

# Health & Safety - Risk Assessment & Method Statement

Job Reference	Version No.	Issue Date	Authorised By

Project Details			
Project Title	Instellation of ORSY – Organised Stock System		
Site Address			
Scope of Works	To install an ORSY racking system and fill with initial stock. Example of system, this is a free standing racking system for holding small consumable items.		
Start Date		No. of Workers	2
Duration		F10 Notifiable	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Duty Holders		
Position	Name	Contact Details

Project Team		
Position	Name	Contact Details

# Health & Safety - Risk Assessment & Method Statement

Project Management	
Aims for the Project	Install low level racking into designated area. Load racking with consumables and label.
Coordination & Communication	Site induction before commencement of work. Operatives aware of their work responsibilities.
Training and Consultation	Training in the installation of the system is received by any operative who may install it. Training relating to any specific hazards on site is the responsibility of the customer (covered during induction).
Supervision and Monitoring	None appropriate – only Würth operatives on site installing the system. Monitoring of activities may be conducted by the customer.

Site Management	
Security and Access	Visitors passes carried at all times, obtained from reception. Induction completed if required by the customer
Parking and Loading	Parking and Loading/unloading is to be in a safe location within reasonable distance if installation.
Welfare Facilities	First Aid kit available onsite. Knowledge of local hospitals. Any emergencies or accident to be reported to site contact.
Protection of Others	Walkways and working areas to be kept clear of any debris, tools and materials. Always follow pedestrian routes, do not alter fencing that forms these routes.

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Site Rules	
Permit-to-Work	
PPE	No PPE is required relating to the task. Gloves may be worn if required. Additional Covid PPE may be requested by customer. Any PPE relating to any specific hazards on site is the responsibility of the customer to cover during induction.
Training Requirements	Induction training if required by site must be undertaken.
Other	The customer is requested to ensure that no personnel are in the area at the time that the ORSY system is being installed, although no specific risks are identified relating to this.

Emergency Arrangements	
Fire and Evacuation	In the event of any fire, the customer's instructions given within the site induction should be followed.
First Aid	Report to site contact for any accident or incidents
Spills / Leaks	n/a
Other	n/a

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Equipment / Substances
1/4" socket set Spanner Cable Ties M5 x20 nuts with bolts Safety Knife Labeller

Hazard Checklist		
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Hot Works	<input type="checkbox"/> Pressure Systems
<input type="checkbox"/> Biological / Contamination	<input checked="" type="checkbox"/> Housekeeping	<input type="checkbox"/> Radiation
<input type="checkbox"/> Compressed Gasses	<input type="checkbox"/> Lead	<input checked="" type="checkbox"/> Slips / Trips
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Lifting Equipment / Operations	<input type="checkbox"/> Structural Stability
<input type="checkbox"/> Dangerous Equipment	<input type="checkbox"/> Lone Working	<input type="checkbox"/> Temperature
<input type="checkbox"/> Dusts / Fibres	<input checked="" type="checkbox"/> Manual Handling	<input type="checkbox"/> Traffic Movements
<input type="checkbox"/> Electrical Services	<input checked="" type="checkbox"/> Members of the Public	<input type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Environmental	<input type="checkbox"/> Noise	<input type="checkbox"/> Vulnerable Workers
<input type="checkbox"/> Excavations	<input type="checkbox"/> Non English Speaking Workers	<input type="checkbox"/> Work at Height
<input type="checkbox"/> Explosives	<input checked="" type="checkbox"/> Occupied Premises	<input checked="" type="checkbox"/> Work Equipment
<input checked="" type="checkbox"/> Fire / Evacuation	<input type="checkbox"/> Other Contractors	<input type="checkbox"/> Working Near Water
<input type="checkbox"/> Gas Services	<input type="checkbox"/> Overhead/Buried Services	<input type="checkbox"/> Working Outdoors
<input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Poor Lighting	<input checked="" type="checkbox"/> Workplace Layout / Access
<input type="checkbox"/> Other:		

	Likelihood	Improbable	Unlikely	Possible	Likely	Imminent	
<b>Severity</b>	X	1	2	3	4	5	
Negligible	1	1	2	3	4	5	Low
Minor	2	2	4	6	8	10	Med
Moderate	3	3	6	9	12	15	High
Major	4	4	8	12	16	20	
Fatality	5	5	10	15	20	25	

  

<p><b>Action Priority</b></p> <p style="background-color: #4CAF50; color: white; padding: 2px;">Low</p> <p style="background-color: #FFC107; color: white; padding: 2px;">Med</p> <p style="background-color: #FF0000; color: white; padding: 2px;">High</p>	<p>Lower Risk - Acceptable Level</p> <p>Medium Risk - Action Required</p> <p>Higher Risk - Immediate Action</p>
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Significant Hazards and Risk Description	Likelihood (1-5)	Severity (1-5)	Risk Rating	Controls to Eliminate or Reduce the Risk	Residual Risk
<b>Manual Handling</b>	3	4	12	Lifting aids or 2 man lifting. Each individual should assess each item and following and follow safe lifting and moving procedure.	LOW
<b>House Keeping/Slips, Trips and Falls</b>	3	3	6	Good Housekeeping. Clean up any rubbish around site. Clear egress/access to site Walkways kept clear from obstruction	LOW
<b>Environmental</b>	1	2	2	Ensure all waste is disposed of in the correct waste bins. Separate wast as per customer instructions, ie chemicals/General waste. No chemicals are to be used.	LOW
<b>Occupied Premises/Members of the Public</b>	2	3	6	Safety barrier and signs as required Clear all debris as work procedes and at the end of the day. Notify any risks to site contact	LOW
<b>Work Equipent</b>	1	2	2	Hand tools only - No electrical or battery powere tools to be used	

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## Safe System of Work

- 2.1 Arrival on site – report to site contact and undergo any required induction training.
- 2.2 Ensure that the customer has provided a safe means of access and egress from the area where the racking is to be installed. Any problems should be referred to the customer and no further works conducted until they have fulfilled their obligations.
- 2.3 Transport racking to point where installation is required. This is flat pack and no elements will exceed appropriate weights for manual handling safety.
- 2.4 Assemble racking – socket set and spanners used.
- 2.5 Ensure that the area is clear of all packaging – this should be placed in the customer’s appropriate waste receptacle – or removed from site and returned to a WURTH location for appropriate recycling / disposal.
- 2.6 Transport stock from vehicle to the racking site – ensuring that appropriate loads are taken over multiple trips.
- 2.7 Place items on to racking
- 2.8 Remove any packaging from the area and manage as in 2.5
- 2.9 Once works completed, follow the customer’s signing out procedure.

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**Induction and Briefing Record** - Signing below confirms this H&S plan, risk assessment, method statement, and any referenced supporting documents have been read/explained and understood, and that controls will be complied with. Work is to cease immediately and management informed before any variation.

Date	Name	Signature

## Record Of Revision

Review Date	Assessed By	Job Title	Signature	Approved By	Date
11/2021	Nina Tremain-Short	HSEQ Co-Ordinator	Nina TS	Helen Collarbone	