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# Wall and Floor Tiling (Richmond Ceramics)

## Contents

**Richmond Ceramics**  
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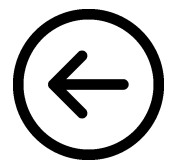


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# Scope of Works



Description of Works	QTY	UOM
<b>Ground Floor</b>		
<b>Reception M-0-02a &amp; Visitor Waiting Area M-0-02b &amp; Circulation M-0-02</b>		
Floor Tiling - Johnson Zion ZIN03N Flint Natural 600x600x9.2mm (tile as requested by Architects)	82.8	m <sup>2</sup>
<b>Search Room A M-0-06</b>		
Floor Tiling - Johnson Zion ZIN03N Flint Natural 600x600x9.2mm (tile as requested by Architects)	6	m <sup>2</sup>
<b>Search Room B M-0-07</b>		
Floor Tiling - Johnson Zion ZIN03N Flint Natural 600x600x9.2mm (tile as requested by Architects)	5.8	m <sup>2</sup>



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## Certificates/Warranties/Guarantees

N/A



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# Cleaning and Maintenance Regimes



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## Cleaning and Maintenance Regimes

This maintenance schedule for **P23-027 The Range, Stowmarket** is to be followed from PC date **24/10/2024** year on year to ensure all plant and equipment is kept within warranty.

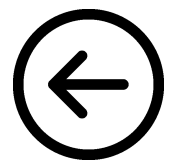
Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ **Blue – Recommended** ✓ **Red – To Maintain Warranty**

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Floor Tiling - Johnson Zion ZIN03N Flint Natural 600x600x9.2mm	✓									Vacuum area then Mop (use two bucket method of cleaning). Using Lithofin Easy Care cleaner.

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# Data Sheets



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## Building Manual 4

<b>CLIENT:</b>	<b>Winvic Construction Ltd</b>
<b>SITE:</b>	<b>E23-035 - The Range, Plot 4000 Fit Out Works, Stowmarket IP14 5GZ</b>
<b>DATE:</b>	<b>July 2024</b>

Page	Description
1	Product Info
2	Product Data Sheet
3-13	RAMS

<b>Data Sheet - Floor Tiling - Johnson Zion ZIN03N Flint Natural 600x600x9.2mm</b>	
Product Code – ZIN03N 600x600	Range – Otta
Adhesive used = Palace Trade Flex Adhesive	Tile Colour – DAGF04
Grout Used = Mapei FF Grout	Tile Size = 600x600x10mm

# ZION PRODUCT DATA SHEET



Range	Zion
Category	Stone, Floor Tiles, PTV 36+ Tiles
Collection	Select Collection
Short Code	ZIN03N
Colour	Flint
Finish	Natural
Wall Suitability	Internal & External
Floor Suitability	Internal Only
Wet Barefoot	-
Material	Un-glazed Porcelain
Classification	Bla
Light Reflectance Value	22.00
CSV	V2
PTV (4S)	Wet 36+ Dry 36+
PTV (TRL)	-
R Value	10
Wet Ramp	-
PEI	-
Traffic	Commercial

#### Available Sizes

600x600x9.2mm  
600x300x9.2mm

#### Samples Service

Tel: +44 (0)1782 524 043  
Fax: +44 (0)1782 577 379  
Email: [samples@johnson-tiles.com](mailto:samples@johnson-tiles.com)

#### Technical Helpline

Tel: +44 (0)1782 524 111  
Fax: +44 (0)1782 577 379  
Email: [techadvice@johnson-tiles.com](mailto:techadvice@johnson-tiles.com)

[www.johnson-tiles.com](http://www.johnson-tiles.com)

Physical Properties	Requirement	Test Result
<b>Length/Width</b> EN ISO 10545-2	±0.6% ≤ ± 2mm	±0.1%
<b>Thickness</b> EN ISO 10545-2	±5% ≤ ± 0.5mm	±4%
<b>Straightness of Sides</b> EN ISO 10545-2	±0.5% ≤ ± 1.5mm	±0.1%
<b>Rectangularity</b> EN ISO 10545-2	±0.5% ≤ ± 2mm	±0.25%
<b>Surface Flatness</b> EN ISO 10545-2	±0.5% ≤ ± 2mm	±0.25%
<b>Water Absorption</b> EN ISO 10545-3	≤0.5%	≤0.1%
<b>Modulus of Rupture</b> EN ISO 10545-4	≥35N/mm <sup>2</sup>	≥40N/mm <sup>2</sup>
<b>Thermal Shock</b> EN ISO 10545-9	Pass	Pass
<b>Frost Resistance</b> EN ISO 10545-12	Resistant	Resistant
<b>Chemical Resistance</b> EN ISO 10545-13	Min Class B	Class A
<b>Stain Resistance</b> EN ISO 10545-14	Min Class 3	Class 5
<b>UV Colour Resistance</b>		Unaffected by light
<b>Fire Rating</b> Not Applicable	N/A	Class A IFL Non Combustible
<b>Weight/m<sup>2</sup></b> Thickness: 8.5mm Thickness: 9.2mm		21.19kg 21.88kg

Tile colours shown on this data sheet are as accurate as the limitations of the printing process will allow. Due to the manufacturing process of all floor tiles there may be small variations in slip resistance. The slip resistance values provided are accurate at the time of testing and represent the standard production value. Please note, inadequate cleaning and maintenance will lead to a significant reduction in the slip resistance of any tiles. The pendulum test results are displayed in line with The Health & Safety Executive guidelines whereby 0-24 represents a high slip potential, 25-35 signifies a moderate slip potential and 36+ represents a low slip potential. All figures are accurate at the time of this data sheet's creation. (11/07/2024). Johnson Tiles Limited, Harewood Street, Tunstall, Stoke-on-Trent, ST6 5JZ. Registered in England No. 15600432. © 2024 Johnson Tiles. All rights reserved.

Est. 1901  
**JOHNSON**  
TILES

## RISK ASSESSMENT & METHOD STATEMENT

<b>CLIENT:</b>	<b>Winvic Construction Ltd</b>
<b>SITE:</b>	<b>P23-027 - The Range, Plot 4000 Fit Out Works, Stowmarket</b>
<b>DATE:</b>	<b>April 2024</b>

<b>ACTIVITY:</b>	<b>Wall and Floor tiling (including grouting)</b>
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THE WRITTEN PERMISSION OF THE MANAGING DIRECTOR**



# RICHMOND CERAMICS

## RISK ASSESSMENT & METHOD STATEMENT

Job Ref: The Range, Plot 4000

Date: April 2024

### METHOD STATEMENT

<b>1</b>	<b>Area of Work</b>
	<p>Reception M-0-02a, Visitor Waiting Area M-0-02b, Circulation M-0-02, Search Room A M-0-06 &amp; Search Room B M-0-07 (as per Specification of Client)</p> <p>Access: To allow safe access to work locations, operatives are to follow the PC's access routes as set out in the Site induction. They should also observe signs on site and follow their instructions (e.g., No access).</p>
<b>2</b>	<b>Work Description / Materials</b>
	<p>Installing floor tiles in Reception &amp; Search Rooms (including grouting)</p> <p>Each installation includes a job specification list and a list of materials issued to the tiler. Deliveries are checked at the Richmond Ceramics warehouse before being sent to the site, or direct deliveries are checked on site to ensure the correct materials are available.</p> <p>Suitable PPE to be worn in accordance with the Assessment</p>
<b>3</b>	<b>Delivery Procedure</b>
	<p>Materials are to be unloaded by forklift, where available, to the loading bay, storage area, or work area. If manual handling is required, the tiler or labourer will have undergone manual handling training and will break down loads to manageable sizes where required.</p> <p>The vehicles will follow the site requirements for vehicle movements, and once unloaded, they will be taken to the site parking area. All site speed limits will be followed.</p>
<b>4</b>	<b>Work Method Statement</b>
	<p><b>WALLS – Single Operator Task</b></p> <p>Areas to be tiled are to be checked for flatness and suitability to tile prior to commencement.</p> <p>Each room will be planned out and marked for where the tiles will commence. Adhesive will then be applied manually using an adhesive spreader, and the tiles will be pressed into position (where necessary, tacks will be pinned to the walls to hold the tiles in place). This will be repeated for all full and cut tiles. Weather permitting, any windows will be opened to help ventilate the area.</p> <p><b>FLOORS - Single Operator Task</b></p> <p>The area to be tiled will be checked for flatness and suitability to tile prior to commencement.</p> <p>Each room will be planned out and marked for where the tiles will commence (based on working from the centre outwards to keep cuts to the edges). Adhesive will then be applied manually from the far point from the door using an adhesive spreader, and the tiles (full and cut) will be pressed into position, working back towards the entry point. If the floor needs levelling, see separate RAMs.</p> <p><b>GENERAL –</b></p> <p><b>Cutting, fixing and grouting of tiles are Single Operator Tasks.</b></p> <p>Tile cutting will be used in the majority of instances using a manual tile cutter (not dust-generating). Where a mechanical tile saw is used for cutting, any dust will be suppressed with water (even when undertaken externally, the tiler will wear the appropriate PPE, as per Section 10 of this document).</p> <p>Occasionally, a 4" angle grinder will be used to trim a tile, and respiratory protection will be worn.</p> <p>After all the tiles have been fixed and are dry, the joints will be grouted. The grout will be mixed in batches sufficient to complete the room using a tub and mixer; this will be carried out in the open, and respiratory protection will be worn. Excess grout will be sponged off.</p> <p>During the tiling and grouting process, we will avoid trailing cables at all times and barrier off the working area with agreement from the site manager.</p> <p>All substances used will have been assessed under CoSHH and the assessments available from the tiler.</p> <p>Any excess adhesive will be placed in the skip for disposal.</p> <p>Any excess water from cutting, suppression, and grouting will be emptied into a large container to allow the solids to separate. Once separated, the clear water will be decanted into a container and reused for dust suppression or mixing grout, and the solids left will be bagged and disposed of in the skips. No water is to be entered into the sinks, water courses, drains, etc.</p> <p>Any work at height (maximum reach of 2.4m) will be from industrial (EN131) hop-ups, as they will generally fit into the working areas. They will be marked and visually inspected (and records kept) weekly. Any damaged ones will be removed from the site.</p>

# RICHMOND CERAMICS

## RISK ASSESSMENT & METHOD STATEMENT

**Job Ref:** The Range, Plot 4000

**Date:** April 2024

<b>5</b>	<b>Timing / Diary</b>
	May 2024 to TBC by the PC (dependent on plot releases) Details of who has attended each site and to which plot are available in an electronic diary at the Richmond Ceramics Office.
<b>6</b>	<b>Manning</b>
	No. of Persons:           Max 3
	Supervisor:               Steve Millard (07368 161246)
<b>7</b>	<b>Permits / Interfaces</b>
	Client to advise of any specifics; however, staff will consider other trades working in the same area and generally on the site.
<b>8</b>	<b>Site Housekeeping</b>
	Waste materials used by ourselves will be disposed of according to site rules on a daily basis to ensure the working area remains clear of trip and slip hazards at all times.
<b>9</b>	<b>Power</b>
	110V supply for the tile cutter/task lighting. If 110V is used, a generator must be used. Trailing leads are to be checked prior to use, and drip trays are to be supplied with all generators. Power in plots, if on, and transformers must have an external RCD protector. If transformers are used, they must be placed on the floor of the plot and not on any work surfaces.
<b>10</b>	<b>Personal Protective Equipment</b>
	High Visibility Top (EN ISO 20471), Hard Hat (EN 397), Goggles (EN166 for cutting operations); Hand protection (EN388-PG10 Cut resistant gloves level 3), Dust masks (FFP3 if using a grinder or tile saw to cut tiles). Foot protection (EN347) 5Point PPE rules to be complied with at all times
<b>11</b>	<b>Plant</b>
	Hand Grinder; Cordless Drill, Tile Cutter and Hand Tools. (Battery chargers, transformers to be PAT certificated), Hop up (EN131)
<b>12</b>	<b>Lifting Equipment</b>
	N/A
<b>13</b>	<b>Training and Work Procedures</b>
	All Richmond Ceramic employees will complete an online induction before attending the site or an onsite Induction on their first visit. They will Sign in each day they visit the site, as per the Site rules. All personnel carry CSCS cards, will be experienced in the type of work being carried out, and will have undergone a site induction. Qualification is either by time-served tradespeople or by NVQ. Operatives are encouraged to study for NVQ, which includes training for tile cutting both dry and wet. Face Fit testing for the dust masks will have been carried out. Certificates are on request. Supervisors are required to complete DABS each day they are on site. This document is available in other languages other than English at the Richmond Ceramics offices.
<b>14</b>	<b>Environmental Issues</b>
	Minor environmental issues only, most substances used are solid/paste and inert, waste will be disposed of in the Client skips. The only liquid used will be water. The tiles and adhesive are client specified so any better environmentally friendly option is not applicable.
<b>15</b>	<b>Hazardous Substances / COSHH</b>
	Adhesive, grout, and sealer—minor issues. All COSHH and product data safety sheets are available either on site or from the Richmond Ceramics Office during the hours of 8:30am to 4:30pm. Outside of these hours, the data sheets are available online from the manufacturer's website, with references on the product packaging.
<b>16</b>	<b>Supporting Documentation</b>
	<b>Toolbox Talks:</b> Silica Awareness, Manual Handling & PPE. <b>COSHH Assessments:</b> See separate document

# RICHMOND CERAMICS

## RISK ASSESSMENT & METHOD STATEMENT

**Job Ref:** [The Range, Plot 4000](#)

**Date:** [April 2024](#)

<b>17</b>	<b>Lone Working</b>
	Lone working is permissible provided that the operative is in regular contact with our contracts manager and that if a scheduled contact is missed, our contracts manager raises the alarm and a check visit is done as a matter of urgency.
<b>18</b>	<b>Emergency Procedures</b>
	Emergency Out of Hour Contact: <a href="#">Darren Richmond (07889 243607)</a> Operatives are to make themselves aware of the first aid procedures on site during the site induction. Any incidents, accidents, or emergencies should be reported to the Site manager and Richmond Ceramics Project manager.

Method Statement Issued By: [Darren Richmond](#)

# RICHMOND CERAMICS RISK ASSESSMENT & METHOD STATEMENT

**Job Ref:** The Range, Plot 4000

**Date:** April 2024

<b>Assessors:</b> David Gregory & John Steel	<b>Site / Location:</b>
<b>Authorised by:</b> John Steel & Darren Richmond	<b>Date:</b> February 2024
<b>Area/Activities:</b> Installing wall & floor tiles	<b>Review Date:</b> Prior & During the Works and December 2024

Significant Hazards	Who Might be Harmed and How	Current Control Measures	Residual Risk Rating L S R
<p><b>Working at Height (Hop ups)</b></p>	<ul style="list-style-type: none"> <li>Operatives, Contractors &amp; Others in the Vicinity may be seriously injured i.e., head injuries, cuts and abrasions, fractures or even death, if:                             <ul style="list-style-type: none"> <li>➢ They fall from height</li> <li>➢ Items falling from height onto people below</li> <li>➢ Unauthorised use</li> <li>➢ Faulty or damaged equipment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Work at height will be avoided where possible, if not, carried out for short duration (15 – 30 mins) and work activities rotated.</li> <li>• Access equipment, including hop ups, are British Standard (BS) Class 1 'Industrial' or BS EN 131 for use at work in line with the HSE recommendations.</li> <li>• Operatives are encouraged to ensure equipment is used on firm, level and stable ground bases.</li> <li>• No materials, tools or equipment will be stored around the base of the equipment.</li> <li>• Hop ups are only to be used where space is restricted as use of other equipment to work at height is not feasible/practicable.</li> <li>• Operatives to clean the work platform including any wet, icy or grease before use.</li> <li>• Hop ups are not to be used to operate heavy power tools or lifting heavy items. Safe working loads of hop ups to be adhered to.</li> <li>• Visual pre use checks carried out on access equipment prior to use and weekly checks recorded.</li> <li>• Equipment will be put out of use, sign posted to that affect and stored away where damage/faults are identified on equipment.</li> <li>• If equipment is damaged/faulty it will either be repaired, replaced and/or dispose of.</li> <li>• When disposing of damaged/faulty equipment, it will be altered to make the equipment unusable before disposal to avoid/prevent further use.</li> <li>• Operatives provided with training prior to use.</li> <li>• Refresher training in the form of toolbox talks and safety briefings provided to Operatives on a periodic basis.</li> <li>• DO NOT allow others, including Contractors to use company / own access equipment.</li> <li>• Where equipment is not in use, store away / prevent use / access.</li> <li>• Segregate work areas, where work at height activities are being carried out.</li> <li>• Where there is a risk of people or items falling onto others below, head protection to be worn by people in the vicinity.</li> </ul>	<p>2</p> <p>5</p> <p>10</p>
<p><b>House Keeping</b></p> <ul style="list-style-type: none"> <li>➢ Trailing cables</li> <li>➢ Materials, tools, &amp; equipment storage</li> <li>➢ Uneven floors</li> <li>➢ Dusts, waste materials, spillages</li> </ul>	<ul style="list-style-type: none"> <li>Operatives, Contractors &amp; Others in the Vicinity may slip, trip and fall due to build-up of dusts, and/or spillages</li> <li>Tripping over items on the floor, such as, debris, stock, trailing cables</li> <li>Lack of personal hygiene and cleanliness leading to illness,</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible and available, cordless tools will be used.</li> <li>• Where 110V is required, cables will be rerouted around pedestrian walkways.</li> <li>• General work activities are undertaken in new builds, floors levelled prior to tilers arriving on site.</li> <li>• Work areas observed prior to works being carried out to identify any additional hazards. Addressed prior to works being carried out.</li> <li>• Operatives carry out general housekeeping and cleaning of work areas throughout the day.</li> <li>• Waste levels managed and disposed of via the use of waste facilities provided by the Principal Contractor (PC) / Client.</li> <li>• Further waste disposal arrangements may be discussed and agree with the PC / Client prior to works taking place.</li> <li>• Employees are encouraged to wash their hands at regular intervals throughout the day.</li> <li>• Employees are encouraged to wash their hands before eating, drinking and smoking.</li> </ul>	<p>1</p> <p>3</p> <p>3</p>

# RICHMOND CERAMICS RISK ASSESSMENT & METHOD STATEMENT

**Job Ref: The Range, Plot 4000**

**Date: April 2024**

Significant Hazards	Who Might be Harmed and How	Current Control Measures	Residual Risk Rating L S R
	including, diarrhoea & vomiting, abdominal pains & cramps, fever. This is not an exhaustive list	<ul style="list-style-type: none"> <li>Hand washing facilities provided by the PC / Client, including soap and water.</li> <li>Dusts removed via the use of vacuums.</li> <li>No dry sweeping carried out, where sweeping is required, dusts will be dampened down beforehand.</li> <li>Materials, tools and equipment will be stored in designated and agreed areas, not within designated walk ways.</li> </ul>	1 4 4
<b>Hazardous Substances (Adhesives &amp; Grouts)</b>	Operatives, Contractors & Others in the Vicinity could suffer injuries or ill health from exposure to hazardous substances via Inhalation, Absorption, Ingestion & Injection i.e. skin irritation, breathing difficulties, lung damage	<ul style="list-style-type: none"> <li>As appropriate to the hazardous Substances in use, work areas will be segregated to prevent unauthorised access.</li> <li>Safety Data Sheets (SDS) for hazardous substances available.</li> <li>COSHH Assessments for each hazardous substance have been developed and communicated to end users prior to use.</li> <li>Adequate instruction and training provided to Operatives who are likely to handle / use hazardous substances.</li> <li>Controls highlighted within the COSHH Assessments to be adhered to by all Operatives.</li> <li>Personal Protective Equipment (PPE) identified as being required within the COSHH Assessments are provided for use by Operatives.</li> <li>PPE training provided to Operatives, including use, storage, cleanliness and when to repair or replace.</li> <li>Periodic site inspections carried out by Project Team &amp; Supervisors to ensure controls being followed and PPE being used correctly.</li> <li>Minimal amounts of hazardous substances present on site at any one time. When unattended / not in use, access prevented.</li> <li>Waste / unused hazardous substances disposed of in line with local regulations.</li> <li>Please refer to the separate SDS, COSHH Register &amp; COSHH Assessments for further information.</li> </ul>	1 4 4
<b>Dusts (Silica Dusts)</b>	Operatives, Contractors & Others in the Vicinity may be subject to ill health i.e. respiratory diseases, occupational asthma, dermatitis, cancers if they are exposed to hazardous substances	<ul style="list-style-type: none"> <li>Work areas where dust creating activities are being undertaken will be segregated to prevent unauthorised access.</li> <li>Where possible, dust creating activities will be undertaken in open air (outside), if not, work areas will be well ventilated via the use of open doors, windows &amp; vents to provide free flowing air.</li> <li>Where possible, either wet cutting or on tool extraction used to cut tiles.</li> <li>Operatives wear appropriate Respiratory Protective Equipment (RPE - FFP3 face masks) whilst carrying out dust creating activities, including cutting tiles and use of adhesives &amp; grouts.</li> <li>Operatives are to be clean shaven in the region of the face seal.</li> <li>Operatives are face fit tested. Certification available upon request.</li> <li>Face fit testing carried out every 2 years in line with FitzFit current advice and guidance.</li> <li>Operatives provided with training for the maintenance, use, cleaning and storage of RPE.</li> <li>Periodic toolbox talks provided to Operatives on silica awareness and wet cutting standard practice.</li> </ul>	1 4 4
<b>Manual Handling</b> ➤ Tiles ➤ Grouts & Adhesives ➤ Access equipment	Operatives could suffer back or other musculoskeletal injuries from lifting heavy items or using inappropriate lifting techniques	<ul style="list-style-type: none"> <li>Manual handling activities avoided where possible, if not, mechanical aids such as sack trucks &amp; wheelbarrows used to reduce the risks from carrying over distances.</li> <li>Most items are light enough to be handled by one person and small enough to be easily handled into position using good manual handling techniques.</li> <li>Good levels of housekeeping are maintained. Routes kept clear and free from obstructions.</li> <li>Operatives should not lift beyond their capabilities.</li> <li>Operatives aware to carry out team lifts for any loads which is outside of their comfort.</li> <li>Operatives wear sensible footwear i.e., toe protectors.</li> </ul>	2 4 8



# RICHMOND CERAMICS RISK ASSESSMENT & METHOD STATEMENT

**Job Ref:** The Range, Plot 4000

**Date:** April 2024

Significant Hazards	Who Might be Harmed and How	Current Control Measures	Residual Risk Rating L S R
		<ul style="list-style-type: none"> <li>Operatives wear gloves to aid gaining a good grip on items.</li> <li>Items above 25 kg's are broken down into smaller loads.</li> <li>Operatives to be fit and capable of handling the weights involved, if an Operative is unable to manually handle due to injuries, medication or physical restrictions they are to inform their manager.</li> <li>Consideration to be given when loading and unloading vehicles so that Operatives do not have to lean or stretch over other items.</li> <li>Operatives provided with manual handling training which is periodically refreshed.</li> </ul>	2 4 8
<b>Hand &amp; Power Tools</b>	<p>Operatives may be seriously injured and/or subject to ill health if they misuse tools / equipment including respiratory disease, lacerations and puncture injuries</p> <p>Item flying off and causing impaling, injection, puncture and/or laceration injuries</p> <p>Use without authorisation</p>	<ul style="list-style-type: none"> <li>Equipment, tools and machinery only authorised to be used by trained, experienced and competent Operatives.</li> <li>Equipment used in line with the manufacturer's instructions.</li> <li>Operatives trained and experiences in the use of the appropriate hand and power tools.</li> <li>Visual pre use checks carried out on tools prior to use.</li> <li>Any damaged or faulty equipment identified, put out of use, either repaired, replaced or disposed of.</li> <li>Impact resistant eye protection worn during use of power tools.</li> <li>Battery powered tools used where practical or 110v.</li> <li>Electrically powered tools thoroughly checked and/or Portable Appliance Tested (PAT) periodically.</li> </ul>	2 4 8
<b>Exposure to Vibration (using a grinder/cutter) HAVS</b>	<p>Operatives could suffer injuries such as hand arm vibration syndrome, vibration white finger, pain, numbness, nerve damage, joint damage, loss of sensation due to exposure to vibration whilst using power tools, machinery &amp; equipment</p>	<ul style="list-style-type: none"> <li>Operatives operate vibration tools, machinery and equipment occasionally and for short periods of time.</li> <li>Job rotation/variation implemented to provide breaks of time between use equipment presenting exposure to vibration.</li> <li>HAV assessments completed.</li> <li>Trigger times for all equipment communicated to personnel.</li> <li>Grinder/cutter used for short periods and vibration magnitude (&lt;4ms2) allows for 2 hours/day</li> </ul>	2 4 8
<b>Power / Electricity (Generators &amp; Transformers)</b>	<p>Operatives could be seriously injured such as electrocution, electrical burns, asphyxiation, fire skin burns.</p> <p>If live electrical components come into contact with water</p> <p>Equipment is damaged of faulty</p>	<ul style="list-style-type: none"> <li>Generators and transformers only authorised to be used by trained, experienced and competent Operatives.</li> <li>Generators and transformers used in accordance with the manufacturer's instructions and recommendations.</li> <li>Water contact with the equipment to be avoided where possible.</li> <li>Transformer with the appropriate ingress protection (IP) rating used, Operatives to take the working environment and use into account when selecting a suitable transformer (ideally IP 44).</li> <li>Transformer used along with an external RCD protector.</li> <li>Use of the equipment to be stopped, power supply isolated and repositioned away from wet environments as required.</li> <li>Pre use visual checks carried out on equipment prior to use, any damage or faults identified, equipment to be taken out of use, sign posted to that effect and either repaired or replaced.</li> <li>Equipment under a periodic maintenance regime.</li> </ul>	1 5 5

# RICHMOND CERAMICS RISK ASSESSMENT & METHOD STATEMENT

**Job Ref:** The Range, Plot 4000

**Date:** April 2024

	<ul style="list-style-type: none"> <li>Generators not permitted to be operated indoors, in an enclosed / confined space, near openings to any building or excavations.</li> <li>Generators contained appropriately to avoid contact with water (use of suitable container preferred, to also reduce noise levels).</li> <li>Generators turned off and left to cool down before refuelling (not to be hot).</li> <li>Any fuel spillages to be segregated and cleaned up appropriately in accordance with the relevant COSHH assessment.</li> <li>Operatives to wear the required PPE as highlighted in the COSHH assessment (i.e., gloves).</li> <li>Operatives to wash their hands after refuelling.</li> <li>Smoking, naked flames and hot works not to be carried out in the vicinity of generators, fuels &amp; combustibles.</li> </ul>		
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Significant Hazards	Who Might be Harmed and How	Current Control Measures	Residual Risk Rating		
			L	S	R
<b>Accidents</b>	Operatives could suffer minor accidents and/or injuries	<ul style="list-style-type: none"> <li>Operatives are to make themselves aware of the first aid procedures on site during site induction.</li> <li>First aid kits are available in works vehicles.</li> <li>Operatives must wear any PPE provided by the company and as directed.</li> <li>All Operatives to report any accidents, incidents or near misses to Project Team / Supervisor for recording, investigating, and where applicable reporting to the enforcing authority.</li> <li>All reportable injuries, diseases &amp; dangerous occurrences to be reported to the Enforcing Authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).</li> </ul>	1	4	4
<b>Lone Working</b>	Operatives may not be able to request assistance whilst working alone, or may suffer violence or aggression	<ul style="list-style-type: none"> <li>Lone working is avoided where reasonably practicable.</li> <li>Where lone working is unavoidable only low risk activities are authorised to be carried out.</li> </ul>	2	5	10
<b>Violence &amp; Aggression</b>	Operatives, Contractors or Visitors could be physically and/or mentally harmed by violent or verbal attack	<ul style="list-style-type: none"> <li>Operatives are polite, professional and courteous to all whom they come into contact with.</li> <li>Lone working is avoided where practicable.</li> <li>Unacceptable behaviour is not acceptable or tolerated.</li> <li>Operatives have been provided with guidance regarding personal safety and lone working during induction.</li> <li>Unacceptable and difficult circumstances will be managed appropriately as the situation dictates.</li> <li>Operatives are not expected to receive or be subject to violent, aggressive and/or inappropriate behaviour.</li> <li>Operatives will contact the emergency services for the support and assistance if required.</li> <li>Telephones are available to summon support if required.</li> </ul>	1	4	4
<b>Welfare Facilities</b>	Operatives could be subject to unhygienic facilities, subject to ill health  Unsuitable facilities and quantity provided for Operative numbers	<ul style="list-style-type: none"> <li>Welfare facilities are provided by the Principal Contractor / Client.</li> <li>Operatives are encouraged to maintain the facilities in the clean and hygienic standard as provided, after use.</li> </ul>	2	3	6

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<b>Weather</b>	Operatives could be subject to inclement weather which could lead to illnesses, cold or heat stress i.e. hypothermia, heat stroke	<ul style="list-style-type: none"> <li>Operatives are encouraged to drink plenty of liquids to keep hydrated at all times.</li> <li>During cold weather Operatives are encouraged to stretch before carrying out physical work.</li> <li>During hot weather periods, Operatives are encouraged to take regular breaks and make use of shaded places.</li> </ul>	1	4	4
<b>Delivery Vehicles &amp; Movement of Vehicles</b>	Operatives, visitors or contractors, delivery drivers could be seriously or fatally injured by contact with moving vehicles	<ul style="list-style-type: none"> <li>Deliveries are arranged with the Principal Contractor / Client.</li> <li>The majority of materials are delivered to site in work vehicles and offloaded as required.</li> <li>Parking areas / spaces discussed and arranged with the PC / Client.</li> <li>Deliveries are met by Operatives to accompany delivery drivers whilst on site. Arrangements made with delivery drivers prior to them arriving.</li> <li>Operatives are encouraged to be vigilant and observant whilst in areas where vehicles are being driven/operated.</li> <li>Hi vis clothing worn by Operatives in vehicle movement areas and as set out by site rules.</li> </ul>	1	4	4

Significant Hazards	Who Might be Harmed and How	Current Control Measures	L	S	R
<b>Asbestos</b>	Operatives may suffer ill health such as respiratory diseases, asbestosis, mesothelioma, cancers if they are subject or come into contact with Asbestos Containing Materials (ACM's)	<ul style="list-style-type: none"> <li>Works are currently only being carried out on new builds.</li> <li>No works are being carried out on buildings constructed or refurbished before the year 2000.</li> </ul>	-	-	-
<b>Interaction with the Public Parking Security</b>	Operatives could be injured such as cuts, fractures, concussion if confrontation circumstances are presented Violence at work Items being stolen	<ul style="list-style-type: none"> <li>Works only take place in the confines of the site boundary / compounds.</li> <li>Operatives park in non-obstructive locations. Using parking provisions provided by the Principal Contractor / Client where possible.</li> <li>Operatives enter site giving consideration to member of the public and neighbouring properties.</li> <li>Deliveries are coordinated and agreed between the Site Manager / Supervisor / Client with the aim of reducing disruption where possible.</li> <li>Tools, equipment, substances and materials are locked away when not in use and at the end of each day.</li> </ul>	1	3	3
<b>Fire</b>	Operatives could suffer serious injuries, such as, lung damage from smoke inhalation, 1 <sup>st</sup> to 3 <sup>rd</sup> degree burns and fatal injuries if a fire or explosion occurs	<ul style="list-style-type: none"> <li>Operatives are to make themselves aware of the fire procedures on site during site induction.</li> <li>Hot works permits will be completed and adhered to in line with site procedures.</li> <li>A fire watch will be implemented where hot works are carried out (hot works stopped at least 1 hour before leaving site to carry out fire watch).</li> <li>Fire fighting equipment will be provided in work areas where hot works are to be carried out.</li> </ul>	1	5	5

# RICHMOND CERAMICS

## RISK ASSESSMENT & METHOD STATEMENT

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### Risk Evaluation Matrix

The risk arising from any identified hazard can be evaluated using the matrix below.

By combining the **Likelihood** of a hazard causing harm with the most likely **Severity** of that harm if realised, a **Risk Rating** is achieved.

Using Risk Ratings will assist you to identify the significant hazards in your workplace with the most potential to cause harm, and to prioritise your actions accordingly.

#### Likelihood Rating

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Possible
- 4 = Probable
- 5 = Certain or near certain

#### Severity Rating

- 1 = Minor injury
- 2 = First aid injury
- 3 = Lost time, "over 7 day" injury
- 4 = Major injury, disabling disease
- 5 = Fatality

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

#### *Recommended Control Measure Priorities*

High Risk (12-25)	-	Take urgent action to reduce the risk. If necessary, stop the task immediately and review control measures
Medium Risk (5-10)	-	Take reasonably practicable action to reduce the risk
Low Risk (1-4)	-	Continue with the task, but monitor the situation

#### Reviewing Risk Assessments

Risk Assessments should be reviewed at least annually or when there are significant changes such as staff, layout, equipment, work processes or legislation.

High-risk activities, or those with specific, changeable hazards should be reviewed more frequently.

# RICHMOND CERAMICS RISK ASSESSMENT & METHOD STATEMENT

Job Ref: [The Range, Plot 4000](#)

Date: [April 2024](#)

### Records:

Version: 1

February 2024

**I am signing below to confirm I have received information and instruction on the above risk assessment & method statement and that I understand and agree to comply with the contents**

Name	Signature	Date

### Comments / Questions / Discussions Noted:

Question	Answer