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***Method Statement, Risk Assessment & COSHH Assessment***

**Client** :  
**Main Contractor** :  
**Estate Name** :  
**Estate Number** :

**Description of Works**

The manufacture and installation of replacement GRP front rear and shed door assemblies, in domestic properties.

**Typical description of the surrounding area and environment**

The surrounding area consists of occupied dwellings typically located in residential housing estates with some overlapping commercial buildings, shops, schools, nurseries and play areas.

**Estate specific description of the surrounding area and environment including local schools and other prevalent information**

Location of Nearest Hospital :  
:  
:  
:  
:

Location of Nearest Fire Station :  
:  
:  
:  
:

**Site Management**

Managing Director	John Piper	01273 515103	
Company Manager	David Mayers	01273 515103	07774 229602
Contracts Manager	John Powell	01273 515103	07785 295606
Resident Liaison Office	Wendy Mayers	01273 515103	

**Formal statement of the Health & Safety Policy of E J Group Limited when working as a nominated sub contractor**

It is the policy of E J Group Limited that its work be carried out to a conclusion in accordance with the requirements set out in the 'Health & Safety at Work Act 1974' and all other related legislation and Statutory Provisions, and that all reasonably practicable measures be taken to ensure the minimum risk to the health and safety of its staff, sub-contractors and others who may be affected.

**Welfare Facilities**

Welfare and WC facilities have been provided in the site compound at . . . . . *insert site address* . . . . . All E J Group Limited personnel are to be inducted by the Main Contractor on site rules and use of welfare facilities

**Site Storage**

Materials will be delivered to the site compound or property addresses by E J Group Limited transport and stored in the containers provided. All E J Group Limited personnel are to be inducted by the Main Contractor on site rule, welfare facilities and use of storage.

**Asbestos Register**

The Clients asbestos register will be checked prior to installation. No works will be carried out unless a full entry has been made against the specific property on the register.

**Resident Liaison**

The Contracts Manager or Resident Liaison Officer will contact the Resident and agree a mutually convenient installation date. Installation dates will generally be given 7 days in advance and the resident will be advised of an approximate start time.

**Distribution to Work Area**

Distribution of materials from the site compound to the properties will be carried out by the installation engineers in their vehicles. Due care will be taken to ensure that sufficient manpower is available to load door assemblies.

## **Movement of Vehicles / Site Access**

The work area is typically located in residential housing estates. Due to their nature these areas are busy at all times. Care will be taken to ensure that the vehicles are driven within the restriction of the speed limit and confines of the law at all times. Vehicles will only park outside the property on which they are working and only in designated car parking areas. Door assemblies will be carried to the installation area by the installers and care will be taken to ensure that sufficient manpower is available to do so. Extreme care will be taken to minimize the disruption and inconvenience to residents, neighbours, members of the public and other road users.

## **The Works**

The works will involve the removal of existing timber doors and the installation of replacement GRP door assemblies in low rise domestic structures. Before commencement of works the door assemblies will be checked for height, width, depth and handing. If there is a telephone cable attached to, or in the vicinity of the existing door frame, the operation of the telephone must be checked prior to starting work.

Although an asbestos survey will have been carried out, a further inspection of the localized area will be carried out. If there is evidence of asbestos in any form, work will not proceed and the Contracts Manager will be informed.

Protective dust sheets will be laid to protect furnishings in and around the working area. Clearly mark the working area and display hazard warning signs where necessary.

Remove existing door causing as little damage as possible. Wherever possible, frames will be removed whole. In the event of this being impracticable, frame members will be cut, unscrewed and removed as appropriate. All debris will be stored in the installer's vehicle and disposed of in the skips provided in the site compound at the end of each working day.

Install the replacement door assembly with through fixings, ensuring it is square and plumb and without twisting or distortion. Packing pieces will be used to centralize the frame in the opening and fixings will be no greater than 600mm apart and a maximum of 150mm from the corner of the frame, as the structure dictates.

Voids around the frame will be filled with expanding foam and the frame sealed to the structure with silicone sealant and finished with cover moulds if necessary.

Carefully clean the door leaf, frame and surrounding area and clear away all tools, dust sheets and safety signs. Thoroughly clean the working area ensuring there is no debris remaining. If there were telephone cables in the vicinity, check that the telephone is operational. Explain the actions of the door and locks and leave operating instructions with the resident for their perusal and further reference.

## **Code of Conduct for all Employees Working In and Around Domestic Properties**

This work involves the installation of doors in domestic properties, some of which may be void but the majority of which are fully occupied throughout the duration of the works. The reality of this is that we are working in people's homes and in order to safeguard the residents, their possessions and property as well as ensuring our own protection and well-being, engineers must adhere strictly to the following code of conduct.

## **Introduction**

If engineers are unable to attend a pre-arranged appointment for any reason, the Contracts Manager must be informed in order that alternative arrangements can be made and the resident can be informed. It is imperative that residents are kept informed at all times. When engineers introduce themselves to the resident, their identification must be shown whether it is requested or not.

## **Security**

If the resident is not at home at the pre-arranged appointment, or if the property is occupied by minors and/or friends and neighbours, works cannot be carried out. Likewise if the resident decides to leave the property whilst operations are in progress, works must stop immediately and engineers must leave the property ensuring it is secure. At no time can works be carried out in occupied properties that are unattended.

In the event that personal, private or valuable items have been left lying around, the resident must be invited to put them away in a safe place. Likewise engineers are not to leave personal, private or valuable items in the property.

## **Personal Behaviour**

It is essential that engineers conduct themselves at all times in a manner which will avoid the following:

Rudeness and bad language of any description

Argument or conflict, whether verbal or physical

Over-familiarity, whether verbal or physical

Any form of sexual activity or innuendo

Likewise if the engineer feels that the resident is subjecting them to any of the above, the premises must be left immediately and the incident reported to the Site Manager.

## **General Behaviour**

No opinions, derogatory or judgmental comments about the Clients policies or procedures are to be made under any circumstances.

Under no circumstances can the resident's electrical goods or appliances be used.

Under no circumstances can the resident's telephone be used unless it is to call the emergency services.

Noise to be kept to an absolute minimum and no transistor radios etc. are allowed at any time.

Idle chatter, loud behaviour and horseplay are not allowed at any time.

There is to be no smoking in any property, gardens or surrounding area.

Company vehicles are to be left locked at all times if unattended.

## **Risk Assessment**

The purpose and function of the E J Group Limited risk assessment policy is as follows:

- (a) To identify operations, tasks and processes which may foreseeably cause harm to employees, residents, children, pedestrians and members of the public.
- (b) To identify the potential of the hazard being realised, and the potential consequences which might then occur (risk).
- (c) To enable a risk assessment to be developed which will assist in eliminating or reducing risk.

When an evaluation of risk has been considered, prevention and protection will be applied, the principles of which, in summary, are to:

- i) Avoid risk.
- ii) Combat risk at source.
- iii) Change the method of work to suit the individual.
- iv) Make use of technological developments.
- v) Incorporate control measures into procedures within an overall planned structure to reduce risk.
- vi) Give precedence to controls which cover the whole workforce or activity.
- vii) Provide information and training to employees and others.
- viii) Confirm that a safety culture is in place.

The E J Group Limited risk assessment will be prepared based on the following criteria and method outlined below.

The risk factor is calculated by multiplying the possible severity of an accident by the probability of its occurrence, giving a total score from 1-25. This number indicates the priorities for risk control.

### **Risk Assessment - Possible Severity**

1. Minor injury (cut with first aid treatment)
2. Injury/disease (up to 3 days prevention of normal work)
3. Reportable injury (over 3 day's prevention of normal work)
4. Major injury (as defined in RIDDOR – section 14.1)
5. Death

### **Risk Assessment - Probability of Occurrence**

1. Improbable (unlikely to happen)
2. Possible (seldom happens)
3. Likely (occasionally happens)
4. Very likely (frequently happens)
5. Almost certain (certain to happen)

### **Risk Assessment – Risk Factor**

- |       |                           |
|-------|---------------------------|
| 1- 4  | No action or low priority |
| 5-8   | Low priority action       |
| 9-10  | Medium priority action    |
| 11-18 | High priority action      |
| 19-25 | Immediate action          |

**Risk Factor = Possible Severity (S) x Likelihood of Occurrence (L)**

**Possible Severity**  
**1 - Minor injury**  
**2 – Injury (up to 3 days prevention of normal work)**  
**3 – Reportable injury (over 3 days prevention of normal work)**  
**4 – Major injury (as defined in RIDDOR)**  
**5 – Death**

**Likelihood of Occurrence**  
**1 – Improbable**  
**2 – Possible (seldom happens)**  
**3 – Likely (occasionally happens)**  
**4 – Very likely (frequently happens)**  
**5 – Almost certain (certain to happen)**

<b>Process or Activity</b>	<b>Hazard or Risk</b>	<b>Risk Factor</b>	<b>Control Measures</b>
Door surveying.	Hazards associated with working in residents homes.	2 x 3 = 6	Client to be advised before surveying commences. Main Contractor to be advised before surveying commences. Client to advise resident of imminent survey. At risk register to be consulted before surveying commences. Client shall provide information about any significant and known risks.
Door surveying.	Breathing in asbestos fibres.	5 x 1 = 5	Surveyor shall not disturb any existing finishes. Contracts Manager will check asbestos register prior to survey. Client to provide information about known hazards.
Door surveying.	Contact with drugs and redundant syringes.	5 x 1 = 5	At risk register to be consulted before surveying commences. Vigilance to be maintained throughout entire survey. Sturdy footwear to be worn at all times.
Door surveying.	Contact with pets.	3 x 3 = 9	Resident must be informed prior to survey commencing. Resident must be asked to control/contain pets.
Door surveying.	Hazards associated with working with at risk residents	3 x 3 = 9	Client to be advised before surveying commences. Main Contractor to be advised before surveying commences. Client to advise resident of imminent survey. At risk register to be consulted before surveying commences. Surveyor must be accompanied by Main Contractor/RLO or social services personnel if there is deemed to be a risk from the resident.
Door surveying.	Falls from height.	3 x 1 = 3	Surveyors will not use ladders or similar equipment.

**Risk Factor = Possible Severity (S) x Likelihood of Occurrence (L)**

**Possible Severity**  
**1 - Minor injury**  
**2 – Injury (up to 3 days prevention of normal work)**  
**3 – Reportable injury (over 3 days prevention of normal work)**  
**4 – Major injury (as defined in RIDDOR)**  
**5 – Death**

**Likelihood of Occurrence**  
**1 – Improbable**  
**2 – Possible (seldom happens)**  
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<b>Process or Activity</b>	<b>Hazard or Risk</b>	<b>Risk Factor</b>	<b>Control Measures</b>
Working in an occupied building.	Injury to residents, children, pedestrians, members of the public and visitors to the dwelling.	3 x 3 = 9	Clearly mark, control & supervise area. Display hazard warning signs.
Working in an occupied building.	Risk of damage to furniture or furnishings in or around the working area.	n/a	Remove furniture from working area before operations commence. Protect furnishings with dust sheets.
Working in an occupied building.	Contact with debris from drug misuse i.e. discarded hypodermic needles.	5 x 1 = 5	Check working area before commencing operations. If debris is encountered inform the Contracts Manager to arrange it's safe removal.
Working in an occupied building.	Lone working risks to tradesman.	3 x 1 = 3	Engineers always work in pairs. Residents must be in attendance.
Using power tools.	Trip hazard caused by tools left lying around.	2 x 3 = 6	When not in use tools must be stored away. Good housekeeping practices at all times.
Scaffolding.	Death or head injuries from falling objects. Injury from unstable structures.	5 x 3 = 15	All scaffolding erected by approved scaffolders to the minimum requirements of the Client. Netting over doorways (e.g. working area). Protective headwear worn as a compulsory item under scaffolding.
Lifting of doorsets or materials.	Back ache or muscle strain caused by manual lifting.	3 x 3 = 9	Lifting to be carried out in accordance with the manual handling regulations 1982. All lifts should be under 25ks per person.
Cleaning with low toxicity chemicals.	Skin allergies, ingestion or splashes in the eyes from chemicals used for cleaning.	2 x 3 = 6	Consult COSHH safety data sheets before use. Use personal protective equipment when using. Ensure that chemicals are stored away in water tight containers.
Glazing into prepared frames.	Cuts and chips of glass in the eyes.	3 x 3 = 9	Ensure that PPE is used when handling double glazed units. Ensure that DGU's are stored away from working areas.
Sealing around finished doorsets or applying expanding foam.	Skin allergies, ingestion or stray particles of foam or sealer in the eyes.	2 x 4 = 8	Consult COSHH safety data sheets before use. Gloves & safety glasses should be used when applying expanding foam or sealants.
Fixing new doorsets into prepared openings.	Stray particles of dust in the eyes when drilling fixing holes.	2 x 3 = 6	Wear protective goggles when drilling fixing holes.
Removing existing door & frame.	Cuts, splinters and stray particles into the eyes.	2 x 4 = 8	Wear PPE at all times when carrying out this process. Remove frames whole if possible to minimize debris.
Untidy working area (poor housekeeping)	Slips, trips & falls on debris. Penetration of feet by nails.	3 x 4 = 12	Wear safety boots at all times. Transport debris to van on removal. Ensure working area is clean & tidy at all times.