

METHOD STATEMENT – CONTRACTORS ON SITE



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-036	FREQUENCY (TICK AS APPROPRIATE)				
Version No:	06					
Task:	Contractors on site	Daily	Weekly	Monthly	Quarterly	Yearly
Date Completed:	5 March 2025					
Employee Participation and Inv.	Jose Quintero					
Re-Assessment Due*:	One year from above date	✓	N/A	N/A	N/A	N/A
Method Statement Completed By:	H&S Manager	Emergency Telephone Number:				
		02076246330				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
	✓		✓	

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Review any activity by contractors	Plan and define the job by Chamberlaine employees	Routes, and access point assessment	Evaluate safe use of stairs and Elevators	Review any work at height by contractors	Identify any maintenance work by contractors	Nominate a supervisor	Carry out an LMRA Last minute risk analysis	Issue Relevant PPE
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 –POTENTIAL HAZARDS

Slips, Trips & Falls	Falling objects Working on height	Noise	Vehicles	Forklift Trucks	Compressed By goods	Biohazard	Fling particles	Electric Shock	Fire Risk	Manual Handling
										
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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STEP 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used after Step 3 (Dynamic assessment) be completed on site

Personal Protective Equipment to be used								
								
Apron	Face Visor	Goggles	Eye Protection	Ear Defenders	Safety Wellingtons	Safety Boots	Anti-Static Strap	Fume/Vapour Mask
								✓
								OTHER (please state):
		✓						

Location

Site Name.....

The pieces of Health and Safety legislation applicable to this operation at Site Name..... are:

- The Health and Safety at work etc Act 1974
- The Provision and Use of Work Equipment Regulations (PUWER)
- The personal protective equipment regulation
- Lifting Operations and Lifting Equipment Regulation 1998 (LOLER)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999.



Hazards and good practice when working with contractors

- All possible hazards should be evaluated when working around contractors or sub-contractors
- **Step 3 of this risk assessments**, laid down the basic and necessary pre-actions to be taken when planning work within areas or areas of close proximity to contractors or building work
- When interacting in close proximity with contractors or their activities, example (Narrow corridors, crowded loading bays, Elevators, etc), alternative routes or avoidance should be consider. And a Last minute risk Analysis should be performed by the site duty holder or site manager.
- Consideration should be given to perform step 3 of this risk assessment, at any point when circumstances change. Like subcontractors entering or interacting within and area where Chamberlaine employees are working
- Provide the information of this document when performing site inductions to new employees.
- Site manager(s) should request necessary information on the effects of interactions between contractors and Chamberlaine employee's tasks and assess possible risks arising from such interaction **through step 3 of this document**.
- Agree with contractor on safe working practices and sites rules
- Consider the impact of maintenance activities on Chamberlaine employees and notify those affected (performed step 3 of this document)

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STEP 6 – RISK ASSESSMENT (Frequency X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM	Likelihood	Severity	Risk before control	Risk after Control	CONTROL MEASURES
Site Name Use of external companies /contractors	Poor practices	Electric shock or burns	4	3	12	6	Site Manger trained on planing and pre assessment of activities when contractors on site
	Lack of competency	Cuts / abrasions, muculoskeletal and other physical injuries					Ensure findings of planning and pre-assessment to be comunincted to B.M and employees
	Lack of Communication						
	Poor training	Slips, trips and falls					Communication and awarness (contractors on site), to be given to all new employees on site induction
	Lack of supervision	Puncturing/stabing/ impact/ bruises					Site manager instructed and trained to perform step 3 of this risk assessment, at any point when circumstances change. Like subcontractors entering or interacting within and area where Chamberlaine employees are working
	Lack of reporting	Property damage/fire					Site manager will request necessary information on the effects of interactions between contractors and Chamberlaine employees tasks and assess possible risks arising from such interaction through <u>step 3 of this document</u>
OVERALL RISK RATING BEFORE CONTROL: 12			Low	Low to Medium	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 6			Low	Low to Medium	Medium	High	
				✓			



<u>LIKELIHOOD</u> 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	<u>SEVERITY</u> 1. <u>SLIGHT</u>: NO INJURY or Injury requiring first Aid treatment 2. <u>MINOR</u>: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <u>MODERATE</u>: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u>: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u>: Immediate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)	<u>INTERPRETATION</u> 5 and below Low risk = No further action, but ensure controls are maintained an review 6 to 8 Low to Medium risk = Risk Can be tolerated or for only short term. Plan and introduction of measures with a define time period 9 to 12 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 15 to 16 High Risk = Activities should cease immediately until further control take immediate measures to mitigate the risk 20 to 25 STOP = Stop activity and immediate action
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