site supervisor to control access of site operatives into areas of risk, employing a permit to work system where any risk of contact with live electricity is present | |
| | | Ensure all workers are aware of any live electrics through inductions and regular tool box talks | |
| | | Prevent direct contact by ensuring all insulation barriers/covers are fitted to any electrical boards, equipment etc. by a competent electrician | |

Persons at risk: All site operatives

2.15.2 Task: Working in areas near live electrical equipment

| Hazard | Risk | Control measures | RR |
|---|------|---|----|
| Serious or fatal burns and injuries from electric shock | 4 | All operatives to be informed of any live electrical services and how to avoid injury during site induction | 1 |
| | x | | x |
| | 5 | Protect exposed services prior to commencing work | 5 |
| | = | | = |
| | 20 | Competent electrician to isolate as many live electrical circuits to area of concern as possible before commencing work | 5 |
| | | Warning signs to be placed on all live equipment | |

Persons at risk: All site operatives

Supervision and personnel

| Name | Role | Phone |
|--------------|-----------------------------|-------|
| Lee Scroxton | Health & Safety Advisor | |
| Tim Povey | Health & Safety Coordinator | |

COSHH assessment

DOW CORNING(R) 732 MULTI-PURPOSE SEALANT WHITE

Overview

- **Reference:** 10460
- **Composition:** Silicon dioxide, Titanium dioxide
- **Quantity kept on site:** One tube
- **Quantity expect to be used:** 1/3 of tube
- **Quantity used in one day:** 1/3 of tube
- **Method of use:** Sealing of parts
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** 3 times a week
- **Location of use:** Inside: well ventilated

First aid



Flush eyes with water as a precaution. Get medical attention if irritation develops and persists

Eyes



Wash with water and soap as a precaution. Get medical attention if symptoms occur.

Skin



If inhaled, remove to fresh air. Get medical attention if symptoms occur

Inhalation



If swallowed, DO NOT induce vomiting. Get medical attention if symptoms occur. Rinse mouth thoroughly with water.

Ingestion

Handling precautions and PPE



No personal respiratory protective equipment normally required.

Respiratory



Wash hands before breaks and at the end of workday.

Hand



Skin should be washed after contact.

Skin



Wear the following personal protective equipment: Safety glasses.

Eye

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** Silicon dioxide: 6 mg/m³, Titanium dioxide: 10 mg/m³
 - **Short term exposure limit (STEL 15min TWA):** N/A
- **Factors which increase risks:** Oxidizing agents
- **Storage precautions:** Keep in properly labeled containers. Store in accordance with the particular national regulations.
- **Flashpoint:** N/A
- **Transport precautions:** N/A
- **Disposal precautions:** Dispose of in accordance with local regulations.
- **Spill procedures:** Soak up with inert absorbent material. For large spills, provide diking or other appropriate containment to keep material from spreading. If diked material can be pumped, store recovered material in appropriate container. Clean up remaining materials from spill with suitable absorbent. Local or national regulations may apply to releases and disposal of this material, as well as those materials and items employed in the cleanup of releases. You will need to determine which regulations are applicable.

COSHH assessment

OVEN CLEANER

Overview

- **Reference:** 2811
- **Composition:** sodium hydroxide; caustic soda
- **Quantity kept on site:** One bottle
- **Quantity expect to be used:** 1/8 of a bottle
- **Quantity used in one day:** 1/8 of a bottle
- **Method of use:** Cleaning oven cavity
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

Hazards



First aid



Eyes

Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get immediate medical advice/attention.



Skin

Wash with plenty of soap and water. Take off immediately all contaminated clothing and wash it before reuse.



Inhalation

Remove person to fresh air and keep comfortable for breathing.



Ingestion

Do NOT induce vomiting. Rinse mouth. Drink plenty of water. Get medical advice/attention.

Handling precautions and PPE



N/A

Respiratory



Protective gloves

Hand



Wear suitable protective clothing

Skin



Face shield

Eye

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** N/A
 - **Short term exposure limit (STEL 15min TWA):** sodium hydroxide, caustic soda: 2 mg/m³
- **Factors which increase risks:** High temperature. Metals. Acids.
- **Storage precautions:** Keep container closed when not in use. Keep only in original container.
- **Flashpoint:** N/A
- **Transport precautions:** SODIUM HYDROXIDE SOLUTION
- **Disposal precautions:** N/A
- **Spill procedures:** Soak up spills with inert solids, such as clay or diatomaceous earth as soon as possible.

COSHH assessment

SELGIENE ULTRA

Overview

- **Reference:** 2710
- **Composition:** Quaternary ammonium compounds, benzyl-C12-16- alkyldimethyl, chlorides
- **Quantity kept on site:** One bottle
- **Quantity expect to be used:** 1/8 of a bottle
- **Quantity used in one day:** 1/8 of a bottle
- **Method of use:** Cleaning of surfaces
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

Hazards



First aid



Eyes

Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.



Skin

Wash with plenty of soap and water.



Inhalation

Remove person to fresh air and keep comfortable for breathing.



Ingestion

Give nothing or a little water to drink. Get medical advice/attention if you feel unwell.

Handling precautions and PPE



N/A

Respiratory



Hand

In case of repeated or prolonged contact wear gloves. Chemical resistant gloves (according to European standard EN 374 or equivalent).



Skin

N/A



Eye

Safety glasses

- **Maximum/workplace exposure limit:**
 - Long term exposure limit (LTEL 8hr TWA): N/A
 - Short term exposure limit (STEL 15min TWA): N/A
- **Factors which increase risks:** Oxidizing agent. Strong acids. Strong bases.
- **Storage precautions:** Keep container closed when not in use. Oxidizing agent. Strong acids. Strong bases.
- **Flashpoint:** N/A
- **Transport precautions:** N/A
- **Disposal precautions:** N/A
- **Spill procedures:** Soak up spills with inert solids, such as clay or diatomaceous earth as soon as possible.

COSHH assessment

BIG WIPES 4x4 HEAVY-DUTY WIPES

Overview

- **Reference:** 10823
- **Composition:** INCI Name AQUA, DIMETHYL SUCCINATE, DIMETHYL GLUTARATE, DIMETHYL ADIPATE, DIMETHYL METHYLGLUTARATE, POLYSORBATE-80, DIDECYLDIMONIUM CHLORIDE (DISINFECTANT), GLYCERIN, METHYL SOYATE, PPG-75 LANOLIN, ALCOHOL, CITRIC ACID, SODIUM CITRATE, ALOE BARBADENSIS LEAF JUICE, TOCOPHERYL ACETATE (VITAMIN E), PROPANEDIOL, CITRAL, PARFUM
- **Quantity kept on site:** One tub
- **Quantity expect to be used:** 5 wipes
- **Quantity used in one day:** 5 wipes
- **Method of use:** Cleaning of any surfaces
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Every day
- **Location of use:** Inside: well ventilated

First aid



Eyes

Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If symptoms persist, call a physician.



Skin

No specific measures are necessary. The product has been dermatologically tested and no reaction (irritation) was observed.



Inhalation

When symptoms occur, go into open air and ventilate suspected area.



Ingestion

Rinse mouth out with water. Call a poison center or a doctor if you feel unwell.

Handling precautions and PPE



N/A

Respiratory



N/A

Hand



N/A

Skin



N/A

Eye

- **Maximum/workplace exposure limit:**
 - Long term exposure limit (LTEL 8hr TWA): N/A
 - Short term exposure limit (STEL 15min TWA): N/A
- **Factors which increase risks:** Keep away from open flame and direct sunlight. Store at temperature below 40oc.
- **Storage precautions:** Keep away from food, beverages and animal feeding stuff. Store in a dry area. Keep in a well-ventilated area.

Store at room temperature, below 40oC, keep away from heat and direct sunlight. Containers that were unsealed should be properly resealed and kept upright to prevent leakage.

- **Flashpoint:** >100oC (ASTM D-93-99b)
- **Transport precautions:** N/A
- **Disposal precautions:** Small quantities can be disposed of with household waste. Disposal must be made according to official regulations.
- **Spill procedures:** No special measures are necessary for the wipes. If liquid is spilled, pick up mechanically. Dispose contaminated material as waste. Disposal must be done according to official regulations.

COSHH assessment

CAF 30 NOIR/BLACK

Overview

- **Reference:** 11657
- **Composition:** acetic acid...%, Butan-1-ol
- **Quantity kept on site:** One tube
- **Quantity expect to be used:** 1/3 of tube
- **Quantity used in one day:** 1/3 of tube
- **Method of use:** Sealing of parts
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

First aid



In the event of contact with the eyes, rinse thoroughly with clean water. Continue to rinse for at least 15 minutes.

Eyes



Remove contaminated clothing and shoes. Wash with soap and water.

Skin



Move into fresh air and keep at rest.

Inhalation



Do not induce vomiting. Rinse mouth thoroughly.

Ingestion

Handling precautions and PPE



If ventilation is insufficient, suitable respiratory protection must be provided.

Respiratory



Rubber gloves are recommended.

Hand



It is a good industrial hygiene practice to minimize skin contact. Wear suitable protective clothing.

Skin



Safety Glasses.

Eye

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** acetic acid...%: 10 ppm 25 mg/m³
 - **Short term exposure limit (STEL 15min TWA):** butan-1-ol: 50 ppm, 154 mg/m³
- **Factors which increase risks:** Strong oxidizing agents. Water.
- **Storage precautions:** Avoid discharge into drains, water courses or onto the ground. Store in tightly closed original container. Store in a cool, dry place with adequate ventilation. Keep away from incompatible materials, open flames, and high temperatures. Avoid contact with oxidizing agents. Vulcanises at room temperature on contact with moisture in the air. For further information, refer to section 10: "Stability and Reactivity". Suitable containers: Steel drums coated with epoxy-resin.
- **Flashpoint:** > 150 °C (Closed cup according to method Afnor T 60103.)
- **Transport precautions:** N/A
- **Disposal precautions:** Dispose of waste at an appropriate treatment and disposal facility in accordance with applicable laws and regulations, and product characteristics at time of disposal. Incinerate. Contaminated packages should be as empty as possible. Dispose of waste at an appropriate treatment and disposal facility in accordance with applicable laws and regulations, and product characteristics at time of disposal. Recycle following cleaning or dispose of at an authorised site.

- **Spill procedures:** Containers with collected spillage must be properly labelled with correct contents and hazard symbol. Container must be kept tightly closed. Absorb with sand or other inert absorbent. To clean the floor and all objects contaminated by this material, use an appropriate solvent.(cf. : § 9) Flush area with plenty of water. Incinerate in suitable combustion chamber.

COSHH assessment

AC-90 FG

Overview

- **Reference:** 11656
- **Composition:** Hydrocarbons,C3-4-rich, petroleum distillate
Petroleumgas (1,3-butadiene < 0.1%)
- **Quantity kept on site:** One can
- **Quantity expect to be used:** 1/50 of can
- **Quantity used in one day:** 1/50 of can
- **Method of use:** To free up nuts/bolts
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

Hazards



First aid



Eyes

If substance has got into eyes, immediately wash out with plenty of water. If eye irritation persists: Get medical advice/attention.



Skin

Take off contaminated clothing and wash before reuse. IF ON SKIN: Wash with plenty of soap and water. If skin irritation occurs: Get medical advice/attention



Inhalation

IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER or doctor/physician if you feel unwell.



Ingestion

If swallowed accidentally, do not induce vomiting and seek medical advice.

Handling precautions and PPE



Respiratory

Ensure adequate ventilation. Keep away from heat and sources of ignition. Take precautionary measures against static discharges.



Hand

When handling the product wear chemical-resistant gloves (standard EN 374). Use a reusable glove with a minimum breakthrough time of 30 minutes. The breakthrough time of the glove should be longer than the total duration of product use. If work lasts longer than the breakthrough time, gloves should be changed part-way through.



Skin

Take precautions to avoid contact with skin and eyes when handling the product. Ensure adequate ventilation.



Eye

Wear safety eyewear according to EN 166.

- **Maximum/workplace exposure limit:**
 - Long term exposure limit (LTEL 8hr TWA): N/A
 - Short term exposure limit (STEL 15min TWA): N/A
- **Factors which increase risks:** Avoid overheating. Strong oxidising agent.
- **Storage precautions:** Pressurized container : protect from sunlight and do not expose to temperatures exceeding 50°C. Keep in a cool, dry, well ventilated place Keep out of reach of children.
- **Flashpoint:** >170 °C
- **Transport precautions:** AEROSOLS (Petroleum)
- **Disposal precautions:** Disposal should be in accordance with local, state or national legislation.

- **Spill procedures:** Absorb spillage in suitable inert material. Place in appropriate container.

COSHH assessment

RTV 118

Overview

- **Reference:** 11654
- **Composition:** Octamethylcyc lotetrasiloxane
- **Quantity kept on site:** One tube
- **Quantity expect to be used:** 1/3 of tube
- **Quantity used in one day:** 1/3 of tube
- **Method of use:** Sealing of parts
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

First aid



Eyes

Rinse the eye with water immediately. If eye irritation persists: Get medical advice/attention.



Skin

After contact with skin, remove product mechanically. Wash area with soap and water.



Inhalation

Move to fresh air.



Ingestion

Do not induce vomiting. Rinse mouth. Consult a physician for specific advice.

Handling precautions and PPE



N/A

Respiratory



Hand

There is no risk to health due to contact with the chemical. Use hand protection to prevent mechanically injuries.



Skin

N/A



Eye

Safety glasses with side-shields conforming to EN166.

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** Silica - Respirable dust: 2,4 mg/m³
 - **Short term exposure limit (STEL 15min TWA):** N/A
- **Factors which increase risks:** Reacts with water liberating small amounts of acetic acid.
- **Storage precautions:** Keep container tightly closed in a cool, well-ventilated place.
- **Flashpoint:** ca. 72 °C (Closed Cup)
- **Transport precautions:** This product is not regarded as dangerous goods according to the national and international regulations on the transport of dangerous goods. Keep away from foodstuffs and animal feed. keep away from odour sensitive materials
- **Disposal precautions:** Can be incinerated when in compliance with local regulations.
- **Spill procedures:** Use mechanical handling equipment. Shovel up and place in a container for salvage or disposal.

COSHH assessment

RS Pro Box of 20 Multi-purpose Wipes for Electronics Use

Overview

- **Reference:** 11653
- **Composition:** Propan-2-ol
- **Quantity kept on site:** One box
- **Quantity expect to be used:** One wipe
- **Quantity used in one day:** One wipe
- **Method of use:** Cleaning of residue from surfaces
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Every day
- **Location of use:** Inside: well ventilated

Hazards



First aid



Eyes

Rinse with water. Do not rub eye. Remove any contact lenses and open eyelids wide apart. Get medical attention if any discomfort continues.



Skin

Rinse with water.



Inhalation

Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Maintain an open airway. Loosen tight clothing such as collar, tie or belt. When breathing is difficult, properly trained personnel may assist affected person by administering oxygen. Get medical attention. Place unconscious person on their side in the recovery position and ensure breathing can take place.



Ingestion

Rinse mouth thoroughly with water. Give a few small glasses of water or milk to drink. Stop if the affected person feels sick as vomiting may be dangerous. Never give anything by mouth to an unconscious person. Place unconscious person on their side in the recovery position and ensure breathing can take place. Keep affected person under observation. Get medical attention if symptoms are severe or persist.

Handling precautions and PPE



Respiratory

No specific recommendations. Provide adequate ventilation. Large Spillages: If ventilation is inadequate, suitable respiratory protection must be worn.



Hand

No specific hand protection recommended.



Skin

Appropriate footwear and additional protective clothing complying with an approved standard should be worn if a risk assessment indicates skin contamination is possible.



Eye

Avoid contact with eyes. Large Spillages: Eyewear complying with an approved standard should be worn if a risk assessment indicates eye contact is possible.

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** PROPAN-2-OL: 999 mg/m³, 400 ppm
 - **Short term exposure limit (STEL 15min TWA):** PROPAN-2-OL: 1250 mg/m³, 500 ppm
- **Factors which increase risks:** Avoid heat, flames and other sources of ignition. Containers can burst violently or explode when heated, due to excessive pressure build-up. Static electricity and formation of sparks must be prevented.

- **Storage precautions:** Store away from incompatible materials (see Section 10). Keep out of the reach of children. Keep away from food, drink and animal feeding stuffs. Keep away from oxidising materials, heat and flames. Keep only in the original container. Keep container tightly closed, in a cool, well ventilated place. Keep containers upright. Protect containers from damage.
- **Flashpoint:** 12°C Closed cup
- **Transport precautions:** N/A
- **Disposal precautions:** Do not empty into drains. Dispose of waste to licensed waste disposal site in accordance with the requirements of the local Waste Disposal Authority.
- **Spill procedures:** Wear protective clothing as described in Section 8 of this safety data sheet. Clear up spills immediately and dispose of waste safely. Eliminate all ignition sources if safe to do so. No smoking, sparks, flames or other sources of ignition near spillage. Do not allow material to enter confined spaces, due to the risk of explosion. Absorb small quantities with paper towels and evaporate in a safe place. Once evaporation is complete, place paper in a suitable waste disposal container and seal securely. Large Spillages: If the product is soluble in water, dilute the spillage with water and mop it up. Alternatively, or if it is not water-soluble, absorb the spillage with an inert, dry material and place it in a suitable waste disposal container. The contaminated absorbent may pose the same hazard as the spilled material. Label the containers containing waste and contaminated materials and remove from the area as soon as possible. Flush contaminated area with plenty of water. Wash thoroughly after dealing with a spillage.

COSHH assessment

PROPOWER LABEL REMOVER

Overview

- **Reference:** 11652
- **Composition:** Hydrocarbons, C9-C11, nalkanes, isoalkanes, cyclics, < 2% aromatics, Hydrocarbons, C3-4-rich, petroleum distillate Petroleumgas (1,3-butadiene < 0.1%), Orange, sweet, extract
- **Quantity kept on site:** One can
- **Quantity expect to be used:** 1/25 of can
- **Quantity used in one day:** 1/25 of can
- **Method of use:** Removal of residue
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Every day
- **Location of use:** Inside: well ventilated

Hazards



First aid



If substance has got into eyes, immediately wash out with plenty of water. Seek medical advice.

Eyes



Remove contaminated clothing immediately and drench affected skin with plenty of water. Then wash with soap and water.

Skin



IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER or doctor/physician if you feel unwell.

Inhalation



If swallowed do not induce vomiting because of risk of aspiration into the lungs. If aspiration is suspected obtain immediate medical attention.

Ingestion

Handling precautions and PPE



Ensure adequate ventilation Keep away from heat and sources of ignition. Take precautionary measures against static discharges.

Respiratory



When handling the product wear chemical-resistant gloves (standard EN 374).

Hand



The breakthrough time of the glove should be longer than the total duration of product use. If work lasts longer than the breakthrough time, gloves should be changed part-way through.

Skin



Wear safety eyewear according to EN 166.

Eye

- **Maximum/workplace exposure limit:**
 - Long term exposure limit (LTEL 8hr TWA): N/A
 - Short term exposure limit (STEL 15min TWA): N/A
- **Factors which increase risks:** Avoid overheating. Strong oxidising agent.
- **Storage precautions:** Pressurized container : protect from sunlight and do not expose to temperatures exceeding 50°C. Keep out of reach of children.
- **Flashpoint:** 36 °C
- **Transport precautions:** AEROSOLS (Orange sweet ext.)
- **Disposal precautions:** Disposal should be in accordance with local, state or national legislation.
- **Spill procedures:** Absorb spillage in suitable inert material

COSHH assessment

PROPOWER BUTANE GAS

Overview

- **Reference:** 11651
- **Composition:** Hydrocarbons,C3-4-rich, petroleum distillate
Petroleumgas (1,3-butadiene < 0.1%)
- **Quantity kept on site:** One can
- **Quantity expect to be used:** 1/25 of can
- **Quantity used in one day:** 1/25 of can
- **Method of use:** Refill of gas fuelled equipment
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Once a week
- **Location of use:** Inside: well ventilated

Hazards



First aid



In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.

Eyes



In case of contact with liquid, thaw frosted parts with water, remove clothing carefully and wash with soap & water Seek medical attention if irritation persists.

Skin



Fresh air, keep warm and at rest. If breathing is difficult give oxygen Apply artificial respiration only if patient is not breathing.

Inhalation



Ingestion is unlikely to occur.

Ingestion

Handling precautions and PPE



N/A

Respiratory



When handling the product wear chemical-resistant gloves (standard EN 374).

Hand



Skin

The breakthrough time of the glove should be longer than the total duration of product use. If work lasts longer than the breakthrough time, gloves should be changed part-way through



Eye

Wear safety eyewear according to EN 166.

- **Maximum/workplace exposure limit:**
 - Long term exposure limit (LTEL 8hr TWA): N/A
 - Short term exposure limit (STEL 15min TWA): N/A
- **Factors which increase risks:** Strong oxidising agent
- **Storage precautions:** Pressurised container: protect from sunlight and do not expose to temperatures exceeding 50°C. Do not pierce or burn, even after use. Store in a well-ventilated place. Keep out of reach of children.
- **Flashpoint:** N/A
- **Transport precautions:** AEROSOLS
- **Disposal precautions:** Disposal should be in accordance with local, state or national legislation.
- **Spill procedures:** Allow product to evaporate Shut off all ignition sources Ventilate area.

COSHH assessment

EP 03061 ALCOHOL GEL

Overview

- **Reference:** 11650
- **Composition:** Ethanol, INERT BLEND OF UNCLASSIFIED MATERIALS, ALOE VERA, WATER, CARBOPOL, GLYCERINE (Glycerol, mist), Ethanolamine (2-Aminoethanol)
- **Quantity kept on site:** One bottle
- **Quantity expect to be used:** 1/10 of bottle
- **Quantity used in one day:** 1/2 of bottle
- **Method of use:** Cleaning of hands/wrists/arms
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Every day
- **Location of use:** Inside: well ventilated

Hazards



First aid



Eyes

May cause irritation to eyes. Rinse immediately with plenty of water for 15 minutes holding the eyelids open. Seek medical attention if irritation or symptoms persist.



Skin

No Significant Hazard. May cause irritation to skin. Remove contaminated clothing. Wash with soap and water. Seek medical attention if irritation or symptoms persist.



Inhalation

Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Move the exposed person to fresh air. Seek medical attention.



Ingestion

Ingestion may cause nausea and vomiting. Seek medical attention if irritation or symptoms persist. DO NOT INDUCE VOMITING.

Handling precautions and PPE



N/A

Respiratory



N/A

Hand



N/A

Skin



Approved safety goggles.

Eye

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** Ethanol: 1920 mg/m³, 1000 PPM, Ethanolamine (2-Aminoethanol): 1 ppm, 2.5 mg/m³, GLYCERINE (Glycerol, mist): 10 mg/m³
 - **Short term exposure limit (STEL 15min TWA):** Ethanolamine (2-Aminoethanol): 3 ppm, 7.6 mg/m³
- **Factors which increase risks:** Oxidising agents. Heat, sparks and open flames.
- **Storage precautions:** Keep in a cool, dry, well ventilated area. Keep containers tightly closed. Store in correctly labelled containers.
- **Flashpoint:** 5
- **Transport precautions:** ETHYL ALCOHOL
- **Disposal precautions:** Dispose of in compliance with all local and national regulations.
- **Spill procedures:** Absorb with inert, absorbent material. Sweep up. Transfer to suitable, labelled containers for disposal. Clean

spillage area thoroughly with plenty of water.

COSHH assessment

Dettol Complete Clean Antibacterial Multi-Action Bathroom Wipes Atlantic Fresh

Overview

- **Reference:** 11649
- **Composition:** Ethanol
- **Quantity kept on site:** One packet
- **Quantity expect to be used:** 5 wipes
- **Quantity used in one day:** 5 wipes
- **Method of use:** Cleaning of hands / surfaces
- **Number of people involved in activity:** One
- **Duration of exposure:** Less than 30 mins
- **Frequency of exposure:** Every day
- **Location of use:** Inside: well ventilated

First aid



Eyes

Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Get medical attention if irritation occurs.



Skin

Flush contaminated skin with plenty of water. Remove contaminated clothing and shoes. Get medical attention if symptoms occur.



Inhalation

Remove victim to fresh air and keep at rest in a position comfortable for breathing. Get medical attention of symptoms occur.



Ingestion

Wash out with water. Move to fresh air. If material has been swallowed and the exposed person is conscious, give small quantities of water to drink. Do not induce vomiting unless directed so by medical personnel. Get medical attention of symptoms occur.

Handling precautions and PPE



Respiratory

Use a properly fitted, particulate filter respirator complying with an approved standard if a risk assessment indicates this is necessary. Respirator selection must be based on known or anticipated exposure levels, the hazards of the product and the safe working limits of the selected respirator.



Hand

Chemical resistant, impervious gloves complying with an approved standard should be worn at all the times when handling chemical products if a risk assessment indicates this is necessary.



Skin

Appropriate footwear and any additional skin protection measures. should be selected based on the task being performed and this risks involved and should be approved by a specialist before handling this product.



Eye

Safety eyewear complying with an approved standard should be, used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases mists. If contacts possible, the following protection should be worn, unless the assessment indicates a, higher degree of protection; safety glasses with side-shields.

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** Ethanol: 1920 mg/m³, 1000 PPM
 - **Short term exposure limit (STEL 15min TWA):** N/A
- **Factors which increase risks:** Do not mix with household chemicals
- **Storage precautions:** Store in accordance with local regulations. Store in original container protected from direct sunlight in a dry,

cool, and well-ventilated area, away from incompatible materials, and food and drink. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.

- **Flashpoint:** Closed cup: 913.3°C
- **Transport precautions:** The preparation is not classified as dangerous according to international transport regulations (ADR/RID, IMDG or ICAO/ IATA)
- **Disposal precautions:** The generation of waste must be disposed of in accordance with federal, state and local environmental control regulations. When packaging should be recycled.
- **Spill procedures:** Small spill: Move containers from spill area. Vacuum or sweep up material and place in a designated labeled waste container. Dispose of via a waste disposal contractor. Large spill: Move containers from spill area. Prevent entry into sewers, water courses, basements or confined areas. Vacuum or sweep up material and place in a designated, labeled waste container. Dispose of via a licensed waste disposal contractor.