



PENARTH STONE MASONRY LTD

Task Specific H&S Document

Revision 1.2

Stone Cleaning & Restoration Works,
St Andrew, 1 High Street, Llandaff

Penarth Stone Masonry
14 Highwalls Road
Dinas Powys
Vale of Glamorgan
CF64 4AJ

Date: 5th February 2024

Supported by



STUART CAMPBELL

Safety Consultancy Ltd

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Penarth Stone Masonry Limited

Standard Site Rules

1. Hard hats (where there is a risk of head injury from overhead hazards), hi vis clothing & foot protection to be worn at all times while working on site. Task specific PPE to be worn as required by risk assessment.
2. All persons are to report to the site supervisor and receive site inductions
3. Never work under the influence of drugs and/or alcohol
4. Ensure all accident, incidents and near misses are reported to the site supervisor.
5. Maintain good housekeeping standards at all times.
6. Do not start work until you have read or been read the risk assessments and method statements for the project you are working on.
7. No horseplay is allowed on site.
8. Only trained and authorised persons are to operate plant and work equipment – proof of competence is required.
9. Any fault or defect on plant, work equipment or working platforms must be reported to the site supervisor.
10. No reversing is to be undertaken without the use of a banksman.
11. Do not lift any load beyond your means – seek mechanical assistance or ask for help.
12. Comply with all signs and signals on site.
13. Only Park in designated areas or areas that do not create hazard for site operations or other persons.
14. Use pedestrian walkways where they are made available including crossing points.
15. Do not interfere with anything provided for the interests of health & safety.
16. Only smoke within designated areas – waste is to be disposed of correctly.
17. Report any unsafe acts or concerns to the site supervisor.
18. Use and look after the welfare facilities provided & report any issues regarding the facilities.
19. Care and consideration must be given to all members of the public.
20. Follow instructions issued to you by the site supervisor.
21. Scaffolding MUST not be interfered with or adapted by anyone other than competent scaffolders.
21. If you think it's unsafe or looks unsafe – STOP! REPORT IT!!

METHOD STATEMENT – Task Specific

Contractor: Penarth Stone Masonry

Principal Contractor: Matthew Skuse

Start Date & Duration: December 2023

Works: The work consists of:
Light cleaning works at agreed specified areas using the Doff System
Repair and repoint works only to open defective joints
Cut out old existing sand and cement repairs using hand tools and repoint.
Scaffolding work platforms (supplied directly to Matthew Skuse by Hi-View Scaffolding Penarth) over 2 floors.
Up to 3 competent persons will be used during the completion of these works.

Prepared by: Penarth Stone Masonry Limited

Appendix A: Risk Assessments

Appendix B: Point of Work Risk Assessment

Appendix C: Competency/Training Certification

1. Management & Supervision.

- 1.1 Managing Director & On-Site Supervisor: Jon Denning - Director
- 1.2 Prior to any works commencing all site personnel are to be briefed in respect of this document. All operatives must have also been briefed on any existing safe systems of work, risk and COSHH assessments within the Penarth Stone Masonry Limited Health & Safety Policy. Proof of competence must be issued to Red Rose School prior to commencement of works i.e. CSCS cards, abrasive wheels, IPAF etc.
- 1.3 Equipment user manuals for the equipment and plant being used during this operation must be available on site and must be followed. Where the information cannot be followed works must cease and the operation re-assessed to ensure it can continue in a safe manner. Jon Denning must approve any amendments to documentation before re-commencing.

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2. Health & Safety

- 2.1 All Penarth Stone Masonry Limited employees will adhere to company Health & Safety Policy and procedures and that of Red Rose School where necessary.
- 2.2 The site supervisor prior to commencing works on site will induct all persons, this is in addition to the Red Rose School induction.
- 2.3 Matthew Skuse provides welfare facilities and emergency procedures. All persons must ensure they are familiar with the site emergency procedures i.e. first aid persons, where to assemble in and emergency, alarms etc, and all persons are to respect the welfare facilities, maintain them clean & tidy and report defects.

Emergency Arrangements:

- a) In the event of a fire or other emergency necessitating the evacuation of the premises all site employees are to leave by the nearest safe exit and congregate at the appointed area. This information will be conveyed to staff during the site induction.
 - b) A check is to be made by the Supervisor to ensure that all site employees are accounted for. If any employee cannot be accounted for immediately, the emergency service officer at the scene must be informed. No employee is to return to the site until the Officer in charge of the emergency services gives the all clear.
 - c) In the event of an emergency during out of hours working the appropriate emergency service is to be called using the '999' system. All personnel are to exit via the nearest safe exit and congregate at the appointed place where the Supervisor will carry out a check using the daily register.
 - d) If any person cannot be accounted for, the person in charge of the emergency services at the scene is to be advised immediately. No person is to re-enter the premises until the emergency service officer gives the 'all-clear'.
 - e) If asbestos has been identified within the work areas and this material is accidentally damaged during the works, the whole operation in that area MUST STOP and the area to be evacuated and sealed off until specialist contractors attend site to address the damaged asbestos material. No one is to re-enter this area until it is safe and authorised to do so.
- 2.4 All operatives involved in this task are to be competent and records of training cards/certification checked and copied prior to commencement of task i.e. CSCS, asbestos awareness, face fit tested etc.
 - 2.5 Scaffolding platforms will be used for suitable access to height across the 2 floors. Scaffolding will be erected, altered and dismantled by Hi-View Scaffolding in accordance with NASC TG20:21 or a bespoke scaffold design. Daily checks will be carried out by Penarth Stone Masonry with any faults or defects being reported to the site management. All statutory weekly inspections are to be carried out by Hi-View Scaffolding and recorded within a scaffolding inspection register.

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2.6 The use of a Doff System will be required for cleaning operations. This will be operated by a competent person who will check the equipment daily, carry out a more detailed inspection weekly and record the results of the inspection within a work equipment inspection register. The Doff washer will be 110v and power will be placed at the various scaffold lifts to enable the works to be completed. The Doff washer will be regularly PAT tested in line with site procedures & company policy. The equipment will be used in-line with the appended risk assessment. The work area must be clear of other persons and other materials/waste, and preferably debris netting or monoflex installed externally on the scaffolding to prevent any flying debris leaving the scaffolding during the washing works. Suitable PPE will be worn by all persons involved in the task and within the work area where the pressure washer is being operated, and appropriate warning signage and segregation barriers set up either end of the work area to warn and prevent others accessing this area.

3. Method of Works

- 3.1 Prior to the works starting, all areas that require to be accessed by Penarth Stone Masonry Limited staff are to be assessed to ensure sufficient space and clear working areas are available. All work will be conducted from ground level or scaffolding work platforms; working at height will be required and will be safely managed through the use of competently erected and managed tube & fitting scaffolding. Scaffolding will be used to gain access to all elevations required. There is no planned significant weight to be imposed on to the scaffolding. Standard duty rating (2.0kn) scaffolding will normally be provided, however this must be checked and confirmed with the site management. This will have a maximum load capacity of 200kg per m² unless instructed otherwise, again this must be confirmed with the site management prior to works commencing.
- 3.2 The users of the scaffold will be responsible for using the scaffold for its intended purpose and within its specified load limits.
- 3.3 The users must ensure the scaffold is not interfered with, altered, tampered e.g. guard rails removed, boards moved, ties altered etc. Only competent authorised scaffolders are to make any adjustment or alteration.
- 3.4 Equipment will be delivered and collected using designated traffic routes, at dates and times to be agreed with Matthew Skuse. Equipment will be unloaded by hand as needed into an agreed area on site. Storage areas will be subject to good housekeeping at all times.
- 3.5 Equipment will be unloaded/loaded utilising manual handling. Materials weighing over 25kg will be subject to a mechanical lift where possible or a two-man lift where reasonably practicable.
- 3.6 Equipment will be stored/positioned in an agreed area on site or at the scaffolding lift, and be subject to good housekeeping at all times.
- 3.7 Work area always to be segregated by physical barriers, warning signs will be displayed at prominent locations. Liaise with site management where necessary to coordinate works to minimise interaction with others, especially when planning to operate the pressure washer.

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- 3.8 The Doff washer will be set up inspected before use and connected to the provided 110v power source, Assess if there is any work ongoing below the lift being worked on as the works may affect them – water running down the scaffolding and building. Liaise with site management to control suitably this.
- 3.9 The minimum PPE to be worn and utilised on site by all operatives will comprise of Safety Helmet, Safety Boots, Hi visibility vest, and when operating the Doff washer or within close proximity to the Doff washer in use, suitable gloves, full face visor, ear protection and wet weather clothing will be worn.
- 3.10 Once the area is set up, segregated and signed, PPE fitted, the specified areas to be pressure washed will commence to the required specification.
- 3.11 Debris/waste removed will be handled by hand in small quantities and transported within bags that can be safely removed.
- 3.12 Good housekeeping practices will be adopted at all times – ‘tidy as you go’ system will be followed.
- 3.13 Extra care and attention must be taken when working near to the entrances of buildings. If you have any doubt that the work you are or about to do may have an impact on third parties STOP. If necessary a banksman can be placed and the building entrance to temporarily control pedestrian traffic, this will need to be discussed with the site supervisor/manager if uncertain.
- 3.14 Where needed using hand tools only, rake out the joints to a depth of at least twice the width of the joint, to a sound background, in order to achieve an effective key and repair using correct mix of Rowlands Bath Stone Pre-mix which contains bath stone dust, lime and sand (in accordance with Rowland Pre-mix data sheet)
- 3.15 The wall must be thoroughly dampened prior to re-pointing and then allowed to dry just enough to give some initial suction. A garden spray may be suitable, but a hose-pipe the night before will be more effective. The wall might need soaking two or three times, until it feels cold but not wet to the touch. This encourages good bonding between the new mortar and the substrate.
- 3.16 Repair and repointing only to defective joints, will be completed using hand tools using lime supplied by Ty Mawr Lime in Brecon to match original pointing. The mortar mix shall be NHL2 hydraulic lime and sand in a 1:2.5 lime: and mix with the sand being sharp, well-graded and well-washed
- 3.17 Aggregate colour and mix composition shall match the existing. It is important that the work is finished in all respects to match the surviving pointing elsewhere.
- 3.18 A trial patch of wall in an inconspicuous position shall be chosen to experiment with different mixes and methods of finishing the joint to the satisfaction of the Architect.
- 3.19 Re-pointing of stonework shall begin at the top of the wall and proceed downwards, so that work can be cleaned down as it progresses.

- 3.20 Off a trowel, lime mortar with its consistency of modelling clay, shall be rammed well into the joint with a suitable pointing tool and leave the joint very slightly recessed/almost flush; primarily as many of the arises to the stones are not sharp.
- 3.21 The edges of the stones will not be smeared over as this leaves 'feathers' of mortar which will eventually open up and channel water into the joints.
- 3.22 The pointing will be finished so that it deflects water from the stones / bricks rather than trapping it against them.
- 3.23 Any marginally loose core or facing stones and small voids may be packed and tamped with the matching lime-based mortar to restore structural unity.
- 3.24 When the mortar begins to 'go off', its surface shall be tamped with a stiff bristle churn brush. This gives a slightly roughened finish, reveals the colour within the aggregate and removes any 'feathers' from the arises of the masonry. A ferrous wire brush shall never be used as it will damage the masonry and risk ferrous staining.
- 3.25 Weather-struck or bucket- handle finishes shall not be used.
- 3.26 If necessary, the fresh pointing is to be covered with damp hessian and plastic sheeting to slow drying and provide a microclimate that encourages carbonation. No repointing should occur if the temperature is expected to drop below 5°C during the application or curing period.
- 3.27 A fine mist spray applied daily for the first week or so is recommended, although much will depend on prevailing weather conditions. Polythene sheeting should be kept close to hand and used to cover the wall when heavy rain is forecast, to prevent wash-out or leaching of lime.
- 3.28 On completion of works the area will be left in a safe and clean condition and handed back to the site management.

4. Work Equipment

- 4.1 Various hand tools including chisels, hammers and trowels – to be inspected daily by the users
- 4.2 Suitable barriers & signage – for use as third party protection where necessary
- 4.3 110v Doff System pressure washer
- 4.4 Tube & fitting scaffolding provided by a competent scaffold contractor in accordance with NASC TG20:21 or bespoke scaffold design drawings.
- 4.5 Personal Protective Equipment

Safety footwear to be worn at all times.
 Head protection to be worn at all times.
 Protective gloves for use with the pressure washer
 Hi Visibility Vests, to be worn at all times

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- Full face visor for use when operating pressure washer
- Ear protection for use with the pressure washer
- Wet weather clothing for use with pressure washer

5. Environmental & Waste Disposal

5.1 The production of waste is to be minimised as far as is reasonably practicable. Debris arising from the works will be cleaned up regularly and deposited in a skip/designated area for removal from site. All waste removed from site will be done so by a licenced waste carrier to a licenced receiver/tip. Duty of care documentation (carriers licence, waster transfer notes & tip licence) will be issued to Matthew Skuse.

6. Declaration

6.1 This document has been produced by Penarth Stone Masonry Limited and we believe it to be accurate at the time of production. The methodology may change during the works due to condition of the existing materials and the building its self. This document is unprotected when printed.

6.2 As director & supervisor responsible for Health & Safety, Jon Denning has signed this document off as complete.



PENARTH STONE MASONRY

Signed

___14/12/23_____
Date

Appendix A

Risk & COSHH Assessments

(These are in addition to the existing risk assessments within the Company H&S Policy)

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Working at Height (including use of scaffolding)

Site Location St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low

Hazard = potential to cause harm.

Risk =probability of that harm occurring

The risk rating criteria is detailed below

High - Work activity which has the potential to cause a fatal/major injury or health damage.

Medium – Work activity resulting in loss time injury or significant material or environmental damage

Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Falls from Height	X			
Struck by falling objects	X			Employees <input checked="" type="checkbox"/>
				Contractors <input checked="" type="checkbox"/>
				Official Visitors <input checked="" type="checkbox"/>
				General Public <input checked="" type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK

1. Examine ways of carrying out the work without requiring personnel to work at height
2. Where the most effective way of carrying out the work is at height, it will be planned, supervised and carried out in a safe manner providing control measures that prevent the possibility of fall, if reasonable, and giving preference to collective protection over personal protection e.g. scaffolding and guardrails in preference to harnesses
3. Plan the work to minimise risk and ensure all necessary equipment is available.
4. Independent tied scaffolding will be erected and maintained by recognised contractors and must conform to NASC TG20, designed drawings, BS EN 12811-1 and The Work at Height Regulations 2005.
5. A competent person will carry out statutory inspections of the scaffolding once handed over by the scaffolding contractor. This is required before 1st use, after any alteration or adaption, at periods not exceeding 7 days and after adverse weather which may have compromised the scaffolds safety.
6. One member from the team must assess the working platform prior to work commencing. Defects are to be raised with the site management. If the assessing competent person feels the scaffold is unsafe the work on that platform must not commence until further advice is sourced.
7. Persons when necessary will open Loading Bay gates and remain in the "safe" area where there is no risk of falling from the platform edge. The materials/equipment will be placed on the loading bay by machine and the gate returned to the closed position. At no point is the loading bay gate to be left open when not being used for loading or unloading materials, nor is it to be tied in the open position. This is unless the loading bay gate is designed to be left open leaving the rear of the loading bay protected.
8. Avoid carrying out work from a ladder except in exceptional circumstances where the work is of short duration and of low risk.
9. Ensure that consideration is given to weather conditions whilst erecting and using equipment for work at height
10. Do not stack materials on platforms higher than the toe-board unless brick-guards are securely fitted.

- 11. DO NOT WORK AT HEIGHT IF NOT SAFE!
- 12. DO NOT INTERFERE OR ALTER SCAFFOLDING!

When control measures are applied, the resultant residual risk must be at an acceptable level.

INFORMATION INSTRUCTION TRAINING







PERSONAL PROTECTIVE EQUIPMENT

MANUAL HANDLING ASSESSMENT

Head Protection	<input checked="" type="checkbox"/>
Safety Footwear	<input checked="" type="checkbox"/>
Eye Protection	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>
Respiratory Protection	<input type="checkbox"/>
Safety Harness	<input type="checkbox"/>
Hand Protection	<input type="checkbox"/>

Remember PPE is a last resort not a first option

ENVIRONMENTAL ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT				MANUAL HANDLING ASSESSMENT
				
				
Remember PPE is a last resort not a first option				

Noise

Site Location St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low
 Hazard = potential to cause harm.
 Risk =probability of that harm occurring
 The risk rating criteria is detailed below
 High - Work activity which has the potential to cause a fatal/major injury or health damage.
 Medium – Work activity resulting in loss time injury or significant material or environmental damage
 Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS **H** **M** **L** **WHO MAYBE HARMED**

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Noise induced or occupational deafness		X		
Noise nuisance	X			Employees <input type="checkbox"/>
				Contractors <input type="checkbox"/>
				Official Visitors <input type="checkbox"/>
				General Public <input type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK

Identify and list all work activities/tasks where there is likely to be noise hazard.
 Determine the hazard, such as compressed air, hammers, pneumatic breakers, etc.
 Identify who is likely to be harmed, identify all workers likely to be exposed to the hazard. Do not forget others including the general public and visitors to site.
 Establish the noise level.
 Elimination: - i.e. removing the hazard completely, such as using crushing jaws instead of pneumatic breakers.
 Reduce risk at source:- selecting machinery, hiring low-noise machines.
 Control of exposure, isolating noise: - such as increasing the distance between noisy equipment and the receivers.
 Enclosures: - fitting screens and barriers.
 Protective devices, avoiding impact: - sharp cutting edges, damping; - reducing "ring", isolation, silencers.
 Employ a safe system of control: - i.e. permit to work, job design and rotation.
 Supervision and Training: - the level of training required to provide will depend on the levels of risk and competence of the operatives involved.
 Information and Instruction: - information about risks and control measures must be supplied to employees, and to others if required.
 PPE must be worn when operating equipment at 85-Db (A) and over during the time they are exposed to risk.
 PPE must be available for use if requested at levels 80-85 Db (A).

When control measures are applied, the resultant residual risk must be at an acceptable level.

SPECIAL SAFETY FEATURES

PERSONAL PROTECTIVE EQUIPMENT



Remember PPE is a last resort not a first option

MANUAL HANDLING ASSESSMENT

ENVIRONMENTAL ASSESSMENT

Planning conditions are to be adhered to at all times.

Hazard Or Work Activity Assessed :-

Working on active sites

Site Location St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low
 Hazard = potential to cause harm. Risk =probability of that harm occurring
 The risk rating criteria is detailed below
 High - Work activity which has the potential to cause a fatal/major injury or health damage.
 Medium – Work activity resulting in loss time injury or significant material or environmental damage
 Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Slips, trips, falls	X	X		
Contact with site plant and vehicles	X			Employees <input checked="" type="checkbox"/>
				Contractors <input checked="" type="checkbox"/>
				Official Visitors <input checked="" type="checkbox"/>
				General Public <input type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK

- All operatives must report to the site supervisor for a safety induction and sign the site briefing register.
- All persons to sign in and out daily.
- Details of any unusual or exceptional hazards on the site that might reasonably affect the operatives must be made known to them along with any control measures.
- Vehicles will be parked within the designated parking areas
- All operatives will be made aware of any traffic management arrangements or rules and will comply with the control measures put in place for their protection
- Hi vis clothing and foot protection will be worn at all times. Head protection and task specific PPE as required by risk assessment.
- Site rules will be adhered to.

When control measures are applied, the resultant residual risk must be at an acceptable level.

INFORMATION INSTRUCTION TRAINING

PERSONAL PROTECTIVE EQUIPMENT **MANUAL HANDLING ASSESSMENT**

Head Protection	<input checked="" type="checkbox"/>	
Safety Footwear	<input checked="" type="checkbox"/>	
Eye Protection	<input type="checkbox"/>	
Hearing Protection	<input type="checkbox"/>	
Hand Protection	<input type="checkbox"/>	
Safety Harness	<input type="checkbox"/>	
High Vis	<input checked="" type="checkbox"/>	
Remember PPE is a last resort not a first option		

ENVIRONMENTAL ASSESSMENT

Hazard Or Work Activity Assessed :-						
Public protection						
Site Location		St Andrew, 1 High Street, Llandaff				
<p style="text-align: center;">Risk Rating H = High M= Medium L= Low</p> <p style="text-align: center;">Hazard = potential to cause harm. Risk =probability of that harm occurring</p> <p>The risk rating criteria is detailed below</p> <p>High - Work activity which has the potential to cause a fatal/major injury or health damage.</p> <p>Medium – Work activity resulting in loss time injury or significant material or environmental damage</p> <p>Low - Work activity resulting in minor injury but not lost time, or some material damage.</p>						
SIGNIFICANT HAZARDS			H	M	L	WHO MAYBE HARMED
Fall of Materials			X			Employees <input checked="" type="checkbox"/>
Dust / Fume				X		
Falls				X		Contractors <input checked="" type="checkbox"/>
Tripping hazards				X		
Fire					X	Official Visitors <input type="checkbox"/>
						General Public <input checked="" type="checkbox"/>
MEASURES TO CONTROL SIGNIFICANT RISK						
<ol style="list-style-type: none"> All members of the public, building users etc will be excluded from the working area. The areas below the work will be segregated and signed. Additional scaffolding measures will be implemented – double boarded and debris netted platform across building entrances. Where possible physical separation measures – fencing or barriers will be established Unattended tools and equipment is to be isolated from unauthorised use. Good housekeeping will be maintained to reduce tripping hazards In occupied premises works shall be completed to maintain escape routes and fire detection equipment at all times – no tools or equipment to be left where it may cause an obstruction to third parties. Any cutting on site will be dampened down to protect third parties. <p style="text-align: center;">When control measures are applied, the resultant residual risk must be at an acceptable level.</p>						
INFORMATION INSTRUCTION TRAINING						
PERSONAL PROTECTIVE EQUIPMENT				MANUAL HANDLING ASSESSMENT		
Head Protection <input checked="" type="checkbox"/> Safety Footwear <input checked="" type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Hi Vis Clothing <input checked="" type="checkbox"/> Hand Protection <input type="checkbox"/> Remember PPE is a last resort not a first option						
				ENVIRONMENTAL ASSESSMENT		

Manual Handling

Site Location	St Andrew, 1 High Street, Llandaff
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	<p style="margin: 0;">Risk Rating H = High M= Medium L= Low Hazard = potential to cause harm. Risk =probability of that harm occurring</p> <p style="margin: 0;">The risk rating criteria is detailed below High - Work activity which has the potential to cause a fatal/major injury or health damage. Medium – Work activity resulting in loss time injury or significant material or environmental damage Low - Work activity resulting in minor injury but not lost time, or some material damage.</p>
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SIGNIFICANT HAZARDS	H	M	L		WHO MAYBE HARMED
Lifting heavy or awkward loads	X	X	X		
	X	X	X		Employees <input checked="" type="checkbox"/>
	X	X	X		Contractors <input checked="" type="checkbox"/>
	X	X	X		Official Visitors <input type="checkbox"/>
	X	X	X		General Public <input type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK





A manual handling assessment must be carried out prior to the work being carried out.

When you or your workers are involved in manual handling, prevent injury by:

- Avoiding unnecessary handling
- Identifying, before you start work, operations which involve lifting heavy or awkward loads or repetitive lifting operations
- Find ways of either avoiding the handling altogether or using mechanical aids to minimise the amount of manual handling:
 - where possible the use of certified block & tackle, nylon slings or Lewis Pins will be utilized to mechanically move large heavy stone work.
 - All lifting equipment will be certified for lifting (6 monthly certificate of thorough examination), inspected daily and where faults or damage is identified the equipment will be removed from use until repaired or replaced.
 - Each lift must be carefully planned by the competent on site supervisor (stone mason) who has experience & knowledge in handling Bath Stone in this manner.
- Sharing loads, which have to be lifted by hand. Remember, while some workers are stronger than others, no one is immune from injury.
- Positioning loads by machine and planning to reduce the height from which they have to be lifted and the distance over which they have to be carried.
- Training workers in safe lifting techniques and sensible handling of loads.
- Not allowing anyone on their own anything weighing more than 25kgs.

SPECIAL SAFETY FEATURES

Ensure all operatives engaged in manual handling operations are trained to carry out their tasks competently, without danger to themselves.

PERSONAL PROTECTIVE EQUIPMENT	MANUAL HANDLING ASSESSMENT
<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"></div> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px; width: fit-content;"></div> <p style="text-align: center;">Remember PPE is a last resort not a first option</p>	<p>Where weights of materials exceed 25kg the item will be subjected to a two man lift.</p>
	ENVIRONMENTAL ASSESSMENT

Housekeeping

Site Location	St Andrew, 1 High Street, Llandaff
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Risk Rating H = High M= Medium L= Low
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 Risk =probability of that harm occurring
 The risk rating criteria is detailed below
 High - Work activity which has the potential to cause a fatal/major injury or health damage.
 Medium – Work activity resulting in loss time injury or significant material or environmental damage
 Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L		WHO MAYBE HARMED
Rubbish and waste material	X	X	X		Employees <input type="checkbox"/> X Contractors <input type="checkbox"/> X Official Visitors <input type="checkbox"/> X General Public <input type="checkbox"/> X
Timber with protruding nails	X	X	X		
Hazardous materials (such as brick acid, petrol, etc)	X	X	X		
	X	X	X		
	X	X	X		
	X	X	X		
	X	X	X		

MEASURES TO CONTROL SIGNIFICANT RISK

Plan how the site will be kept tidy. In particular, walkways and stairs should be kept free of tripping hazards such as trailing wires and loose materials.

It is especially important to ensure that emergency routes are kept free from trip hazards.

Remove nails from loose timbers to prevent foot and other injuries.

Clear paper, timber offcuts and other flammable materials to reduce fire risks.

Ensure that all substances which are hazardous to health are locked away in a secure room, when they have been used and finished with.

Ensure that skips are removed from site when they are full, and where necessary closed skips should be used to prevent rubbish being blown over the site.




Employ a tidy as you go policy during the working day to prevent a build-up of waste.

When control measures are applied, the resultant residual risk must be at an acceptable level.

SPECIAL SAFETY FEATURES

Ensure all operatives and supervisors attending the site are inducted into the housekeeping rules and systems to be employed on the site.

PERSONAL PROTECTIVE EQUIPMENT	MANUAL HANDLING ASSESSMENT
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Remember PPE is a last resort not a first option

Hazard Or Work Activity Assessed :- PSM/GRA/037

Power Tools

Site Location St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low

Hazard = potential to cause harm.

Risk =probability of that harm occurring

The risk rating criteria is detailed below

High - Work activity which has the potential to cause a fatal/major injury or health damage.

Medium – Work activity resulting in loss time injury or significant material or environmental damage

Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Parts being ejected from machine when in use	X			Employees <input checked="" type="checkbox"/>
Abrasive wheel disintegrating	X			
Sparks flying from machine when in use	X			Contractors <input checked="" type="checkbox"/>
Fumes from petrol or diesel engine	X			
Short circuit of electrical power tool	x			Official Visitors <input type="checkbox"/>
				General Public <input type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK

Ensure that the equipment to be used is the correct item to be used for that particular type of job.
 Ensure the equipment been properly maintained and serviced.
 Carry out pre-start checks to ensure all safety devices are in place and in good order.
 Ensure the operative has been trained to use that particular piece of equipment and to correctly mount the attachments
 Ensure the operative in possession of the correct PPE to use with the power tool i.e. glasses, goggles, gloves, mask, ear protection – as recommended within the user manual.
 Is anyone else at risk from the activity involving the use of the power tool? If so take the necessary measure to control i.e postpone activities or remove other from the area
 Is the power tool to be used in a confined space or a flammable atmosphere? If so then the power tool will need to conform to the requirements of working in that particular hazardous area.
 Does the power tool itself give off sparks or fumes when in use, if so then control measures will need to be put in place to deal with these. Obtain hot works permit and ensure permit requirements are me.
 All attachments will need to be compatible with the power tool to be used and the job it is requires to do.

When control measures are applied, the resultant residual risk must be at an acceptable level.

SPECIAL SAFETY FEATURES

All operatives must have had adequate training and have received all necessary information in conjunction with the power tool to be used.

PERSONAL PROTECTIVE EQUIPMENT

MANUAL HANDLING ASSESSMENT



ENVIRONMENTAL ASSESSMENT

Remember PPE is a last resort not a first option

Use of Hand Tools

Site Location	St Andrew, 1 High Street, Llandaff
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	<p style="margin: 0;">Risk Rating H = High M= Medium L= Low Hazard = potential to cause harm. Risk =probability of that harm occurring</p> <p style="margin: 0;">The risk rating criteria is detailed below High - Work activity which has the potential to cause a fatal/major injury or health damage. Medium – Work activity resulting in loss time injury or significant material or environmental damage Low - Work activity resulting in minor injury but not lost time, or some material damage.</p>
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SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED								
Broken/ defective hand tools causing injury	X			<table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Employees</td> <td style="text-align: center; width: 40px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Contractors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Official Visitors</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Official Visitors	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>											
Contractors	<input checked="" type="checkbox"/>											
Official Visitors	<input type="checkbox"/>											
General Public	<input type="checkbox"/>											
Using incorrect hand tool for the job	X											
Exposure to sharp edges	X											

MEASURES TO CONTROL SIGNIFICANT RISK

Hand tools should be visually inspected for defects, prior to use.
 Simple hand tools usually require minimal maintenance, but where necessary this should be carried out as and when required.
 Where necessary, defective hand tools should be replaced if it is not economical to have an effective repair carried out.
 Hand tools should only be used for the job they were designed to do, e.g. screwdrivers should not be used as chisels.
 Where specialist hand tools are to be used, training may be necessary prior to their use.
 Care to be taken when using tools with sharp edges.

Where control measures are applied the resultant residual risk must be at an acceptable level.

SPECIAL SAFETY FEATURES

PERSONAL PROTECTIVE EQUIPMENT	MANUAL HANDLING ASSESSMENT
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	ENVIRONMENTAL ASSESSMENT
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Working with wet concrete, wet cement & mortar products

Site Location: St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low
 Hazard = potential to cause harm.
 Risk =probability of that harm occurring
 The risk rating criteria is detailed below
 High - Work activity which has the potential to cause a fatal/major injury or health damage.
 Medium – Work activity resulting in loss time injury or significant material or environmental damage
 Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Damage to skin – Allergic Dermatitis		X		Employees <input checked="" type="checkbox"/>
Damage to skin – Irritant Dermatitis		X		Contractors <input checked="" type="checkbox"/>
Cement burns to skin or eyes		X		Official Visitors <input checked="" type="checkbox"/>
Slips, Trips, Falls		X		General Public <input type="checkbox"/>
Contact with machinery		X		

MEASURES TO CONTROL SIGNIFICANT RISK

Keep wet product off skin by using gloves and other protective clothing such as long sleeves or overalls.
 Contaminated clothing should be removed – do not leave in contact with the skin.
 Wash cement based products from skin at regular intervals.
 If clothing or boots become impregnated with cement based materials, remove and thoroughly clean or replace.
 Use wellington boots or similar when laying wet concrete and ensure none gets inside the boot.
 If splashing, wet mixing or in windy conditions use eye protection.
 General housekeeping rules.
 Care must be taken when mixing materials.

When control measures are applied, the resultant residual risk must be at an acceptable level.

RISK ASSESSMENT OF WET MIXING OF MORTAR ON SITE – ADDITIONAL INFORMATION

Training – the person or people operating the mixing area should be trained in the use of the mixer, how to start it and stop it, the required guarding, the mixing hazards in particular the health hazards associated with cement wet cement, and the precautions to be taken.
 Mixing Area – the area should be selected and prepared so that it is convenient to the end user (a balanced carry distance from mixer to the user), is accessible for sand and cement deliveries, there is water supply or access for water barrels, and the mixing area can be segregated from other site

activities. If the site is prone to windy conditions, this should also be considered when selecting the mixing area to minimise wind blown sand and cement. A suitable shovel must be provided of a size acceptable to the user, again striking a balance between the load on the shovel and the need for repetitive strokes to fill the mixer.

Mixing Machine – the machine must be in good condition, compliant to current standards with regards to machinery guarding, noise and emissions from engine. If electric mixer is being used this should either be at 110 volt (supplied via a transformer centre tapped to earth, or via a specific RCCB on the supply to the mixer and which is tested daily.

Sand – the supply of sand should be positioned local to the mixer to minimise handling requirements. Arrangements to minimise the sand spilling or blowing should be considered. Also consider the safe delivery of the sand to mixing position.

Cement – Also see COSHH assessment Cement must be supplied in 25 KG bags only. The bags should be stored on pallets or other means to keep the bottom bags at least 150mm (preferably 300mm) above ground level. This will make manual handling of the bags significantly safer.

Health Hazards – When mixing, light eye protection should be used to minimise the risk of a wet cement splash into the eye. Gloves and long sleeves or overalls should be worn at all times to minimise skin contact. Good washing facilities should be readily available so that cement or mortar can be readily washed from the skin if required.

Housekeeping in General – the mixing area should be kept clean and tidy with safe access across the ground, with cement bags being safely disposed off to waste skips or bins (consider wet spraying prior to disposal to minimise dust emissions from waste bags). If the wash out waste accumulates, this should be scraped away to maintain a good foothold.

SPECIAL SAFETY FEATURES

All employees working with such products and machinery to be advised of the health and safety hazards through toolbox talks. Cement does contain chromium vi which can cause allergic dermatitis and or sensitisation. Users should be advised of this hazard, the precautions to take (i.e. keep off skin, use gloves and barrier creams, report skin problems, use eye protection when wet mixing).

All operatives to be informed of site housekeeping rules, all other operatives to be instructed in authorised access rules.

PERSONAL PROTECTIVE EQUIPMENT



Remember PPE is a last resort not a first option

MANUAL HANDLING ASSESSMENT

If product is mixed on site cement to be in 25kg bags.

ENVIRONMENTAL ASSESSMENT

Hazard Or Work Activity Assessed :-

Working with wet lime, lime cement & lime products

Site Location St Andrew, 1 High Street, Llandaff

Risk Rating H = High M= Medium L= Low
 Hazard = potential to cause harm.
 Risk =probability of that harm occurring
 The risk rating criteria is detailed below
 High - Work activity which has the potential to cause a fatal/major injury or health damage.
 Medium – Work activity resulting in loss time injury or significant material or environmental damage
 Low - Work activity resulting in minor injury but not lost time, or some material damage.

SIGNIFICANT HAZARDS	H	M	L	WHO MAYBE HARMED
Damage to skin – Contact Dermatitis	X	X	X	Employees <input checked="" type="checkbox"/>
Damage to skin & eyes – Chemical burns (Calcium Hydroxide)	X	X	X	Contractors <input checked="" type="checkbox"/>
Contact with machinery	X	X	X	Official <input checked="" type="checkbox"/>
Slips, Trips, Falls	X	X	X	Visitors <input checked="" type="checkbox"/>
	X	X	X	General <input type="checkbox"/>
	X	X	X	Public <input type="checkbox"/>

MEASURES TO CONTROL SIGNIFICANT RISK

Keep wet product off skin by using gloves and other protective clothing such as long sleeves or overalls.
 Contaminated clothing should be removed – do not leave in contact with the skin.
 Wash lime based products from skin at regular intervals. Apply barrier creams regularly.
 If clothing or boots become impregnated with lime based materials, remove and thoroughly clean or replace.
 If splashing, wet mixing or in windy conditions use goggle eye protection, face fit tested respiratory protection and suitable hand protection.
 General housekeeping rules to be adhered to at all times.
 Care must be taken when mixing materials to minimise dust levels and exclude third parties from the areas.
 When control measures are applied, the resultant residual risk must be at an acceptable level.

RISK ASSESSMENT OF WET MIXING OF LIME MORTAR ON SITE – ADDITIONAL INFORMATION

Training – the person or people operating the mixing area should be trained in the use of the mixer, how to start it and stop it, the required guarding, the mixing hazards in particular the health hazards associated with Lime & wet lime, and the precautions to be taken.
 Mixing Area – the area should be selected and prepared so that it is convenient to the end user (a balanced carry distance from mixer to the user), is accessible for sand and cement deliveries, there is water supply or access for water barrels, and the mixing area can be segregated from other site activities. If the site is prone to windy conditions, this should also be considered when selecting

the mixing area to minimise wind blown sand and cement. A suitable shovel must be provided of a size acceptable to the user, again striking a balance between the load on the shovel and the need for repetitive strokes to fill the mixer.

Mixing Machine – the machine must be in good condition, compliant to current standards with regards to machinery guarding, noise and emissions from engine. If electric mixer is being used this should either be at 110 volt (supplied via a transformer centre tapped to earth, or via a specific RCD on the supply to the mixer and which is tested daily

Sand – the supply of sand should be positioned local to the mixer to minimise handling requirements. Arrangements to minimise the sand spilling or blowing should be considered. Also consider the safe delivery of the sand to mixing position.

Lime – Also see COSHH assessment Lime Mortar must be supplied in 25 KG bags only. The bags should be stored on pallets or other means to keep the bottom bags at least 150mm (preferably 300mm) above ground level. This will make manual handling of the bags significantly safer.

Health Hazards – When mixing, goggle eye protection should be used to minimise the risk of a wet cement splash into the eye. Gloves and long sleeves or overalls should be worn at all times to minimise skin contact. Good washing facilities should be readily available so that cement or mortar can be readily washed from the skin if required. Face fit tested respiratory protection to be worn.

Housekeeping in General – the mixing area should be kept clean and tidy with safe access across the ground, with lime bags being safely disposed off to waste skips or bins (consider wet spraying prior to disposal to minimise dust emissions from waste bags). If the wash out waste accumulates, this should be scraped away to maintain a good foothold.

SPECIAL SAFETY FEATURES

All employees working with such products and machinery to be advised of the health and safety hazards through toolbox talks. Lime does contain a strong alkaline which can cause chemical burns & contact dermatitis. Users should be advised of this hazard, the precautions to take (i.e. keep off skin, use gloves and barrier creams, report skin problems, use eye protection when wet mixing).

All operatives to be informed of site housekeeping rules, all other operatives to be instructed in authorised access rules.

PERSONAL PROTECTIVE EQUIPMENT



MANUAL HANDLING ASSESSMENT

If product is mixed on site cement to be in 25kg bags.

ENVIRONMENTAL ASSESSMENT


Remember PPE is a last resort not a first option

COSHH HAZARD & RISK ASSESSMENT SHEET

No. 5

SUBSTANCE/PRODUCT NAME AND DESCRIPTION:

CEMENT and LIME

HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION
Calcium Silicate Total dust Calcium Silicate Respirable dust Chromium as Chromium vi. calcium hydroxide			 Irritant Risk Phrase 37,38,41,42 – Serious Risk to Eyes Irritating to respiratory system. May cause sensitisation

HOW IS SUBSTANCE SUPPLIED, USED?

Supplied in 25 Kg sacks. Mixed on site for mortars, putty, concrete and other bonding agents.

ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN

When handling packed products, due regard should be paid to the risks outlined in the Manual Handling Operations Regulations. Some bags may have a small amount of lime or cement on the outside surface.

Appropriate personal protective clothing should therefore be used whilst handling. Keep dust levels to a minimum. Avoid contact with eyes and skin. Use barrier cream if necessary

The PPE indicated below should be worn when working with this substance in the manner described. The site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.

						
Eye Protection must be worn if wet mixing or windy	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn	Protective clothing must be worn

FIRST AID INFORMATION AND EMERGENCY ACTIONS

Skin - wash off any splashes on the skin immediately using soap and warm water


Eyes - splashes in eyes should be treated with copious amounts of water for 15 minutes. If irritation persists seek immediate medical assistance.

NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed

COSHH HAZARD & RISK ASSESSMENT SHEET

SUBSTANCE/PRODUCT NAME AND DESCRIPTION:

Silica DUST – From cement based materials

Hazards	At Risk	Risk Rating	WEL
Lung cancer Silicosis Chronic obstructive pulmonary disease (COPD)	Operatives	High	 Harmful 0.1 mg/m ³ (8hr TWA)


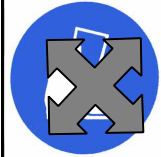
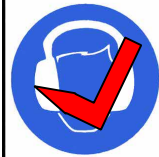
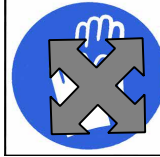
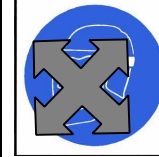

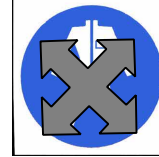
ACTIVITY WHICH WILL CAUSE EXPOSURE

Created when mechanical cutting natural stone, bricks, blocks & other hardened material containing cement.
Hazardous if inhaled or ingested. Risk of irritation to eyes and chest.

CONTROL MEASURES TO BE TAKEN

Where possible avoid the need to mechanically cut, designers to specify pre-cut materials where possible, use alternatives methods of cutting such as hand tools (lump hammer & bolster chisel).
Where cutting cannot be avoided, only allow competent trained persons to operate cutting equipment.
Cutting equipment to be fitted with either water suppression unit or M-class dust extraction system.
User of equipment and anyone in immediate vicinity must wear respiratory protective equipment (RPE) – face mask with a FFP3 filter that has been fit tested to the wearer.
The wearer of any RPE must be clean shaven daily when using mask protection.
The equipment user must also wear impact protective eye and suitable ear protection.

The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.

						
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn As required	Gloves must be worn	Face Masks must be worn	FFP3 Respirators must be worn as required	Protective clothing must be worn

FIRST AID INFORMATION AND EMERGENCY ACTIONS

Skin - wash with soap & water especially before consuming food or drinks.
Eyes - The affected area should be irrigated immediately with cold running water or sterile eye wash and medical attention sought.
Inhalation – Remove the affected person to fresh air. Obtain medical assistance immediately.
Ingestion - Ingestion is highly unlikely in normal circumstances

NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed

Appendix B
Point of Work Risk Assessments

Task Specific Safety Document	Matthew Skuse, St Andrew, 1 High Street, Llandaff, Cardiff, CF5 2DZ	Date: 5 th February 2024 Revision 1.2	© SCSC 2023	Page	31
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Penarth Stone Masonry Limited - Point of Work Risk Assessment
 (To be completed by the works supervisor where additional hazards are identified)

Client:	Location:		
Task:			
Section 1. If a hazard is present that differs from the generic work risk assessments, tick the box then list the control measures in section 2			
Slips, trips and falls on the same level		Electricity- Electric Shock/Burns	
Fall from height		Moving vehicles/Machinery/Plant	
Falling or flying objects		Manual handling	
Dust		Accidental/automatic start-up	
Noise		Confined spaces	
Excavations – collapse		Entrapment by collapse or overturned equipment	
Working Within or Alongside Public/Occupied Areas		Explosion or Fire	
Exposure to Harmful Substances inc Dusts		Flammable or inert Gas Present	
Lifting Equipment Failure inc Cranes		Contact with Buried/Overheads Services	
Safe Access and Egress		Asbestos	
Exposure to Heat, Hot surfaces, Sparks or Flames		Other, please specify below	
Please note the control measures to be taken to the risks identified in section 1 (continue overleaf if needed).			
Risk.	Control measures.		

Appendix C
Competency Cards/Certificates

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