



# Combined Risk Assessment and Method Statement

Contract Name:	Cilantro	Contract Number:	29805	RAMS Number:	JS18677RMS
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Site Address:	Royal Wharf Phase 3B, North Woolwich Road, London, E16 2BG	Location of Works:	All floors and roof area
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Activity:	IRS Installation (TV/Radio/Satellite)
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Companies / Trades engaged in the work	Capital Aerials
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Rev	Produced by:		Date	Checked by:		Date	Approved by:		Date
	Name Printed	Signed		Name Printed	Signed		Name Printed	Signed	
O	Justin Shields		8/7/2016	David Austin		8/7/2016			
A									
B									
C									
D									

REVISION	DETAILS OF CHANGES
A.	
B.	
C.	



## Combined Risk Assessment and Method Statement

No.	Description of Hazard and Expected Consequence	Potential for harm Likelihood x Severity = Risk Level						Task Specific Control measures	Residual Risk Likelihood x Severity = Risk Level					
		L	S	Risk Level	H	M	L		L	S	Risk Level	H	M	L
1	Install of communal Aerial systems	2	5	10	M		Wear protective hats, high-vis vests, steel toecap boots, hand and eye protection and fall-arrest harnesses. Ear protection to be used with battery operated tools.	1	4	4	L			
2	Install Antennae via roof access working from height. Injury from falls and falling tools.	3	5	15	H		Keep within designated working areas for work on the roof.	1	5	5	L			
3	Installation of fibre optic cabling.	3	4	12	H		Correct mobile access equipment to be used at all times in accordance with PASMA recommendations and operated by trained and certificated operatives only. Scafftags to be used. Step-ladders not to be used unless specific risk assessment signed up to.	1	5	5	L			
4	Slips, trips, falls	2	3	6	M		All materials/equipment to be stored out of general access areas. All cabling to remain off floor whenever possible. Podiums and hop-ups to be used when required.	1	3	3	L			
5	Use of portable equipment and excessive noise damage to hearing	4	3	12	M		Use eye protection suitable for the task when undertaking drilling. Battery operated tools only. Toolbox talks on safe use. Operatives must wear hearing protection in noisy areas.	1	3	6	L			
6	Use of general hand tools and plant	4	2	8	M		Operatives to check/inspect equipment as fit for purpose before use and carry out a weekly plant check.	2	2	4	L			



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7	Stripping and termination of coaxial and fibre optic cabling. Cuts from knives, ISO alcohol wipes used for cleaning fibre, injury from fibre glass shards, burns from Fusion splicer fibre arc and oven	4	4	16	H			Covered blade toggle type cable strippers to be used wherever possible. Where required, retractable blade knives must be used. Area of work must be well ventilated Works should only be carried out by trained staff, a sharps bin is provided for fibre core offcuts. Splicer must be used in conjunction with manufacturers literature, the splicer will only operate when safety covers are in place.	1	4	4	L		
8	Manual handling of equipment and materials	3	4	12	M			Weight of equipment or materials to be assessed prior to handling. Any items over 25 Kg should have a separate risk assessment carried out. All operatives should have attended a manual handling toolbox talk within the last 6 months.	1	4	4	L		
9	Interface with other trades/parties	3	3	9	M			Plan in advance work to be undertaken. Erect barriers/signage to prevent third party entry. Good communications at all times.	1	3	3	L		



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Additional information	
Specific PPE	Hard hat, high-vis vest, safety boots, hand protection, eye and ear protection and where necessary fall-arrest harness.
Training required	Induction training for site.
Other:	All engineers are CSCS certificated and also certificated for working at height (CAI and/or PASMA). Capital Aerials is Safecontractor and CHAS approved.
NB: This assessment must be explained to all those affected by the activity and the briefing recorded.	



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SEVERITY		
CATEGORY	DEGREE	DESCRIPTION
1	<b>INSIGNIFICANT</b>	Minor injury to personnel Minor damage to equipment
2	<b>MINOR</b>	Injury to personnel Damage to equipment
3	<b>REPORTABLE</b>	Injury resulting in loss of time Moderate damage to equipment
4	<b>MAJOR</b>	Serious injury to personnel Major damage to equipment
5	<b>CATASTROPHIC</b>	Fatal /disability injury to personnel Total equipment loss

LIKELIHOOD LEVEL		
LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	<b>REMOTE</b>	So unlikely that occurrence may not be experienced
2	<b>UNLIKELY</b>	Unlikely, but possible to occur during project
3	<b>OCCASIONAL</b>	Likely to occur sometime during project
4	<b>PROBABLY</b>	Will occur several times during project
5	<b>FREQUENTLY</b>	Likely to occur frequently during project

SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	<b>High</b> – Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	<b>Medium-</b> Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	<b>Low-</b> Acceptable – Adequate safeguards are in place



## Method Statement

### 1. Description of Activity

#### 1<sup>st</sup> fix works:

Carry out the installation of fibre optic cabling from antennae to apartment utility cupboards in compliance with the scope of works attached, taking into account any requirements detailed in the method statement.

- Cabling will be installed via podiums which must be used in compliance risk assessment and have had its Scafftag signed off by a supervisor. It should be located to the area of work in a safe manner via identified pedestrian routes.
- Cabling will be installed to cabletrays provided by others in compliance with the risk assessment.
- Cabledrums to be securely fitted to cablerunners which will be located in a safe area.
- Plastic cabling ties which are fixed at least 500mm intervals will be used to secure cabling to cabletrays these will be trimmed once tightened using sidecutters.

#### 2<sup>nd</sup> fix works

Carry out the installation of antennae, head-end equipment, fibre optic splitters, patch panels, and Fibre splice termination boxes in compliance with the scope of works, taking into account any requirements detailed in the method statement and risk assessment.

#### Antennae:

- Access to the roof area will be via identified access routes.
- Antennae equipment will be manually carried to the identified roof area, in compliance with manual handling risk assessment.
- Equipment will be fixed using galvanised bolts and brackets to bracketry provided by others which will be tightened with ratchet spanners.
- From the antennae, cabling will be fixed using plastic cable ties at 500mm intervals to cabletrays provided by others to the head-end equipment.

#### Head-end equipment:

- The head-end equipment will be fitted, using self-tapping screws, in an IP rated enclosure which will be bolted, using galvanised M8 bolts, to unistrut provided by others within 10 metres of the antennae location on the roof.

#### Fibre optic splitters:

- The fibre optic splitters will be installed using panhead screws within data cabinets provided by others in locations as shown on schematic drawings issued.
- Fibre optic cabling will be spliced to

#### Fibre Splice termination boxes:

- Will be fixed to backboards (by others) in apartment utility cupboards using self-tapping screws.

#### Fibre optic cable termination:

- Fibre optic cabling will be terminated by trained staff only.
- A Splice sleeve will be inserted onto the required stripped core.
- The required fibre optic cable will be stripped using a toggle type cable stripper for the sheath and a core stripper for the core.
- The Stripped core will be cleaned using a ISO alcohol wipe.



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- Cable will be cleaved using a fibre cleaver, offcut sharps will be disposed of in a sharps bin.
- Cable will be inserted into the fusion splicer, the cover will be closed, splicer will then automatically adjust and splice the cable ends.
- Once splicing is complete the machine will sound and the cable will be removed, the exposed spliced core will be covered with the splice sleeve and will then be transferred to the heating oven, the cover will be closed and the oven will then automatically melt the splice cover onto the fibre core.
- Once the process is complete the machine will sound and the completed splice will be carefully removed and placed in the cooling trough for a minimum of

All works are based on documentation issued for tender:

## 2. Scope of works

### Basic Overview of the System

Based on the drawings issued a single system will be installed to serve each plot, this will be served from antennae installed on the roof. Distribution within each block will be via a single mode fibre optic cabling system.

From the fibre optic distribution splitters located in the main electrical riser within each core, a single fibre optic cable will be installed to each apartment utility cupboard, where it will be terminated and patched on to a Gateway Termination Unit.

All apartment coaxial cabling (installed by Cilantro) will be terminated and connected to the Gateway Termination Unit.

All socket outlets will be fitted and signal levels recorded and documented as part of the commissioning works.

The system will comprise:

#### Antennae

The Satellite dish and TV and Radio Aerials shall be installed at roof level of each plot. The exact positions and type of fixing required is to be confirmed after a site visit, as the final positions will be subject to local reception conditions (Aerial Reception tests will need to be carried out once access is available).

Coaxial cabling will be installed from the antennae to the antennae head-end location.

#### Antennae Head-end

Located within 2 metres of the antennae, an IP rated antennae termination enclosure will be installed which will house the Main head-end equipment and will comprise of filtering, combining, amplification and coaxial to fibre optic converter units.



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## **Fibre optic antennae cabling**

From the antennae head-end 1no. 2 core single mode fibre optic cable will be installed to the fibre optic distribution equipment enclosures, see system schematics for further details

## **Fibre optic distribution equipment**

32 way fibre optic distribution splitters will be installed within the risers at specified floor levels within each core (Refer to schematic drawing).

## **Fibre optic apartment feed cabling**

From the distribution equipment in risers 1no. 2 core single mode fibre optic cable will be installed to each apartment utility cupboard and terminated onto a SC/APC module outlet socket.

## **Apartment distribution cabling (Installed by Cilantro)**

From the utility cupboard:

Lounge: 2no. 7mm double screened WF100 coaxials.

Master bedroom: 2no. 7mm double screened WF100 coaxials.

## **Apartment distribution equipment**

1no. quad and 1no. dSCR fibre to coaxial gateway termination unit will be installed in each apartment utility cupboard. All internal coaxial cabling will be connected to these units.

## **Outlets**

All lounge and Master Bedroom outlets will be 2 gang type fitted with a Quad type fully screened module TV, Radio, Sat 1 & Sat 2.

## **Testing**

On completion all outlets will be tested to ensure correct operation, with levels being recorded at reference frequencies to allow insertion into a commissioning document.

All signal levels out of all active equipment will also be recorded and inserted into the commissioning document.

### **3. Location of Activity**

Roof, internal risers and apartments.





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## 4. Duration of Activity

TBA – Dependant on main contractor programme, labour levels will be adjusted as needed.

## 5. Plant and Equipment

The equipment on site shall consist of, but not be limited to the following:

Cordless drills

Hand tools

Harnesses and lanyards

## 6. Temporary Lighting & Power

Lighting and power to the workface will be provided by means of the permanent lighting and power installation. Local task lighting will be provided as necessary.

## 7. Personnel / Training

Competent CSCS qualified personnel.

Scaffolds will only be used if they have been checked and signed off by a PASMA registered operative using Scafftags attached to the scaffold.

MEWPs only to be used by operatives with IPAF licences.

## 8. Sequence of Operations

- All operatives to ensure they have completed Ballymore online induction and site specific inductions before gaining any access to site. At this induction all other qualifications such as (PASMA/IPAF etc) should be presented.
- All relevant risk assessments and method statements should be read and signed by the operatives before work is to commence on site.
- All works to be planned and other trades to be notified of work commencing in the area.
- All PPE (Hard Hat, Gloves, Glasses, Safety Boots, Hi Viz) to be worn at all times on site and also to ensure task specific PPE is also worn when applicable (including Ear Defenders).
- Work area to be inspected daily prior to commencing
- All operatives to be aware and adhere to all of the site rules.
- Identify area for work to take place and implement safe working procedures. Ensure that plant and equipment is checked before use and ensure that it is fit for purpose, Fill in and sign off all Scafftag labels as required.
- Ensure place is well lit, using task lighting as required.
- Distribute materials to desired locations
- Ensure that all plant and materials are kept tidy at all times to prevent slips, trips and falls.
- If working from a mobile scaffold the scaffold is to be signed off by an authorised PASMA certificated operative prior to use. Once the tower has been built, it is checked over before use and Scafftagged. In addition, a working at height toolbox talk will be carried out.
- Podiums should also be checked before use and Scafftagged



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- Plan the installation in line with the latest coordinated drawings.
- Carry out required works as needed in each area and as detailed in Description of activity.
- Ensure work area is clear of unused/waste materials on a daily basis.

## 9. Inspection and Testing

Installation to be tested in accordance with CAI code of practices. See separate Testing and commissioning method statement. Certification to be issued upon completion.

## 10. Access Arrangements

Access and egress will be via site roads and footpaths detailed by site management. Any changes to site access and egress routes will be relayed to all site operatives. All operatives are to sign in the site management register located in site offices.

## 11. Manual Handling Activities

To be carried out in compliance with General good practice and Risk assessments. Toolbox talks on manual handling to be conducted for all employees.

## 12. Personal Protective Equipment

To comply with working on site all staff will wear the minimum PPE as follows:-

- 11.1 Hard Hat
- 11.2 High Visibility Vest
- 11.3 Safety boots with toe and mid-sole protection
- 11.4 Hand Protection (Mandatory at all times)
- 11.5 Eye Protection (goggles Mandatory at all times, goggles to be utilised for site specific tasks)

To ensure safety during the works our staff will wear the following, in addition to the above as required by the risk assessment.

- 11.6 Ear Defenders when required
- 11.7 Face Masks when required

All PPE will be inspected and be in good condition and conform to all current BSEN standards.



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### 13. Communications

Our site supervisor to complete daily site briefings for the tasks being carried out. Operatives will communicate via mobile telephones, used only in safe areas.

### 14. Reporting of Accidents Incidents and Near Misses

All accidents, incidents and near misses are to be reported to the site management as soon as is reasonably practicable.

All accidents are to be recorded in the site management accident recording systems held on site no matter how minor and also to be recorded in any other accident reporting system.

### 15. Emergency / First Aid Arrangements

In the case of an emergency, site management procedures should be followed in line with the health and safety policy. In the first instance seek help and also locate a first aider.

Site management will be providing first aid trained supervisors and these people will be identified to you during induction.

First aid kits will be provided in site management offices, all emergencies and incidents should be reported to supervisors and management.

### 16. Procedure for changes to planned activities

Look ahead board will be provided by site management to display any planned/changed site conditions and the hazards which they involve. If there are any changed activities that this risk assessment does not cover, the risk assessment should be revised and re-issued for approval.

### 17. Safety documentation / Permits Required

All operatives are to have read this method statement and sign the attached sheet, to confirm their understanding of the content. If permit to work areas have been set up then this must be adhered to using the correct channels.

### 18. Waste Management and Housekeeping

All materials and equipment are to be stored in agreed locations with site management. No materials are to be left in any locations except designated areas.

All waste / excess materials will be removed upon completion to rubbish bins supplied.



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**Appendices: -**

**None**



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## Risk Assessment & Method statement Register

<b>CONTRACT</b>	Royal Wharf, Phase 3B, North Woolwich Road, London, E16 2BG	<b>JOB No.</b>	JS18677
<b>METHOD STATEMENT NO.</b>	JS18677RMS	<b>Sheet No.</b>	1
I CONFIRM I HAVE HAD AN EXPLANATION OF OUR METHOD STATEMENT & FULLY UNDERSTAND THE SAFE SYSTEM OF WORK TO EMPLOY.			

NAME (PRINT)	SIGNATURE	COMPANY	ISSUE DATE