

## Site Specific Method Statement

<b>Client:</b>	<b>Contact Name:</b>	<b>Address:</b>	<b>Tel:</b>	
Health Service Executive			<b>Email:</b>	
<b>Main Contractor:</b>	<b>Contact Name:</b>	<b>Address:</b>	<b>Tel:</b>	
Contract Manager		Mobile:	<b>Email:</b>	
Site Manager		Mobile:	<b>Email:</b>	
Safety Advisor:		Mobile:	<b>Email:</b>	
Quantity Surveyor		Mobile:	<b>Email:</b>	
<b>Project Name:</b>	<b>Celbridge Primary Care,</b>			
<b>Description of Task / Activity</b>	Supply and Install			
<b>Site Address/Location:</b>		<b>Start Date:</b>		
		<b>Finish Date:</b>		(Provisional)
<b>Personnel Involved:</b>				
<b>Office Based:</b>	<b>Name:</b>	<b>Contact:</b>	<b>Email Address:</b>	
<b>Contract Manager:</b>	Keith Proudfoot	087 7849994	keith@titanroofing.ie	
<b>Quantity Surveyor:</b>	Stephen Kennedy	087 4118192	stephen@titanroofing.ie	
<b>Site Support/ Quality</b>	Stephen Doherty	087 0929320	support@titanroofing.ie	
<b>On Site:</b>	<b>Name:</b>	<b>Contact:</b>	<b>Safe Pass Card No.</b>	
<b>Foreman / Safety Representative:</b>				
<b>Crew Member</b>				
<b>Crew Member</b>				
<b>Crew Member</b>				
<b>Emergency Numbers</b>				
<b>Emergency Required;</b>	<b>Nearest Location</b>	<b>Contact Number</b>	<b>Contact Name / Rep</b>	
<b>Fire Brigade</b>	Local (identified on job Specific)	112		
<b>Ambulance</b>	Local (identified on job Specific)	112		
<b>Hospital</b>	Local (identified on job Specific)	112		
<b>Garda</b>	Local (identified on job Specific)	112		
<b>Gas Emergency</b>	Nationwide	1850 205050	Not applicable	
<b>ESB Emergency</b>	Nationwide	1850 372999	Not applicable	
<b>Health &amp; Safety Authority</b>	The metropolitan Building, James Joyce street, Dublin 1	1890 289389	Not applicable	
<b>Environmental Spillage</b>	Block 402 Greenogue Business park, Rathcoole Co. Dublin	1850 203030	Not applicable	
<b>Sub-Contractors</b>				
<b>Company</b>	<b>Service</b>	<b>Contact Name:</b>	<b>Contact Number</b>	
<b>Material Suppliers</b>				
<b>Company</b>	<b>Product</b>	<b>Contact Name:</b>	<b>Contact Number</b>	






Personnel Protection Equipment				
				
<b>Boots</b> Yes	<b>Hard Hat</b> Yes	<b>Hi Viz Vest</b> Yes	<b>Gloves</b> Task Specific	<b>Ear Protection</b> Task Specific
				
<b>Goggles</b> Task Specific	<b>Face Mask</b> Task Specific	<b>Coveralls</b> Task Specific	<b>Harness</b> Task Specific	<b>Visor</b> Task Specific
Tools, Plant & Machinery				
				
<b>Gas Torch</b> Yes / No	<b>6 Metre Hose</b> Yes / No	<b>Flash back Arrestor</b> Yes / No	<b>LPG - Gas Bottles</b> Yes / No	<b>Trowel</b> Yes / No
				
<b>Hammer</b> Yes / No	<b>Knife</b> Yes / No	<b>Brush &amp; Mop</b> Yes / No	<b>Vice grip / Spanner</b> Yes / No	<b>Transformer 220 - 110 Volt</b> Yes / No
				
<b>Hot Air Welding Gun</b> Yes / No	<b>Automatic Welding Dog</b> Yes / No	<b>Seam Roller</b> Yes / No	<b>Seam Probe</b> Yes / No	<b>110 Volt / Battery Power hand tools</b> Yes / No
				
<b>Mastic Asphalt Boiler</b> Yes / No	<b>Bitumen Pot Boiler</b> Yes / No	<b>Trolley / Lifting aid</b> Yes / No	<b>Certified Gas Lifting Cage</b> Yes / No	<b>Counter Balance Handrail</b> Yes / No
				
<b>Fire Extinguisher &amp; Blanket</b> Yes / No	<b>First Aid Kit</b> Yes / No	<b>Gin Wheel &amp; Rope</b> Yes / No	<b>Crane / MEWP</b> Yes / No	<b>Delivery Truck</b> Yes / No

### Specific Staff Training







					
Manual Handling	FAS Safe Pass	CSCS Card	Abrasive Wheels	Slinger Signaller	MEWP

All Staff to have relevant Training for their specific Roles on Site.

### Work Permits & Take Ownership Permission Required

				
Hot Work Permit	Working at Height	Sign Erection	Exclusion Zone	Traffic Management
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

### Hazardous Materials – MSDS Sheets to be Provided

						
Acute Toxic	Health Hazard	Corrosive	Dagerous for the Environment	Oxidizing	Highly Flammable	Explosive
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

### Pre-Commencement of Work

Car Parking	
Site Access	
Induction	
Welfare Facilities	
Traffic Management	
Roof Access	
Storage & Distribution of materials	
Waste Management	
Protection of Works	

Sequence of Roofing Works	
Site Set up	
Emergency Escape Procedure.	
Scaffolding & Handrails	
Roof access	
Hoisting	
Fall Protection	
New Roofing	
Preparation	
Vapour Barrier	
Flat Insulation	
Tapered Insulation	
Underlay	
Capsheet	
Perimeter Details	
Abutment Details	
Outlets	
Rooflight's	
Penetrations	
Fall Protection Systems	
Inspection & Snag	
Clean down	
Sign Off Walk through	
Warranty	

## RISK ASSESSMENT & CONTROL OF HAZARDS

Severity		EFFECT
		Description
1	<b>Catastrophic</b>	Fatality, loss of limb, loss of sight in one or more eyes, permanent severe disablement
2	<b>Severe</b>	Lost time – Serious injury / ill-health effect such as breaking a major bone / temporary serious disablement requiring hospitalization and significant time off-work
3	<b>Moderate</b>	Medical Treatment – Moderate injury / ill-health effect such as breaking a minor bone or minor temporary illness requiring hospital / casualty treatment and time off-work
4	<b>Minor</b>	First Aid treatment – injury such as minor cut / laceration or mild ill health
5	<b>Negligible</b>	No or very minor injury not requiring first aid

Category		CHANCE
		Description
1	<b>Certain</b>	It is almost certain that an incident will occur
2	<b>Likely</b>	The occurrence of an injury is to be expected
3	<b>Probable</b>	Injury is sufficiently probable or no surprise when it happens
4	<b>Possible</b>	Injury could occur but its occurrence would be unusual
5	<b>Unlikely</b>	It is conceivable that injury could happen though it is unlikely

		EFFECT				
		Negligible	Minor	Moderate	Severe	Catastrophic
CHANCE	Certain	5	4	3	2	1
	Likely	10	8	6	4	2
	Probable	15	12	9	6	3
	Possible	20	16	12	8	4
	Unlikely	25	20	15	10	5

1-4	<b>Extreme</b>	Extreme – Unacceptable; stop operations and rectify immediately
4-9	<b>High</b>	High – Undesirable; Upper-management (Area Manager or higher) decision required to accept or reject risk
10-14	<b>Medium</b>	Medium – Acceptable; maintain current controls, management review to determine if additional controls are required
15-25	<b>Low</b>	Low – Acceptable; no further controls required

Assessed by:	Keith Proudfoot	Date of Assessment:		Work Area:		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Housekeeping</b>	Slips, Trips & Falls	<ul style="list-style-type: none"> <li>• Operate a Clean as you go system of work</li> <li>• Never obstruct Emergency exit route</li> <li>• All waste to be placed in skips</li> <li>• All struck timber to be de-nailed</li> <li>• All materials to be neatly stacked allowing adequate walkways</li> </ul>		4	5	20 - Low
<b>Dust generation</b>	Ingestion or Inhalation of contaminants, Asphyxia, Skin contamination.	<ul style="list-style-type: none"> <li>• Work will be assessed to determine those activities that may generate dust</li> <li>• Material Safety data sheets checked for those materials producing dust. Toxic material identified and assessment to be made as to appropriate control measures</li> <li>• Dust emissions to be minimised and/or contained within boundaries of the site, e.g. dampening work before or during cutting</li> <li>• Wind-blown dust to be reduced by dampening down the surface and where possible.</li> <li>• All internal dust should be removed after the work has been completed and disposed of correctly.</li> <li>• Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present.</li> <li>• Adequate means of monitoring/measuring toxic dust to be provided and maximum exposure limited (MEL's) to be checked where required.</li> </ul>		4	4	16 - Low

Assessed by:	Keith Proudfoot	Date of Assessment:		Work Area:		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Fire</b>	Burns, Scalds	<ul style="list-style-type: none"> <li>• Hot works permits issued</li> <li>• Combustible materials protected where possible</li> <li>• Fire Extinguishers &amp; Fire Blankets to be kept on site</li> <li>• Fire watch for min 30 mins after flames extinguishes</li> <li>• Awareness of Emergency routes</li> <li>• No Smoking on site</li> </ul>		4	5	20 – Low
<b>Access, egress &amp; Security</b>	Persons getting injured	<ul style="list-style-type: none"> <li>• All staff, visitors and delivery drivers to sign in and out</li> <li>• Safe Pass and site induction for everyone entering site</li> <li>• Access routes around site to be kept clear</li> <li>• Delivery drivers to follow signage and traffic management plan</li> </ul>		4	5	20 – Low
<b>Ladders</b>	Falls, collapse	<ul style="list-style-type: none"> <li>• All ladders to be fit for purpose and checked regularly</li> <li>• Single ladders must extend 1 metre beyond the work platform and be secured at the base or lashed on both stiles at the top</li> <li>• Metal ladders must never be used near electricity</li> <li>• Never Carry anything in your hands while climbing</li> <li>• No working from ladders permitted.</li> <li>• One operative at a time</li> </ul>		4	5	20 – Low
<b>Lack of PPE</b>	Damage to eyes, hearing, hands, body	<p>It is always preferable to remove hazards so that the need for PPE is eliminated. However this is not all ways possible. In order to allow work to be carried out, as safely as possible PPE is frequently necessary. All personal entering the site must wear as a minimum safety helmet, hi-vis vest, gloves and protective</p>		3	5	15 – Low



# TITAN ROOFING LTD.

Titan Roofing Ltd

Assessed By:	Keith Proudfoot	Date of Assessment:		Work Area:		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
		footwear. Safety glasses and ear defenders to be available for all staff used as required. Additional PPE may be required dependent on the tasks being undertaken or as dictated by the risk assessment.				
<b>Excavations &amp; Openings</b>	Drowning, fall into, collapse of edge	<ul style="list-style-type: none"> <li>• Adequate signage &amp; barriers</li> <li>• Roof opening Covers to be minimum 18mm plywood with adequate supports.</li> </ul>		3	5	15 – Low
<b>Electricity</b>	Electrical Shock, burns	<ul style="list-style-type: none"> <li>• 110 Volt for all site activities (Yellow leads &amp; plugs)</li> <li>• Ensure that competent electrician repairs all broken/damaged leads and equipment.</li> <li>• All defective electrical tools to be removed from service immediately.</li> <li>• Equipment to be checked prior to use.</li> <li>• All electrical Equipment will carry a current PAT test, will be tagged to verify same</li> </ul>		4	5	20 – Low
<b>Mechanical Plant &amp; Lifting equipment</b>	Collapse, crushing, rolling over	<ul style="list-style-type: none"> <li>• Only trained qualified personnel may operate plant and machinery.</li> <li>• All lifting equipment must have current statutory certification.</li> <li>• Follow traffic route and speed limits. Park in designated area</li> <li>• Crane lifts to follow Crane code of practice.</li> <li>• Inspection register must be completed by operator on a weekly basis.</li> <li>• Vehicles must be checked by drivers before use and secured afterwards.</li> </ul>		4	5	20 – Low



Assessed By:	Keith Proudfoot	Date of Assessment:		Work Area:		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Work at Height</b>	Falls, collapse/items falling	<ul style="list-style-type: none"> <li>All work at heights will comply with the 2007 General Application regulations</li> <li>All work at heights including underground works will be risk assessed on a task by task basis and control measures will be put in place to minimise the risk</li> <li>Work at height will only be carried out from safe working platforms, tagged scaffold or MEWP suitable for the task operated by CSCS trained person.</li> <li>All edges / openings to be protected where possible to reduce the use of Harness</li> </ul>		5	5	25 – Low
<b>Manual Handling</b>	Back injury	<ul style="list-style-type: none"> <li>All personnel to be trained in manual handling</li> <li>Use mechanical aids where possible</li> <li>Do not carry items which obstruct your view.</li> </ul>		4	3	12 – Medium
<b>Weather Conditions / Hazards</b>	Slips, trips, items being dislodged	<ul style="list-style-type: none"> <li>Areas to be reviewed for work during &amp; after inclement weather conditions.</li> <li>Unfinished structures to be protected from collapse</li> <li>Part or unfixd materials should be weighed down to prevent becoming dislodged.</li> <li>Dangers from the Sun are well documented and all personnel shall not remove tops and wear full length trousers &amp; T-Shirts with at least elbow length sleeve (NO Shorts or Vests)</li> <li>Long sleeves to be worn in all plant areas.</li> </ul>		4	5	20 – Low
<b>Use of Chemicals</b>	Burns, Asphyxiation	<ul style="list-style-type: none"> <li>Comply with the requirements of the Safety, Health &amp; Welfare at Work (Chemical Agents) Regulations and the current Code of Practice.</li> <li>MSDS must be consulted for specific precautions</li> </ul>		4	5	20 – Low

Assessed by:	Keith Proudfoot	Date of Assessment:		Work Area:		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
Use of Chemicals continued;		<ul style="list-style-type: none"> <li>• PPE will be worn and used in accordance with the MSDS instructions</li> <li>• Source alternatives if products are considered highly dangerous</li> <li>• Disposal of waste accordingly as per legal requirements avoiding risk of chemicals entering the drainage system.</li> <li>• In the event of spillage consult MSDS and environmental cleaning</li> </ul>				
Mobile Elevated Work Platforms	Entrapment, crushing	<ul style="list-style-type: none"> <li>• All MEWP's will have a weekly GA3 form</li> <li>• All operators to have relevant training and CSCS cards</li> <li>• Safety harnesses must be secured in the cage and never be attached to anything outside the working platform.</li> <li>• Only exit the cage onto a suitable walkway platform</li> </ul>		5	5	25 – Low
Scaffolding	Falls from height, collapse of scaffold	<ul style="list-style-type: none"> <li>• All scaffolding will be erected in accordance with 1999 Code of Practice for Working Scaffolds and the 2007 General Application Regs working at heights regulations.</li> <li>• All scaffoldings are to be erected to manufactures guidelines &amp; legislation.</li> <li>• All scaffolding is to be erected, persons.(FAS CSCS card or app over 7 metres &amp; for such items s under 7 metres)</li> <li>• Scaffolds to be erected on good level foundations with sole board and metal base plate.</li> <li>• All scaffolding components to be checked for defects and corrosion by scaffold contractor</li> <li>• All components that required for a scaffold including double handrails, bracing &amp; toe boards are to be in place.</li> </ul>		5	5	25 – Low

Assessment by	Keith Proudfoot	Date of Assessment		Work Area		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Scaffolding continued;</b>		<ul style="list-style-type: none"> <li>• Incomplete scaffolds must be tagged as such (RED TAG or Scaffold Incomplete Sign).</li> <li>• Scaffolding may not be used unless have been certified by a qualified person (Green Tag).</li> <li>• All scaffoldings are to be inspected on completion (GA3 and handover cert), on alteration, after bad weather &amp; on weekly bases if no alterations. (GA3). Ga3's to be completed by the scaffolding contractor and contractor scaffold is required for.</li> <li>• Never climb up the outside of a scaffold, use the ladder access provided.</li> <li>• Access scaffolds are to be kept clear.</li> </ul>				
<b>Plant &amp; Machinery</b>	Entrapment, crushing	<ul style="list-style-type: none"> <li>• All plant to have current certification and inspected prior to use.</li> <li>• Only train certified personnel to operate machinery</li> <li>• Follow traffic management plan when transporting</li> <li>• Ensure all pathways of vision are clear.</li> <li>• Wear hi-visibility/reflective jackets or vests.</li> <li>• Manage other traffic &amp; trades in the area if necessary.</li> <li>• Banksman/Slinger signaller to assist with all lifting</li> </ul>		4	5	20 – Low
<b>Hand &amp; Power Tools</b>	Electrical shock, cuts, hand injuries	<ul style="list-style-type: none"> <li>• All power tools shall be maintained in good working order with all necessary guards and warning labels in place. The contractor shall nominate a competent person on site who shall be responsible for ensuring that all power tools are checked for defects at least weekly.</li> <li>• Appropriate PPE to be worn</li> <li>• 110 volt tools &amp; leads only</li> </ul>		4	5	20 – Low

Assessment by;	Keith Proudfoot	Date of Assessment;		Work Area;		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Consaws &amp; abrasive Wheels</b>	Cuts, abrasions, respiratory problems, eye injury	<ul style="list-style-type: none"> <li>• Only trained personnel may operate</li> <li>• Appropriate PPE to be worn</li> <li>• Allow the saw to cool prior to refuelling</li> <li>• Re-fuel away from work area to avoid sparks igniting any spillage.</li> <li>• Fuel to be stored in marked steel can</li> </ul>		4	5	20 – Low
<b>Site set up</b>	Failure of lifting equipment	Office, drying room, Welfare facilities, hording, signs, to be installed in a safe manner with vehicle & pedestrian traffic control in place.		3	5	15 – Low
<b>Weils Disease</b>	Sickness / death	<ul style="list-style-type: none"> <li>• Good hygiene practice to be used at all times</li> <li>• Disease and prevention will be covered at site inductions as well as emphasis on washing hands prior to eating etc</li> <li>• Washing facilities will be provided in the site toilets</li> <li>• Personnel will be advised to clean, disinfect and cover all cuts</li> <li>• Personnel will wear gloves as their task requires</li> </ul>		2	5	10 - Medium
<b>Noise &amp; Vibration</b>	Hearing loss	<ul style="list-style-type: none"> <li>• When any operation of a contractor is likely to expose any employee on site to an average noise level of 80 dB (A) and above, an assessment shall be carried out, by the contractor, and records submitted for Titan Roofing Ltd. inspection. In such circumstances, the contractor must keep stocks of adequate ear defenders or other suitable hearing protection.</li> <li>• All works are to comply with the current Noise &amp; Vibration regulations (2007)</li> </ul>		3	4	12 - Medium

Assessment by;	Keith Proudfoot	Date of Assessment;		Work Area;		
Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Noise &amp; vibration continued;</b>		<ul style="list-style-type: none"> <li>• Noise and vibration levels should be taken into consideration before any plant or equipment is purchased or hired</li> <li>• If you cannot hold a conversation or have to shout to be heard at a distance of two metres then you have a noise problem and ear protection should be worn.</li> <li>• Observe all mandatory signs i.e. "Hearing Protection Must Be Worn".</li> <li>• While working in a loud environment be extra vigilant as you may not hear a shouted warning.</li> <li>• Do not use vibrating machinery or tools for prolonged periods of time, a system of rotating work should be put in place.</li> </ul>				
<b>Welding &amp; Burning</b>	Burns, arc eye	<ul style="list-style-type: none"> <li>• A hot works Permit to be obtained and strictly adhered to.</li> <li>• Appropriate PPE to be worn</li> <li>• Equipment to be in good condition and inspected prior to work</li> <li>• Gas bottles to be secured in an upright position</li> <li>• Fire extinguishers and blankets to be close to working area.</li> <li>• Combustible material covered or protected where possible</li> <li>• Fire watch to be completed after works in compliance with the hot work permit</li> </ul>		3	4	12 - Medium
<b>Cartridge operated tools</b>	Misfires, eye injury	<ul style="list-style-type: none"> <li>• Only trained competent personnel to operate cartridge tools</li> <li>• Tools to be inspected by competent person prior to use.</li> </ul>		2	5	10 - Medium

Assessment by;	Keith Proudfoot	Date of Assessment;		Work Area		
	Activity / Element		Potential Hazard	Control Measures	Chance 1-5	Effect 1-5
<b>Use of Harness or Fall Arrest</b>	Fall from height	<ul style="list-style-type: none"> <li>• All Harnesses to be certified for use</li> <li>• Lanyard suitable for working height</li> <li>• Operate fall restraint where possible instead of fall arrest</li> <li>• Rescue plan in place where fall arrest occurs</li> <li>• Competent person to inspect all harnesses and lanyards prior to use.</li> </ul>	5	5	25 - Low	
<b>Storage of Materials</b>	Slips trips & falls	<ul style="list-style-type: none"> <li>• Materials to be stored and secured at agreed location</li> <li>• GAS, Primer and any other chemical to be stored on the ground in secured cages with MSDS attached to the cage.</li> <li>• Materials stored on the roof to be weighed down securely</li> <li>• All packing materials shall be removed from the working area as soon as unpacking is completed.</li> </ul>	4	5	20 - Low	
<b>Welfare</b>	Sickness, diseases	<ul style="list-style-type: none"> <li>• First Aider to be on site at all times</li> <li>• Drying room, canteen &amp; toilet facilities @ location agreed on site.</li> <li>• Always dispose of rubbish in waste bins provided. Do not leave food scraps or other rubbish in the canteen.</li> <li>• No Smoking on site</li> <li>• No eating is permitted on site outside of the canteen area</li> <li>• Liquid soft drinks can be consumed on site however must be disposed of in bins provided</li> <li>• Urinating anywhere on site other than the site toilets will result in instant dismissal.</li> </ul>	3	5	15 - Low	

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Activity / Element	Potential Hazard	Control Measures		Chance 1-5	Effect 1-5	Risk Level Post Control
<b>Delivery &amp; removal of materials from site</b>	Hit by vehicles, falling material	<p>The loading and unloading of plant and equipment on site is a high risk activity. To minimise the risk of an accident or injury the following should be put in place.</p> <ul style="list-style-type: none"> <li>• Follow Traffic management plan</li> <li>• Sign in at site office</li> <li>• Before loading the vehicle consideration should be given to unloading of the vehicle on site, the positioning of the materials, plant or equipment</li> <li>• Training of the operatives delivery drivers to operate the particular piece of plant or to have been trained in a particular protocol for the loading / unloading of the particular plant, machinery or equipment.</li> <li>• PPE must be worn by drivers</li> <li>• Safe access onto the vehicle body or onto the load to unload the lorry</li> <li>• The load needs to be stacked &amp; loaded in a manner that the final destination have a safe means of unloading in a safe manner i.e. on pallets for a fork lift, skids for a crane etc. the receiver of the delivery needs to be aware of the resources to be in place to unload the vehicle</li> <li>• Care must be taken when opening curtain side loads as materials may have become loose during transport</li> <li>• Regular construction related delivery drivers to construction sites will also be asked to produce safe pass.</li> </ul>		1	5	5 - High





