Control of Contractors Guidance:

**Risk assessment method statement template**

|  |  |  |
| --- | --- | --- |
| **1. Contractor Company:** | **Public Health Wales** **Safety No. (tbc after PPQ has been developed)** | **2. Public Health Wales area where work is to be done:** |
| **3. Exact location of work:** | **4. Order number:** |
| **5. Job description:** |
| **6a. Anticipated start date:** | **6b. Anticipated end date:** | **7. Duration of work:** |

|  |
| --- |
| **8. Access and egress:****To and from the normal place of work. This MUST be specific as all other areas become prohibited.** |
|  |
|  |
| **a. Assembly point:** |
|  |
|  |
| **9. Number of employees:** | **10. Emergency telephone number: (24 hour)** |
| **11. Equipment:** |
| **a. To be used:** | **b. Safety precautions required:** |
|  |  |
|  |  |
| **12. Personal protective equipment To be used:** |
| **a. Type:** | **b. Make and Model:** | **c. To protect against:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **13. Hazardous substance to be used:** |
| **a. Hazardous Substance:** | **b. Risk to Health?** | **c. Controls required:** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 14. **Sub-contractors to be used: All must be Public Health Wales approved and have their own Method Statements (attach here)** |
|  |
| **15. Technical content of the job:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **16. Risk assessment of the work to be done. What/Who are the:**  |
| **a. Hazards?** | **b. Risk to people?** | **c. Controls to be used?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **17. Safety content of the job:****Using ALL the controls listed above in 8,11,12,13,14,15 and 16, describe clearly how you are going to complete the work:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **18. Environmental risk assessment of work to be done. What are they?**Environmental assessment and controls to prevent/minimise impact on environmentConsider the work/tasks to be undertaken and how this may impact the environment. For each identified impact event, briefly describe the mechanism and scale and state control measure to be employed. |
| **Impact on the environment** | **Y/N** | **Mechanism of release – accidental spillage of fuel oil, waste not being contained, excavation - dust generation** | **Control measures – bunds, skips,**  |
| Will the project generate waste? If yes, then how will the waste be generated and disposed of? |  |  |  |
| Is diesel/oil/grease being brought on site? If yes, indicate spillage and disposal arrangements. |  |  |  |
| Are chemicals and other harmful materials being used during the project?If yes, how will they be contained or stored? |  |  |  |
| Will the project create any emissions (dust or fume) to the atmosphere (air)? If yes, how will the emissions be produced and controlled? |  |  |  |
| Will the project create any effluent?If yes, what effluent will be generated and how will it be disposed of? |  |  |  |
| Is there a potential for noise to be generated from the project?If yes, how will it be assessed and managed? |  |  |  |
| Is there a potential for light to become a nuisance?If yes, how will it be assessed and managed? |  |  |  |
| Is there a potential for the project to create smoke, fume or an odour?If yes, how will it be assessed and managed? |  |  |  |
| Are there other environmental considerations that will need to be considered, assessed and managed? |  |  |  |
| 19a. I being the Supervisor understand the requirements of this Method Statement and will communicate the information contained within to the working party. |
| SUPERVISOR SIGNATURE | PRINT | DATE |
| 1 |  |  |
| 2 |  |  |
| 19b. I being the Supervisor have consulted the asbestos register and fully understand where asbestos is present and have communicated this information to the working party. |
| SUPERVISOR SIGNATURE | PRINT | DATE |
| 1 |  |  |
| 2 |  |  |
| 19bc. Working party – I have been fully briefed and understand the requirements of this Method Statement. |
| SIGNATURE | PRINT | DATE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |