Risk Assessment and Method Statement

HSG264 Refurbishment Survey Domestic Survey

Site Address: 53 Warminster Road
Loft Space Survey
London
SE25 4DQ

Client Name: CLUTTONS PLC

Survey Job Number: AQ21-0024

VERSION: 01

RAMS Version History				
Version Number	**Details of Issue**	**Produced By**	**Signature**	**Date**
01	Initial Document Issue	Mark Butler	MJB	20.01.2021

Job Details

Client name and address		
CLUTTONS PLC Portman House, 2 Portman Street London, W1H 6DU	Client Contact:	Gary Page
	Telephone:	(0) 20 7647 7186
	Mobile:	(0)7885 998520
Email Addresses for the full survey report to be issued to: gary.page@cluttons.com		

Site Address & Details		
53 Warminster Road **Loft Space Survey** London SE25 4DQ	Residential:	☒
	Single Building Site:	☒
	Small Commercial:	☐
	Multi Building Site:	☐
	Commercial:	☐
	Industrial:	☐
Proposed Start Date	Monday 25th January 2021	
Site Contact Details	Keys have been provided by Gary Page and are at the Ayerst Head Office. These will provide access into the communal areas where the loft can be accessed from	

Survey Scope of Work

Survey Requirements			
Scope of Survey Works Include reference to site plans, proposed scope of planned works, floor plans. **Note for Ayerst Staff: IMPORTANT: This will be included in any Introduction of the Inspection Report**	Management: ☐	Refurbishment: ☒	Demolition: ☐

For clarification the survey types, as defined by HSG264, are described below and due notice shall be paid to these descriptions and to the type of survey that you require to ensure compatibility:

"Refurbishment and Demolition survey"

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed."

Scope of Works: 53 Warminster Rd, Loft Space Survey, London SE25 4DQ



Ayerst Environmental Ltd are to undertake a Refurbishment Survey in accordance to HSG264 at 53 Warminster Rd, London SE25 4DQ **to the Loft Space Only to allow for reconfiguration including alteration to existing services and installation of new, general repairs and as agreed with Gary Page of Cluttons Plc.**

The entire loft space is to be surveyed in their entirety to allow for the proposed works to take place this will mean intrusive investigations will be carried out throughout and will cover but will not be limited to the following works

- Minor Alterations to the existing services and installation of new
- General Repairs and Alterations throughout the void

Note: No intrusive inspections are to penetrate through the floor of the void which is essentially the ceiling of the flats situated below

Whilst intrusive investigations will be required through the existing fabric of the building for the duration of the survey, the survey team will utilise existing proprietary hatches, cover panels, for inspection and sampling activities wherever it is possible to do so.

Access into the Loft….

There is a hatch to the common parts ceiling at the top of the staircase in the common parts. A ladder will be required to access and enter the hatch. The contractor has loose laid out boarding in the void to allow for access and inspection. Harnesses will need to be taken and fixed to secured access points or joists to avoid and risk of falling.

COVID -19 Strategy/Policy – 2020

DUE TO THE CURRENT CORONOVIRUS PANDEMIC AND ADVICE FROM THE GOVERNMENT THE SURVEY TEAM ARE TO

*** Wear PPE, RPE, Coveralls and Disposable Gloves at all times**

*** Regularly wash hands in particular on arrival and departure from site**

*** if either member of the team or someone within their household is experiencing any of the symptoms assosciated with Coronovirus they are to notify Ayerst Senior Management NOT attend site and isolate for 14 Days**

***Clean all tools and equipment on departure from site**

*** Keep at least 2m away from other operatives/persons on site**

***Do not use public transport or share vehicles travel alone to work and home**

***Follow the government guidance and advice above as per website https://www.gov.uk/coronavirus sent by Senior Management to all staff which will be updated daily with all the changes relevant to our work stream**

AYERST ENVIRONMENTAL LTD SENIOR MANAGEMENT TEAM WILL UPDATE THE SURVEY TEAM AND THE RAMS IN ACCORDANCE TO THE GOVERNMENT GUIDANCE WHICH IS CHANGING ON A DAILY BASIS

THIS HAS ALSO BEEN ADDED TO OUR RISK ASSESSMENT TABLE AND IS SUBJECT TO A DAILY REVIEW BY THE AYERST SITE AND PROJECT TEAM/MANAGEMENT

	SHOULD THE SURVEY TEAM FAIL TO COMPLY WITH THIS SAFETY MEASURES THEY WILL BE REMOVED FROM SITE AND ASKED TO ATTEND A MEETING WITH AYERST SENIOR MANAGEMENT WITH IMMEDIATE EFFECT
Excluded areas: (Specify all areas / locations to be excluded; e.g., around window frames)	All plant and services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client) No intrusions will be made into and beyond the external envelope of the building or where inspections/intrusions will damage the integrity of the weather proofing of the building. No intrusive inspections are to penetrate through the floor of the void which is essentially the ceiling of the flats situated below Within the loft space is a hatch directly into a tenanted flat this is not to be accessed and is excluded from the scope as the hatch is bolted from the side within the flat Only the loft area detailed in this proposal is to be surveyed, All other areas are excluded from the scope of this survey
'Making good' requirements and any other information:	All areas will be left safe and tidy. Temporary reinstatement of any inspection points that are made will be sealed using corex/tape. Sampling points made will be sealed with either tape or filler depending on the size of the inspection point made. Ceiling hatches, ceiling tiles and cover panels MUST be put back following inspection and sampling activities
Previous Asbestos Info. Licensed Contractor attendance required or notification to HSE? Provide details of previous report and requirements for contractor assist	**No previous asbestos information has been provided by the client.**

Building Details

Building Details	
Approx. Build Date:	1960s-70s Brick Built end of terrace house which has been converted into flats and has a shared communal space
No of Floors	NA – Loft Space only is to be surveyed
Extent: Estimated Area in m^2 / ft^2	Unknown
Listed Status?	NA
Lifts or escalators on site?	NA
Outbuildings? If yes, please specify	NA
Drawings available? What format? Append to document	None provided – drawings to be made on site by the surveyor
Has the building been extended: If yes please give details including approximate dates	Unknown
Occupancy of building (whole building and areas of survey):	Occupied/Tenanted building however the Loft Space will be unoccupied for the duration of the survey

Surveying Resources, Equipment and Site Access Details

Surveying Resources		
No of Operatives Required: 2 Operatives		
Survey Team Details/Position	**Name and Contact Details**	**Training/Qualifications**
Lead Surveyor(s) details:	Chris Baines – 07494 324 903	**BOHS P402/RSPH Level 3 in Asbestos Surveying** **CSCS Card** **First Aid Training**
Assistant Surveyor(s) details	Warren Green – 07903 184 021	**BOHS P402/RSPH Level 3 in Asbestos Surveying** **CSCS Card** **First Aid Training**
Analyst(s) details	NA	

Survey Duration, Access Information and Site Contact Details	
Duration of Survey (No. Days) and phasing of survey/requirements:	Half Day
Start Date:	Monday 25th January 2021
End Date:	Monday 25th January 2021
Working Hours:	0900-1700
Site contact and access details:	Keys have been provided by Gary Page and are at the Ayerst Head Office. These will provide access into the communal areas where the loft can be accessed from

Plant and Equipment	
	All surveying tools will consist of hand tools as per Ayerst Environmental Ltd COP for Asbestos Surveying Additional items are listed below: • Hand tools only – scraper, chisel and retractable Stanley knife for sampling. • Hand tools only for intrusive investigation and opening up works including hammer, chisels. • All Class H vacuums have individual DOP tests and will be labelled. • Step ladders for high level ceilings. .
Protective Actions and Procedures	Those at risk : Employees of Other : N Public: N All areas are to be segregated during investigations and sampling activities Signage will be put in place stating 'No unauthorised access- survey in progress'

Other trades required	Details of contractors, contact names and trade(s)
Access equipment hire (e.g., MEWP), include opening up of building	NA
Electrician	NA
Contractors	NA
Plumber	NA
Carpenter	NA
Scaffolders	NA
Gas Engineer	NA
Lift Engineer	NA

Permit to work Requirements (if any)	
Is a Permit to work Required ? Type of Permit required and where	Not applicable

Manual Handling and Storage	
Arrangements for storing plant and equipment	All hand tools will be brought to site for the day of survey and taken away on completion of the day.
Manual Handling RA Required	Completed by surveyor as part of site risk assessment.
Manual Handling Info	All tools are hand tools and lifts will be used to transport any tools to the upper floor. No manual handling issues identified.

Noise and Vibration Assessment			
Is a noise assessment required?		N	
Name and type of Machine	Db MAX. at source	Area	Ear Protection Requirements
Is a vibration assessment required?		N	
Name and type of Machine	Vibration Level m/s	Expose Limit	Control Measures

COSHH Assessment				
Is a COSHH assessment required?		N		
Material Type	Manufacturer	Hazard/Effect	Exposure Limit	Control Measure

WORK AT HEIGHT METHOD STATEMENT

Work at height concerns any height from which there is a risk of a fall, even if this is on the first rung of a ladder or step ladder.

This method statement is written and used so that everyone concerned understands the procedures and risks involved. Refer to external documents such as HSE guidance and internal Health and Safety Guidance System.

The need to work at height by any means should where possible be eliminated or otherwise minimised provided (even if safe methods are available). **If there is no safe method then the work cannot go ahead.** Use of ladders other than for access should certainly be eliminated or limited as far as possible. This method statement should include when/if ladder work is allowed.

Description and location of the work requiring work at height	All the survey work at height will be via standard 'A' Frame Ladders which the survey team will have with them at all times.
Access and working platform arrangements and procedures for the above work at height	NA
Daily checks of equipment and items for work at height	Daily checks to be carried out by the survey team, internal checks to be carried out by Quality department NOTE: Where third party equipment is being used for working at height, surveyors must check tags prior to use. Where no safety tags are present or out of date, the equipment should not be used. NA
Certified training required for this work and current certified staff resources.	NA

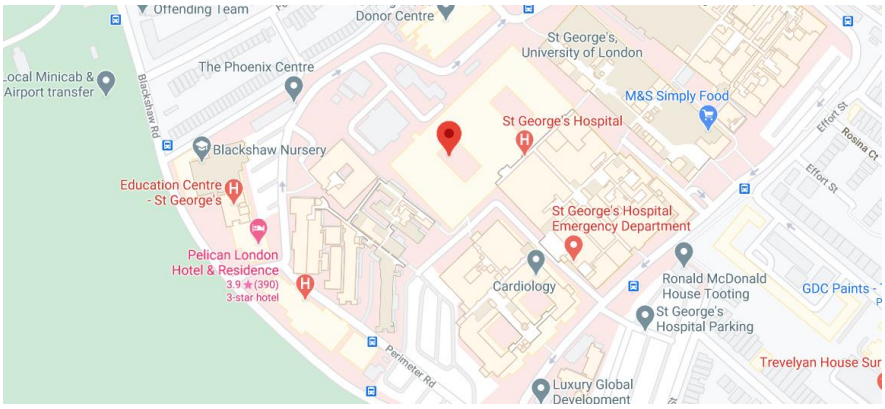
Supplementary Information	
Can the site be secured at night?	NA
Is parking available on site?	Yes
Is the site within the Congestion Charge Zone?	NA

PPE and RPE Requirements (delete or change as applicable)			
PPE/RPE	**Type**	**Required Y/N**	**When/Where to be used**
Safety Footwear	Steel toecap with mid sole protection safety boots to BS EN 346.	**YES**	**At all times**
Head Protection	Only helmets to BS 5240 or EN 397 will be worn.	**YES**	**At all times**
Hi-Vis Clothing	Hi-vis vest	**YES**	**At all times**
Gloves	General site use (EN420 minimum).	**YES**	**At all times**
Eye Protection	Light eye protection (EN166)	**YES**	**At all times**
Ear Protection	BS EN 353 part 3 – SRN30	**YES**	**Task specific, during opening up and sampling works**
RPE	FFP3	**YES**	**Task specific, during opening up and sampling works**
Coveralls	Type 5/6	**YES**	**Task specific, during opening up and sampling works**

Preliminary Site Assessments

Plant/Services on site - provide summary information where applicable and any identifiable hazards	
Boiler/Plant Rooms	NA
Undercrofts	NA
Roof Spaces	Yes - The shared loft space is to be surveyed in full There is a hatch to the common parts ceiling at the top of the staircase in the common parts. A ladder will be required to access and enter the hatch. The contractor has loose laid out boarding in the void to allow for access and inspection. **Harnesses will need to be taken and fixed to secured access points or joists to avoid and risk of falling**
Flat Roof Areas	NA
Floor ducts, keys available, specialist equipment needed to lift?	NA
Is there working machinery on site? Please specify	All plant and services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client)
Are there any confined spaces included in the areas to be surveyed?	NA
Are there any contaminated areas? (Give details and necessary control measures)	Unknown – Survey team to assess and apply appropriate measures as per RA
Are there adequate light levels throughout the site? (Give details of relevant areas)	Yes

Preliminary Site Assessments	Provide summary information where applicable and any identifiable hazards
Is there power on site? Can it be isolated and certified isolated?	Yes - All plant and services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client)
Are the power cables surface fixed?	Partially - All plant, cables and services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client)
Is there a gas supply on site? Can this be isolated and certified?	Yes - All Gas and associated services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client)
Is there water on site? Are pipes surface mounted?	Yes - All water pipework and associated services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. (Unless confirmation of isolations are provided by the client)
Can fire alarms be disabled during the survey? Can heads be removed or isolated?	Fire Alarms are assumed to remain live for the duration of the survey

Emergency Contacts	
Nearest Hospital with A&E facilities.	**Nearest A and E Dept:** **St Georges Hospital** **Blackshaw Road** **London** **Greater London** **SW17 0QT** 
First Aid or Emergency Contact	**First Aiders:** All surveyors are First Aid trained **Emergency Contacts:** Carl Holton – 07985 421 472 Gary Page - (0)7885 998520

Ayerst Environmental Ltd – Risk Assessment and Method Statement			
Quote No:	AQ21-0024	Date:	20.01.2021
Prepared By:	Mark Butler	Checked By:	Jon Sibley

RISK ASSESSMENT (use further RA sheets as applicable).

HAZARDS/ ACTIVITIES	Hazards & Risk description Adjust ratings and add assessments as appropriate.	P	S	P x S	Risk Rating	HSE Step 2 – Who might be harmed and how	Control measures (Controlled risk rating must be low for work to be permitted).	P	S	P x S	Risk rating
Fire Action Procedures	Smoke suffocation, chemicals, burns and other fire related hazards.	**1 or 2**	**5**	**10**	**Very High**	Surveyor and assist	For each area you move to ascertain drill procedures including nearest escape routes. Also locate alarms, extinguishers, clean running water sources (where relevant: emergency showers and eyewash).	**1**	**5**	**5**	**Low**
Asbestos sampling	Exposure to airborne asbestos fibres. Potential ill-health afects and asbestos related diseases, cancers and death.	**4**	**5**	**20**	**Very high**	Surveyor and assist	Follow documented safe system of work / code of practice and Health & Safety manuals. Use protection. – Type 5/6 coveralls to be worn on site at all times •Only trained and competent personnel to undertake asbestos inspection works. •Personnel to wear appropriate RPE fitted with suitable filter. •Inspection and sampling techniques to follow the guidance provided by the HSE in HSG264 and HSG248.	**1**	**5**	**5**	**Low**
Suitability of RPE for environment & tasks	Asbestos sampling or dust disturbance	**4**	**5**	**20**	**Very high**	Surveyor and assist	Use appropriate RPE, use face fitted masks or if disposable ensure is suitable for asbestos. For disposables also see HSG248 Section 8. – FFP3 Half Mask required at all times during investigations and sampling activities	**1**	**5**	**5**	**Low**
Working at height	Falls; items being dropped from heights (injuries to people below and damage to equipment)	**2**	**5**	**10**	**Very high**	Surveyor and assist	Personnel shall not undertake work from unsafe platforms, i.e. ladders. Only suitable step ladders are permitted for use for inspections at ceiling level. If higher access is required then proper high access equipment is to be provided by the client •Barrier protection of floor openings and identification and barrier protection of non-weight bearing floors. •Use of suitable access equipment. Access equipment to be provided, erected, inspected and dismantled by competent persons. •Roof access to barrier protected parts only.	**2**	**2**	**4**	**Low**
Slips,Trips and Falls	Personal injury with the potential to be absent from work for over 7 days.	**2**	**3**	**6**	**Medium**	Surveyor and assist	•Personnel to make full use of dedicated pedestrian routes. • personnel are to record any slipping or tripping hazards and make recommendations on eliminating the hazard. • personnel to wear safety footwear fitted with protective toecaps and midsoles at all times on site. •Work not to be undertaken via access equipment in external areas in inclement weather without adequate anti-slip protection.	**1**	**3**	**3**	**Low**
Electrical hazards	Electric shocks, loss of consciousness, muscle spasms, numbness or tingling, breathing problems, headache, problems with vision or hearing, seizures burns and death	**2**	**5**	**10**	**Very High**	Surveyor and assist	Work must not be undertaken on live electrical equipment. All plant and associated services will be deemed live and visual assessments and presumptions will be made based on age and manufacturer. For Any/All isolations, appropriate isolation certification is to be provided by the client	**1**	**5**	**5**	**Low**
Manual handling	Carrying site equipment	**2**	**3**	**6**	**Medium**	Surveyor and assist	Follow guidance given in the Health and Safety Guidance System document. Avoid or split loads where possible. Use safe lifting techniques and within your own limits.	**1**	**3**	**3**	**Low**

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RISK ASSESSMENT (use further RA sheets as applicable).

HAZARDS/ ACTIVITIES	Hazards & Risk description Adjust ratings and add assessments as appropriate.	P	S	Px S	Risk Rating	HSE Step 2 – Who might be harmed and how	Control measures (Controlled risk rating must be low for work to be permitted).	P	S	P x S	Risk rating
Live Gas Mains and Supply	Headache, dizziness, nausea, eye and throat irritation, fatigue, breathing problems, pale skin or blisters, burns and death	**4**	**5**	**20**	**Very High**	Surveyor and Assist	The gas supply should be treated as live for the duration of the survey all associated plant and services will be treated as live for the duration of the survey, visual assessments and presumptions will be based on age and manufacturer. In the event the team smell or suspect a	**1**	**5**	**5**	**Low**
Exposure to biological hazards.	Potential ill-health effects, disease and death.	**4**	**5**	**20**	**Very High**	Surveyor and Assist	•Personnel to avoid working on areas of high collections fo guano. Arrangements to be made to remove guano where work is required. •Personnel to wear suitable PPE including gloves in areas where rodent, pigeon or other animal waste may be present. •Personnel to be provided with tool box talk and HSE pocked card for leptospirosis awareness. •Personnel to be provided with anti-bacterial hand gel and to maintain high levels of hygiene.	**1**	**5**	**5**	**Low**
The use of hand tools.	Causing injury to hands, fingers and other exposed parts.	**4**	**5**	**20**	**Very High**	Surveyor and Assist	•All employees to be made aware of the hazards of hand tools. •Only use correct equipment for the task in hand.	**1**	**5**	**5**	**Low**
Exposure of other contractors and visitors to the site during survey work.	Potential ill-health affects and asbestos related diseases and cancers.	**4**	**5**	**20**	**Very High**	Surveyor and Assist	•Unauthorised access to surveying areas shall be prevented by use of existing access control measures.	**1**	**5**	**5**	**Low**
Use of access equipment and platforms for work and access at height.	Falls from height – potential for fatal injuries.	**4**	**5**	**20**	**Very High**	Surveyor and Assist	•Use of step ladders for sampling, visual inspection and assessment. •Ensure step ladders are used on flat and even surfaces only with all 4 feet on the ground. •Step ladders are self footing. •Ensure the work is directly overhead and avoid side-loading. •Ensure the locking mechanism is in place before use and no work on the top 3 treads. •All step ladders are tagged and routinely inspected for defects prior to use.	**1**	**5**	**5**	**Low**

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RISK ASSESSMENT (use further RA sheets as applicable).

HAZARDS/ ACTIVITIES	Hazards & Risk description Adjust ratings and add assessments as appropriate.	P	S	Px S	Risk Rating	HSE Step 2 – Who might be harmed and how	Control measures (Controlled risk rating must be low for work to be permitted).	P	S	P x S	Risk rating
Heating Pipework and Sprinkler System.	Burns injury to hands, fingers and other exposed parts, and potentially death.	4	5	20	Very high	Surveyor and Assistant	Cladding or lagging will not be removed to high temp or steam pipework to prevent burns. • Heating pipework and sprinkler pipework are to be treated as live unless a suitable isolation certificate for the working area is provided. If isolations are not made then visual assessments and restrictions will be noted in the survey until the isolations are addressed by the client.	1	5	5	Low
Needles & Sharps	Injuries to hands and other exposed parts. Exposure to Blood-bourne viruses and other pathogens. Psychological Stress	2	5	10	Very high	Surveyor and Assistant	•Personnel to wear suitable PPE including gloves in areas where Needles or Sharps may be present. •Personnel to be provided with anti-bacterial hand gel and to maintain high levels of hygiene. •All employees to be made aware of the hazards of Needles or Sharps. •Avoid working in areas where needles and sharps are likely to be present if possible.	1	5	5	Low
Coronovirus Pandemic	Flu like symptoms, fever, sore throat, shortness of breath and possible death	4	5	20	Very High	Surveyor and Assistant	*Wear PPE, RPE, Disposable Gloves and Overalls at all times *Wash Hands regularly throughout the day and in particular on arrival and departure from site *Keep 2m distance from all other persons *Clean all tools and equipment when departing from site	1	5	5	Low

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Tick to confirm mask(s) used check(s) carried out this visit: ½ mask	yes	Full face mask		Any faults/actions:			
Evaluate **personal decontamination** required: **P=Preliminary**, **F= Full** (HSG248 9.4, 9.5, 9.6) (Applies to all asbestos related site work).					**P**	**F**	Note:
Lighting for safe work or passage: Lighting is adequate? **Y**	If no; site specific requirements and control measures:-- NA						
P=probability, score as below 1. Only remotely probable 2. Possible 3. Likely or probable 4. High	S=severity of occurrence, score as below 1.Minor 2. Requires first aid but not reportable 3. Reportable but not major 4. Reportable and major 5. Death	RR - Risk rating=P x S **Low - 1 to 5 inclusive** **Medium - 6 to 7 inclusive** **High – 8** **Very High - > 8**		Assessment of requirement for areas requiring accompanying persons(s):			

No Access Authorisation / Revision To Scope

Survey INS #	Reason for no access or Revision to Scope	Surveyor	Client Agreement

LEAD SURVEYOR CONFRIMATION OF COMPLETION OF RAMS

Signed……. Date……..

Name……..

CLIENT ACKNOWLEDGEMENT

Please complete the following information and tick the box to confirm that you have read and accepted the agreed scope as documented above ☐

SIGNED:

NAME:

POSITION:

It is important that any changes to scope are communicated to us in writing. Where possible, we will issue an update to this document for further acceptance by the Client.

RAMS Briefing Sheet/Acknowledgement Note: To be signed by all operatives involved in undertaking the Asbestos Survey to prove the scope of works and risk assessments have been fully acknowledged, assessed and understood			
NAME	**Title**	**Date**	**Signature**

Site Plans

Notes: Site Plans not provided plans will need to be drawn on site by the surveyor