Red Fire Safety Services

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| **Project/Contract** |  |
| **Contractor** | Red Fire Safety Services |
| **Site Address** |  |
| **Project Start Date**  | TBC |
| **Expected Completion Date** | TBC |

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|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  |  |
| **Authorised by** |  |  |  |  |

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**Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Red Fire Safety Services Ltd

**Staff Information Sheet**

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

**The main hazards to your safety and health are;**

1. Falling from height
2. Injury from incorrect Manual handling.
3. Injury from use of hand tools
4. Injury from broken glass.
5. Breathing difficulties from wood dust inhalation
6. Injury to residents/members of the public during operations.
7. Injury from machine hazards

**Preventative Measures you must take;**

1. You must be “competent” to carry out the task.
2. You must use effective PPE where directed
3. Barriers must be erected around any work area if deemed necessary by the worker or safety officer to protect residents/public and provide visual warning of potential hazard
4. You must not lift beyond your capabilities, get help if necessary.
5. Visitors and other members of staff are prohibited from entry to the area unless accompanied by competent person

**Personal Protective Equipment you must wear;**

1. Safety Glasses
2. Dust mask
3. Overalls
4. Gloves suitable to the task
5. Safety boots

**Environmental Protection Measures you must take;**

You must dispose of waste and spoil to the designated area or skip provided for waste as per arrangements with client.

**Quality Control;**

1. Adhere strictly to the procedure outlined to ensure quality of service
2. If in doubt contact Red Fire Safety Services Head Office for clarification before proceeding.

**Task Description**

This method statement describes the safety precautions you must take in relation to the following risks associated with specific tasks:

**Manual Handling**

All workers will be instructed on the potential dangers of manual handling, and receive manual handling training. Workers will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the site foreman appointed by Red Fire Safety Services to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

**Working at Height**

The majority of tasks carried out at height involve working from stepladders; all workers have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All workers are made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman appointed by Red Fire Safety Services to ensure conditions are safe before allowing any work at height to take place. A risk assessment will be carried out before work at height begins and put in place equipment and measures to prevent falls occurring. Where he cannot eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur. All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. All workers are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Ladders will be removed at the end of each day to prevent unauthorised access, damaged or unsuitable ladders will be removed. Where tower scaffolds are to be use the appointed site foreman will ensure that they are erected in compliance with manufacturer instruction by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the competent senior person on all the above items and defects reported immediately. Any equipment suspected of being unsafe for whatever reason will be withdrawn from service for repair or replacement.

**Replacement Glazing**

Care will be exercised when handling glass and care must be taken to avoid breaking the glass as this increases the risks of injury. Prior to the fitting of the new window and/or window frame, the walls must be checked to ensure that they are sound and that any old fixings have been removed and disposed of. Generally all windows and frames will be supplied pre-assembled prior to arriving on site. Once the windows and/or frames have been installed, the glazing units can be inserted. Each unit should be installed and secured into position with the appropriate beading/seals. The glazed panels can then be carefully lifted into position, cut resistant grip gloves will be worn at all times when lifting glazed units and for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.

**Tools and Electrical Equipment**

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible, workers will not be allowed to bring on to the site any damaged or defective tools, the site foreman appointed by Red Fire Safety Services is responsible for ensuring all tools and equipment allowed on the site are fit for purpose

**Dust & Noise Pollution**

At all times, Red Fire Safety Services Ltd will comply with all relevant Environmental Health Legislation and will take a pro-active approach to pollution by way of noise, dust or airborne partials to minimise risk and disturbance to workers, employees of the customer, residents and the general public. Noise and vibration will be minimised by using modern plant and equipment fitted with suitable silencers, by muffling of all breakers and through the use of crushers in-lieu of impact breakers where ever possible. Where dust can be produced the site will be sprayed with water to reduce or eliminate dust. Works carried out to fit, adjust or replace doors will, where possible be completed away from common areas to alleviate the issue of noise and wood dust impacting on residents, general public and other workers. A designated work area should, where possible to do so, be agreed with the client prior to work commencing.

**Asbestos**

The client is to make Red Fire Safety Services Ltd aware of any asbestos within the working area. A copy of the asbestos survey will be made available by the client upon request.

If any employee of Red Fire Safety Services Ltd come into contact with asbestos whilst carrying out requested task they are to stop work immediately and report the issue to client management.

**Staff**

All tasks will be carried out by workers from Red Fire Safety Services Ltd.

**PPE**

All workers will wear steal toe cap safety boots, Hi Visibility Vests, Hard Hats where applicable and protective clothing at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary. FFP2/3 masks will be made available to workers and will be worn where appropriate to do so depending on setting and task being carried out.

**Preparation & Induction**

A risk assessment will be carried out for all areas of tasks which will be discussed with workers prior to commencement of works, any queries or concerns will be raised with the manager who will ensure it is dealt with. Workers will be inducted onto site by the by the client representative and all rules and safety procedures will be followed.

**First Aid**

It is the responsibility of Red Fire Safety Services Ltd to ensure adequate first aid provision for its workers. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

**Covid 19**

If any employee of Red Fire Safety Services shows signs or symptoms of Covid-19 they will not attend site and follow Government Guidelines in relation to self isolation. Main signs and symptoms of Covid – 19 are:

* High Temperature
* New and persistent Cough
* Shortness of breath

All Red Fire Staff will ensure they wash and sanitise hands following rest breaks and use of toilet facilities. Red Fire Safety Staff will also follow guidance set out by client as per site specific rules in place.