(INSERT YOUR COMPANY NAME HERE) Health and safety pack.

For: (INSERT NAME OF CLIENT, PROJECT OR CONTRACT NUMBER)

On: (INSERT TODAYS DATE)

Review date: (INSERT DATE 6 MONTHS AFTER TODAY)

Document author:	Signed:	Date:

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01) Risk assessment for 1st and 2nd fix carpentry works.

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
Falling from height (hop ups)	Both minor and major injuries can occur if a worker falls from a hop up	• Hop ups inspected prior to use, fit for purpose, with a maximum working height of 500mm • Ensure hop up legs are securely locked in place prior to use • Ensure the ground base for the hop ups is firm and level • Avoid over reaching when working and storing tools or materials on hop up • Painted hop ups are not to be used	Manager to conduct tool box talk on working at heights prior to work commencing			
Falling from height (ladders)	Serious or fatal injury could occur if a worker falls from height	• Non access ladders should be used in conjunction with ladder stays, a securing device or a person footing the ladder • Access ladders should be extended one metre above platform • Ladders in good condition, placed on a firm surface, and have a pre-use check prior to use and a thorough visual check every six months • Ladder is used at correct angle of 1 in 4, or 75°	Manager to conduct tool box talk on working at heights prior to work commencing			

		• Avoid over reaching and ensure that belt buckle remains between the ladder stiles at all times with both feet on the same rung				
Falling from height (mobile towers)	High risk of injury or fatality to workers and members of the public if a mobile tower collapses or tips over	• Towers not to be moved or dragged with brakes on • Towers to be checked for level and that brakes are engaged after moving • Only PASMA card holders to move and reposition mobile towers and outriggers • Correct access and egress to be used • Mobile towers only to be moved or repositioned when the working platform is empty	Manager to brief all operatives on safe loading of mobile towers prior to work commencing and to conduct tool box talk on working at heights			
Falling from height (step ladder)	Serious or fatal injury could occur if a worker falls from height due to misuse of steps	• Step ladders intended for domestic use must not be used in the work place • Ensure the ground base for the step ladder is firm and level • Avoid using step ladders in positions where they may be struck. E.g. by an opening door. If a compromising position cannot be avoided ensure a second person is employed as a spotter • Avoid over reaching and ensure that belt buckle remains between the step ladders stiles at all times	Manager to conduct tool box talk on working at heights prior to work commencing			

		• Ensure a second person foots the step ladder if working more than four steps high				
Falling from height (scaffold)	Serious or fatal injury could occur if a worker falls from height	• Ensure guardrails, midrails and toe boards are in place and that it has been signed off prior to use • Use correct access and egress points, ensuring any gates, or trap doors are in correct position after use • Only use if signed off and seven-day inspection checks have been carried out and are in date • Don't use after severe weather until scaffold has been re inspected • Visually check that there is no sign of tampering or interference of sole plates and ladders before use	Manager to conduct tool box talk on working at heights prior to work commencing			
Slips, trips and falls	Sprains, fractures and tissue damage could be suffered by operatives or public from slipping, tripping or falling over tools, materials, waste or areas of bad ground	• Housekeeping to be carried out at regular intervals throughout the working day with surplus materials and waste to be removed as work progresses • Safety boots to be worn by all operatives and site visitors • Work area to be cordoned off where practicable and site caution signs to be used • Avoid trailing cables, and ensure materials and tools are not obstructing designated walkways				

		• Use signage for uneven, or wet floor surfaces as well as for change in levels				
Objects falling from height	Minor or serious injury could occur to a person if objects fall from height	• Where possible only store light loads above head height • Maintain clear access to storage areas • Only use suitable storage systems • Ensure that items stored above head height are placed in a safe a suitable manner • Ensure adequate lighting is available in overhead storage systems				
Exposure to wood dust	Workers risk respiratory diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose	• Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter • Suitable respiratory protective equipment used when sanding timber or creating wood dust where no mechanical extractors are possible • Appropriate Local exhaust ventilation (LEV) equipment fitted to machinery where practicable with staff trained how to use it				
Hazard to hands from general construction work	Operatives can suffer skin disease and damage including dermatitis by prolonged contact with a range of materials	• A minimum of palm coated gripper gloves to be worn • Waterproof gauntlets to be used for prolonged contact with wet works	Use of gloves to be monitored by supervisor			

		• Avoid direct contact with skin where possible and rinse off with clean water if contact occurs • Use of barrier cream encouraged				
Hazards to hands (manual tools, strike and puncture wounds)	Operatives could suffer strike or puncture injuries from materials and sharp objects they are working with	• Palm coated gripper gloves to be worn at all times • Hammers and percussive hand tools to be in good condition with relevant handguards in place. Visually inspect prior to use • Cold chisels that have mushroomed should be re dressed, and blunt or damaged tools should be repaired or discarded • Follow correct sequence of works so that no debris can land from above	Use of gloves to be monitored by supervisor			
Puncture wounds in feet (from waste material)	Puncture wounds could be suffered by operatives and public from stepping on sharp objects or timbers that have not been de-nailed	• Site footwear to have steel mid-soles •Timbers and other waste products de-nailed or made safe • Safety signage to be used to warn people of hazards and work area to be cordoned off if practicable • Ensure walkways are kept free from waste materials • Ensure there is adequate lighting	Supervisor to brief operatives to ensure that all timbers are de-nailed and made safe			
Knee damage (from kneeling)	Musculoskeletal problems to knees may occur if body	• Provision of suitable PPE for knee protection, either in the form of work wear				

	weight is predominantly on knees	with integral knee protection (recommended), or independent knee pads • Raise work up off the floor when possible to eliminate kneeling or squatting • Avoid remaining in one posture for long lengths of time • Sit on toolbox as oppose to kneeling or squatting where possible				
Manual handling	Operatives may receive back and other injuries if correct practices are not adhered to	• Manual handling should be avoided where at all possible, but when required: Raising, lowering, and carrying loads is to be carried out using correct posture and techniques and following the health and safety guidelines for lifting at work. This includes the consideration of how heigh an object is to be lifted and the distance from the torso. • The recommended maximum safe lifting limits when raising a compact object to waist level and close to the torso is 16kg for women and 25kg for men. However, these are only guidelines, and due to individuals having different capabilities, these figures are largely down to an individual's choice, provided they have had manual handling training and are competent. • If the load is to be moved check the route is free from obstacles before starting and use	All operatives and staff to have manual handling training every three years			

		mechanical aids such as stack trucks where possible if applicable. • A load is classified as double handling if it is of irregular shape, obstructs vision, must be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it.				
Fire / explosion	All operatives in the vicinity could suffer smoke inhalation or burns	• Suitable fire extinguishers/sand buckets to be kept in welfare room and at various points around site if required • No hot works to be carried out without a permit and sign off • Fire risk assessment carried out prior to works commencing • Escape routes, traffic management plan, muster point and importance of signing in book explained at induction and good housekeeping maintained • Use of gas horns to act as fire alarm demonstrated at induction	Supervisor to brief all operatives on first day on emergency arrangements agreed with principal contractor			
Welfare / first aid	Glasses cleaning stations, washing facilities and first aid facilities provide a safer working environment and allow minor cuts and grazes to be dealt with in a hygienic and proper manner	• Principal contractor to provide on-site facilities including • Flushing toilet • Canteen with kettle, microwave and washing facilities	Supervisor to brief operatives on facilities and the maintaining of a clean welfare area			

		• First-aid equipment				
Noise	Operatives and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	• Consideration of tools noise output when selecting tools and low-noise tools used where possible • Adequate PPE for noise suppression supplied and used • Operatives tool box talked on noise exposure at induction				
RSIs (Repetitive strain injuries)	Any individual who carries out repetitive tasks may experience pain in various joints and muscle groups.	• Avoid forceful or repetitive tasks where possible • Ensure work area is set up correctly • Avoid arching back or squatting for long periods • Avoid stretching and over reaching				
Electric power	Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity	• Only 110v or cordless power tools allowed on site • 110 power can be received from a generator or a transformer providing an RCD is used • 110v battery chargers are preferred, however mains supply may be used providing an RCD is employed • All chargers, generator and tools to have an in date PAT test				

		• Leads, tools, plugs and sockets to be visually inspected prior to use				
Generator	People may suffer injuries from C0² inhalation, fire or electrocution	• Generator to be used in a safe outdoor position sited on a drip tray and cordoned off from public • Awareness of exhaust fumes from generator not falling into excavations, buildings or confined spaces when siting generator • Signage used stating that there are electrical and fire hazards and that no smoking or naked flames are allowed • Refuelling on site is strictly prohibited and should be carried out off site • Generator to be serviced annually, visually inspected prior to use and have valid PAT certification				
Hand arm vibration	Exposure to vibration can lead to the development of “vibration white finger” (VWF) and other symptoms	• No tools to be used where exposure levels are at or above the ELV (Exposure Limit Value of 400 points or 5 ms²) • A minimum of palm coated gripper gloves to be worn (EN 388) and work exposure levels in line with tool to be followed • Minimise the length of time vibratory tools and equipment are used in one go by dividing workloads into ten minute slots	Supervisors to attend hand arm vibration awareness training every 3 years			

		• All operatives to be given hand arm vibration toolbox talk on induction • Consideration given to minimising vibration levels when selecting new equipment				
Gas nail gun	Serious puncture wounds eye damage and fatality could occur from misuse of tool	• Operative to be trained and competent in use of gun and keep hands away from workpiece during operation • Correct safety goggles and ear protection to be worn at all times • Gun to be checked visually before use and defective guns to be marked and sent to repair shop • Ensure operatives hands and body parts are kept clear of nail ejection point during operation and maintenance • Wear anti vibration gloves and take regular breaks from continuous operation.				
Planer	Operatives may suffer short term and permanent hearing damage as well as minor and major strike injuries and HAV injuries	• Tool and cutter to be visually inspected prior to use and have current PAT certification • Consideration of clothing, hair, cable position and jewellery should be made to ensure that nothing can get caught in moving parts • Ensure there is enough room to move around the work piece and that the material is securely clamped where possible				

		• Only trained operatives who are aware of possible harmful effects from using tool such as damage to hearing, HAV injuries, and injury from flying particles plane chippings to use tool • Adequate PPE for noise suppression supplied and used as well as anti-vibration gloves				
SDS percussion drill/chiseller	Wrist sprains, eye and ear damage can occur if correct precautions are not observed	• Tool and drill or chisel buts to be visually inspected prior to use be fit for purpose and have current PAT certification • Consideration of clothing, hair, cable position and jewellery should be made to ensure that nothing can get caught in moving parts • Safety glasses to be worn to protect eyes from impact damage off moving particles and continued use of tool to be avoided due to vibration and possible HAV injuries • Drill to be removed from cutting surface every 30mm of depth when drilling concrete or masonry to prevent particle blow back • Torque settings to be used to prevent muscular sprains is drill bit stalls				
Power tools	A range of minor, major and possibly fatal injuries can be sustained from moving parts of tools and	• Tools to be visually inspected prior to use and have current PAT certification				

	the substances they are working with	• Correct drill bits, saw blades, grinder discs etc… to be used for the job and to be in good condition • No working tool to be forced. i.e. if excessive pressure has to be applied to get a tool to work, the situation has to be reassessed • Correct guards and PPE to be use to prevent impact or cut damage to eyes, face and body. • Consideration of clothing, hair and jewel should be made to ensure that nothing can get caught in moving parts				
Substance Risks						
Contact Adhesive	Inhalation of vapours has a narcotizing effect, may also irritate skin and eyes	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Do not use in confined or unventilated spaces • Use of latex gloves to be encouraged				
Decorators Caulk	There may be irritation to eyes on contact	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				
Dust	Irritating to respiratory system and skin with risk of impact damage to eye	• Avoid vigorous brushing and the correct respiratory and eye PPE for the task to be worn				
Expanding Foam	May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				

Expanding Foam Fire Rated	May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				
Gripfill	Prolonged contact to vapours may cause drowsiness, dizziness, disorientation, vertigo due to narcotizing effect, may cause skin and respiratory irritation	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				
Gripfill Solvent Free	May cause skin and respiratory irritation	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				
Mitre Adhesive Activator	Prolonged and repeated contact with solvents over a long period may lead to permanent health problems, the severity of the symptoms described will vary dependant of the concentration and the length of exposure, organic solvents may depress the central nervous system causing dizziness and intoxication, and at very high concentrations unconsciousness and death	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				
Mitre Adhesive Superglue	May cause skin, eye and respiratory irritation, dizziness and drowsiness	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				

Silicone sealant	May cause skin, eye and respiratory irritation	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment .				
WD 40	May cause irritation to eyes, skin and respiratory system	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				

2) Risk awareness for areas where asbestos could potentially be discovered.

Please note that this Risk Assessment is designed to make you aware of areas where asbestos could potentially be within your work environment.

It is not an exhaustive list, but is designed as a guide to help you remember which products may contain asbestos in your work environment, and consequently which products shouldn't be disturbed.

Any industrial or residential building, built or refurbished before the year 2000 may contain asbestos, and, if you suspect that you've discovered asbestos, stop work immediately and inform a supervisor or manager.

In this document AIB is the acronym for Asbestos Insulation Board

Potential hazards	Where this may be found

Asbestos cement downpipes and gutters	Found on roof lines and between roof and gutter If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Residential	Usually on exterior of building but may be internal especially on maisonettes, flats and Town Houses. If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Commercial	Usually on interior of tall buildings as no access equipment is needed to service or maintain but may be externally fitted If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement flue pipes. Residential	Flue pipes usually take the shortest route from boiler to exterior either through a wall or the roof space Usually left unpainted when exiting through roof so easier to spot Often boxed in or painted internally
Asbestos cement flue pipes. Commercial	Flue pipis have to carry exhaust gas from a boiler room to the outside, and by the nature of commercial buildings, they can have complex designs Often spray coated, painted or boxed in If boxed in the material usually used is asbestos cement sheets Any boxing in may have been decorated as building has been maintained
Asbestos cement vent pipes	Mainly used in commercial buildings to transport cooled air in air conditioning systems

	Almost always boxed in, sometimes with asbestos cement sheets Any boxing in may have been decorated as building has been maintained
Textured decorative coatings	Aertex is the main culprit and the only way to tell if it contains asbestos is to get it tested Found on both ceilings and walls
AIB ceiling tiles	Mainly found in commercial buildings and offices due to being able to hide cables above ceiling tray Rarely found in residential buildings as most has been removed due to going out of fashion
Asbestos cement water tanks	Usually found in roof spaces
Bakelite	Toilet cisterns and seats, old light fittings and switches and many other components Looks like plastic, and is usually dark brown or black and contains asbestos
Sprayed coatings	Mainly found in commercial buildings as most homes have plastered walls Sprayed coatings were used on walls, ceilings and beams as a fire retardant and insulator
Lagging	Used as an insulation material on pipes in both residential and commercial properties Also used on boilers, but this was mainly the larger commercial type
AIB bath panels	End and side panels for baths May have been decorated, tiled or cladded
AIB backing board	Found behind fuse boxes, consumer boards, behind and around boilers, in airing cupboards and behind fires
Loose fill insulation	Used in all property types as an insulation Can be found in loft spaces, under floor boards and in cavity walls
Vinyl floor tiles and adhesive	Predominantly a 150 x 150mm tile approximately 2mm thick

	Once a popular choice of flooring for kitchens and bathrooms in residential properties Used extensively in commercial properties for most floors and corridors Both the tile and adhesive may contain asbestos May be hidden under newer floor coverings
AIB in partition walls and fire doors	Used as a fire stop inside of both products
Asbestos cement roofs	Usually corrugated panelled roofs that are bolted or screwed to joists Are brittle and fragile and were popular for farm out buildings as well as garage and commercial roofs
Roofing felt	Used for most flat roof applications and sometimes under shingles Mainly used from the early 1900's to early 1980's
Soffits	Either AIB of asbestos cement board Uses as a soffit and may be ventilated or whole May be painted to match surrounding timbers
Window panels	Found in all building types both interior and exterior Where a window frame is high level to floor but there is only glass in the top half The bottom half is often painted on the outside and decorated or plastered on the inside
Textiles	Ironing board fabric, oven gloves, heat mats, fire blankets aprons. The list goes on Any old fabric that has heat resistant properties is suspect
Gaskets, seals and paper	Often used in boilers and as seals on wood burners Paper also used as liner for floorings and roof coverings may be hidden under existing floor coverings

3) Method statement for recommended fixing techniques into various sub structures

Scope of Works

This method statement describes the work process for the following

1) Start of works
2) Measuring and marking
3) Fixing to walls
4) Cleaning brickwork with Eco cleaner
5) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.

3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Measure and mark

1) When working from a drawing, measure and mark the transferred measurements to work area. The golden rule is measure twice, mark once.
2) With all measurements, a fine light straight or V-shaped pencil mark should suffice. Carpenters pencils are not to be used for accurate or high quality finishing works. The preferred marking tool is a bonded HB or harder pencil.
3) Use the Latin face mark on best side timber or man-made boards.
4) When setting datum lines mark the first one with a single slanted line '/', the second with a double slanted line '//' etc…
5) All measurements to be in millimeters.
6) Periodically check squares and levels for true.
7) Only use a proven straight edge as a ruler.

Fixing to walls

1) Chemical fixings such as 'No More Nails', only to be used if agreed with project management first.
2) For brick or concrete block structure walls use plastic wall plugs and screw threaded mechanical fixings.
3) For light weight block walls use universal fixings.
4) For stud walls, locate timber studs as a preference, and/or plasterboard fixings, toggle bolts.
5) For metal partition walls, locate metal studs as a preference, and/or use plasterboard fixings, toggle bolts.
6) For lathe and plaster walls, locate structural timbers as a preference, and/or use toggle bolts for light fixings..

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

4) Method statement for roof timbers

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Timber work for flat roof
3) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.

5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Timber work for flat roof

1) Fix 150 x 50mm wall bearers and secure to internal wall with 100mm stainless steel screws and plugs.
2) Fix 50 x 50mm fillet flush with bottom of wall bearer with 90mm stainless steel screws.
3) Bed and fix 100 x 50mm wall plate to opposite wall.
4) Use 150 x 50mm structural grade C24 timbers as specified in architects drawing for roof joists.
5) Cut roof joists to length and notch out for the timber fillet at one end.
6) Offer joists into position and dovetail screw into wall bearer and wall plate with 100mm stainless steel screws.
7) Make and fit ladder frame from 150 x 50mm timber for sides of flat roof ensuring a 100mm over hang is allowed for soffit boards.
8) Cut and fix 100 x 50mm staggered noggins in between joists at not more than 1200mm centres.
9) Cut to length and nail on firing strips ensuring that the fall is away from existing building.
10) Board roof with 18mm exterior ply.
11) Fit soffits and fascia allowing the fascia to protrude over the ply board for cocking strip.
12) Fit coking strip to perimeter of roof on all sides except where the roof will meet the guttering.
13) Fit 50 x 25 mm drip fillet to top of fascia.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

5) Method statement for hanging doors

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Fit door
3) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Reduce door to size

1) Measure height of door frame / lining and transfer measurements to new door. Then allow a suitable gap at the bottom of the door for floor coverings (i.e. 5 – 10mm for a thick carpet, 3 – 5mm for floor tiles etc…)
2) Reduce the height of the door to suit new frame using either a saw or plane (hand, battery or mains), as required.
3) Aiming on a 2 – 3mm gap around the sides and top of the door. Offer the door to the frame and begin planning the door to size.
4) Check the project specifics for the type, amount and position of hinges to be used.
5) Mark hinges onto door and chisel out excess wood with a hammer and sharp chisel.
6) Offer the door to the frame, and use 2–3 mm packers between the frame head and top of door.
7) Wedge the door in place and transfer the hinge marks then remove excess wood.
8) Plane a leading edge and soften the arris, then fit hinges to door and frame.
9) Fit ironmongery as required.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

6) Method statement for kitchen fitting

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Setting out
3) Fitting base units
4) Fitting worktops
5) Fitting wall units
6) Fitting plinths
7) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.

5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Setting out

1) When working from a drawing, measure and mark the transferred measurements to work area. The golden rule is measure twice, mark once.
2) With all measurements, a fine light straight or V-shaped pencil mark should suffice. Carpenters pencils are not to be used for accurate or high quality finishing works. The preferred marking tool is a bonded HB or harder pencil.
3) Use the Latin face mark on best side timber or man-made boards.
4) When setting datum lines mark the first one with a single slanted line '/', the second with a double slanted line '//' etc…
5) All measurements to be in millimeters.
6) Periodically check squares and levels for true.
7) Only use a proven straight edge as a ruler.
8) Set out three datum lines. 1/ Height of top of base units. 2/ Height of worktops. 3/ Height of bottom of wall units.
9) Transfer relevant information from drawing to walls. E.g. cabinet positions, sink position etc…

Fixing base units

1) Remove unit doors and drawers if attached and assemble the unit as required, ensuring that flanges on the adjustable feet will not impede on plinths that will be fitted later.
2) Place units as close to the wall as possible in their finished position. Level the top of the unit along both axis then use a scribing block to mirror the wall.
3) Cut or plane units to suit scribe line as required.
4) Clamp and fix adjoining units, then fix any corner posts as per drawing and ensure that if corner posts are to be formed that they will not impede on doors and drawers.
5) Adjust unit legs so that the top and sides of the unit follows the datum line and unit position line.
6) Use a straight edge to determine trueness of wall, fix units into position using fixing brackets and taking into account the trueness of the wall.
7) Assemble any drawer and door units as required and fit as per manufacturer's instructions.

Fitting worktops

1) Check walls are square, transfer measurements from drawing and cut to length, taking into account the squareness of the wall corners.
2) Apply a strip of masking tape to the top of the worktop above the square edge.
3) Position the worktop in place and use a scribing block to contour the wall anomalies to the worktop.

4) Using a jigsaw or plane: cut to line as required.
5) Place worktop in final position and temporary fix in place with screws through underside of base units.
6) Fit aluminium corners and jointing strips as required by marking and reducing to length with a hack saw, then fixing in place with recommended fixings on a bed of clear silicone.
7) Take the insert sink template and transfer measurements using a chinagraph pencil.
8) Cut out aperture using a jigsaw fitted with a worktop blade, then seal exposed wood with pva, contact adhesive or silicone.
9) Apply contact adhesive to laminate and cut edges that require laminating.
10) After adhesive becomes touch dry, join surfaces together and file to shape.
11) Line and level worktops in final position and fix in place through front of base units and with modesty blocks or brackets at the rear.

Fixing wall units

1) Fix a 50x25mm batten on highest datum line to act as a temporary support for the wall units if the units don't come with adjustable fixing brackets.
2) If there are adjoining wall units, clamp them together then fix in place using recommended fixings.
3) Measure, mark and fix wall unit fixing brackets in place by following manufacturer's instruction.
4) Loosen off fixing hooks on the cabinets so that they are able to catch on the fixing brackets when you offer them into position.
5) Lift wall units into position safely by taking into account their weight and using correct labour.
6) Following the datum line and unit position line, tighten and adjust fixing hooks as required.

Fixing plinths

1) Measure and cut plinths to length bearing in mind that on corner units, the hidden plinth that shoots under a unit needs to be on double and not single units due to the position of the plinth clips.
2) Offer the plinth in position and if it is to high mark and measure the floor discrepancies and reduce plinth as required.
3) Mark the position of the plinth clips and fit as per manufacturer's instructions.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

7) Method statement for laminate flooring

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Preparing the timber sub floor
3) Preparing a concrete or tiled floor
4) Fit underlay
5) Laying the floor
6) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Preparing the timber sub floor

1) On timber floorboards or existing chipboard flooring, remove any protrusions such as raised knots or cable clips.
2) Ensure that any protruding nails or screws are flush or below existing finished floor level.
3) Use additional fixings if any areas of existing floor are not securely fixed in place.
4) Remove skirting boards if required.

Preparing a concrete or tiled floor

1) Sweep floor area and remove any protrusions such as doorstops or cable clips.
2) If there are any damaged or uneven areas apply a coat of self-levelling compound as required.
3) Fit a 250 micron / 1000 gauge DPM with 60mm overlap secured with 50mm double sided tape, and ensure the DPM is lapped 40mm up the walls.
4) Remove skirting boards if required.

Fit underlay

1) Lay sheet underlay over the entire floor area, with the lengths laid side by side and secured with masking tape.
2) Allow a 15mm gap between existing pipe runs and new underlay.
3) If using wood fibre boards as an underlay, ensure that there is a 10mm gap around the perimeter and a 5mm expansion gap between individual boards, and secure the boards with masking tape.

Laying the floor

1) Measure the length of the wall where the first row of boards will be laid and cut the corner board to length ensuring that the board in the opposite corner will be of equal length.
2) Lay the first row or boards with the tongue side facing the wall and insert plastic spacers at 600mm intervals to give a 12mm expansion gap.
3) Join the end of the boards by applying adhesive to the top of the tongue if required.
4) Begin the second row ensuring that boards are staggered so that the end joints of the second row are in the middle of a previously laid board.
5) Lock the boards together following manufacturer's instructions.
6) Continue laying in this manner ensuring that plastic spacers are fitted along the perimeter of all walls.
7) To accommodate architraves, cut them to length in sittu with a fine-toothed saw.
8) To accommodate radiator pipes, allow an 8mm expansion gap by drilling a hole 16mm larger than the pipe then cutting the board with a fine tooth saw and gluing small sections of board that fall between the pipe and wall.

9) Once floor is laid, remove the plastic spacers and replace with cork expansion strips.
10) Refit skirting boards or fit mouldings as required.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift.
2) Staff will leave area clean and tidy at end of shift

8) Method statement for timber partitioning

Scope of Works

This method statement describes the work process for the following

1) Start of works
2) Fit timberwork
3) Fixing plasterboards
4) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Fit timber work

1) Locate the position of chamber and roof joists where no loadbearing partition wall is to be built.
2) If joists run in the same direction as the new wall, reposition wall if possible or fit noggins between the joists for fixings.
3) Measure, cut and fix the head plate using mechanical fixings.
4) Drop a plumb line from the outside edge of the head plate at both ends and mark the position on the floor. The marks on the floor will be the outside edge of the sole plate.
5) Measure, cut and fix the sole plate using mechanical fixings.
6) Mark the position of the vertical studs on the sole plate noting that if you are using 12.5mm plasterboard the centres are at 600mm, and 9.5mm plasterboard gives 400mm centres.
7) Measure, cut and fix the vertical studs individually as there may be a discrepancy in the room height.
8) Mark the position of the studs on the wall and ceiling so that they are easy to locate for plaster board fixings.
9) Measure, cut and fix horizontal noggins to go roughly half way up the verticals on a 2400mm ceiling.
10) Fit additional horizontal noggins as required if heavy items are to be fixed to finished wall.

Fixing plasterboards

1) Use wedges/packers to raise plasterboards slightly off the ground to prevent contamination with surface water should it occur at a later date.
2) Use drywall screws at 300mm centres and ensure that the fixings are slightly below board surface.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

9) Method statement for fencing

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Clear ground and fit fence posts
3) Fit fence panels to concrete mortice posts
4) Fit arris or cant rails
5) Fit F/E boards or pales
6) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.

7) Do not leave tools and equipment unattended at any time.

Clear ground and fit fence posts

1) Clear ground by removing any debris, shrubs, long grass etc.. that is in the way of new fence position.
2) Use a string line to mark the position of the new fence along the floor.
3) Depending on the type of fence you will need to measure the panels, gravel boards, arris or cant rails to determine the positions for the new posts.
4) Mark out the positions of the new posts by hammering timber into the ground then remove the string line.
5) Remove the first marking timber and use a post shovel to dig a hole approximately 30mm in diameter and at least 600mm deep.
6) Make a 1:3 mix of OPC to sand and gravel, thoroughly mixed to a paste like consistency.
7) Place post in hole and carefully add 150mm of concrete ensuring that the concrete doesn't come into contact with the post above ground level. Then line and level post to desired position using the post shovel to move the bottom of the post if required.
8) Completely fill the remainder of the hole with concrete to a level of 100mm below existing ground level.
9) Tamp down the concrete ensuring that the post is level and in the correct position.
10) If fitting timber posts add further concrete to the hole to a depth of 30mm above ground level, then use a trowel to smooth the concrete that is above ground into a dome like shape allowing rainwater to flow away from the post.
11) If fitting concrete posts add further concrete to finished ground level and smooth to finish with a trowel allowing the gravel boards to meet the floor.
12) If concrete gravel boards are being used, ensure the ground is level between posts and place them in position as the concrete posts are fitted.

Fit fence panels to concrete mortice posts

1) Using a 500mm hop up, two men should raise the panel above post height and slide the paned into the concrete mortices.

Fitting arris or cant rails

1) Cant rails can be slotted in between concrete mortice posts, drilled and bolted to concrete posts or drilled and screwed to timber posts.
2) Arris rails can be slotted in between concrete mortice posts, fitted as a tenon into timber posts as the fence is erected or slotted into birds mouths cut into timber posts.

Fitting F/E boards or pales to rails.

1) Use 75mm annular bright ring fencing nails and nail first board to beginning of fence ensuring that the board is level.
2) Screw a temporary board to the fence approximately two meters away from the first one using a spirit level to ensure the height of the boards are the same.
3) Fix a taught string line between the two boards to act as a datum.

4) Nail feather edge boards ensuring they are upright, set to datum and have a 25mm overlap.
5) Nail palisade fencing pales ensuring they are upright, set to datum and have equal gaps.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

10) COSHH assessment for contact adhesive

Substance / material	Contact Adhesive																	
Suppliers address and phone number	Siroflex Limited, Dodworth Business Park, Dodworth, Barnsley. S75 3SP. 01226771600																	
Contents / ingredients of product	Naphtha (Petroleum), Hydrotreated Light 30-60%, Acetone 10-30%, Ethyl Acetate 10-30%, Phenolic Resin 5-10%, Xylene 5-10%.								**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs			
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☐	Confined space	☐										
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☒	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☒	Low	☒	**Product state**		Solid	☐	Liquid	☒	Gas	☐				

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Confined space	☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

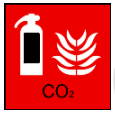
Health risks: Inhalation of vapours has a narcotizing effect. May also irritate skin and eyes.
Skin contact: Prolonged skin contact may cause redness and irritation.
Eye contact: There may be irritation and redness of eyes and mucous membranes. The eyes may water profusely.
Ingestion: There may be soreness and redness of the mouth and throat. May cause lung damage if swallowed.
Inhalation: Irritation of nose, throat and airway. Exposure may cause coughing or wheezing. There may be a feeling of tighness in the chest with shortness of breath. Inhalation of vapours has a narcotizing effect.

First aid and emergency measures:

Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air until narcotizing effect has worn off.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash the affected skin with soap and water. Seek medical treatment in all cases of irritation.
After significant accidental ingestion: Rinse mouth out with water, do not induce vomiting, provide fresh air and keep patient at rest. Seek medical attention.

Spillage and environmental:
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method. Allow residue to cure and remove with scraper and sand.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☐	☐

Fire details:
Foam, carbon dioxide or dry powder. Cool containers with water spray.
Do not use a water jet.

Specific hazards
The product is flammable, and heating may generate vapours which may form explosive vapour/air mixtures. In case of fire, toxic gases may be formed.

11) COSHH assessment for decorators caulk

Substance / material	Decorators Caulk																	
Suppliers address and phone number	Siroflex Limited, Dodworth Business Park, Dodworth, Barnsley, South Yorkshire. S75 3SP. 01226 771 600																	
Contents / ingredients of product	Dipropylene Glycol Dibenzoate 1-5%, Naphtha (Petroleum), Hydrosulfurized Heavy 1-5% Both non-hazardous								**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒										
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**	Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☐	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside well ventilated	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Confined space	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☐	Swallowed	☒	In contact with skin	☐	In contact with eyes	☒	Other. Please specify

Health risks: There may be irritation to eyes on contact.
Skin contact: Generally the product does not irritate the skin.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: Might cause mild stomach upset.
Inhalation: Generally the product gives of little vapour and inhalation has no ill effects.

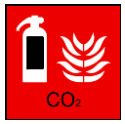
First aid and emergency measures:

 Emergency servics	 First aider	 First aid box	 Shower	 Eye wash	 Wash affected area	 Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:

After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wipe off with tissue and wash contaminated area.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Consult a physician if symptoms persist.

Spillage and environmental:
Non-toxic.
Mobility: No special measures required.
Accidental release: Do not discharge into drains or rivers. Pick up mechanically then dilute residue with plenty of water.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☒	☐

Fire details:
No special measures required.
Use fire extinguishing methods suitable to surrounding conditions.

12) COSHH assessment for expanding foam

Substance / material	Expanding Foam																
Suppliers address and phone number	Soudal N.V. Everdongenlaan 18-20, B-2300 Turnhout. +32 14 42 42 31 24h/24h: +32 14 58 45 45 (BIG) (NL, EN, FR, DE)																
Contents / ingredients of product	Polymethylene Polyphenyl Isocyanate (-) >25%, 4,4'-Methylenediphenyl Diisocyanate 10-25%, Alkanes, C14-17, Chloro 1-20%, Dimethyl Ether 1-10%, Propane 1-10%, Isobutene 1-20%						**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☐									
How the products used	Mixing	☐	Pouring	☐	Spraying	☒	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐					
Product hazard levels	High	☐	Medium	☒	Low	☐	**Product state**	Solid	☐	Liquid	☒	Gas	☐				

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Confined space	☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

Health risks: May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system.
Skin contact: May cause sensitisation to contact points.
Eye contact: May cause irritation to eyes.
Ingestion: May cause irritation, nausea, vomiting and diarrhoea.
Inhalation: May cause irritation to respiratory system.

First aid and emergency measures:


Emergency servics


First aider


First aid box


Shower


Eye wash

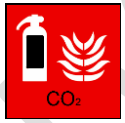

Wash affected area


Boot wash

☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air until effect has worn off. Seek medical attention if symptoms persist.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash copiously with soap and water - remove contaminated clothing, including shoes and launder before re-use. If skin irritation develops seek immediate medical attention.
After significant accidental ingestion: Wash out mouth with water and obtain medical attention urgently.

Spillage and environmental:
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Allow to cure, and remove mechanically. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☐	☐

Fire details:
Use Powder, Carbon dioxide (CO2), Foam or Water spray. DO NOT USE full water jet.

Containers close to fire should be removed or cooled with water. Use water to keep fire exposed containers cool and disperse vapours.
Beware, risk of formation of toxic and corrosive gases. Hydrogen cyanide (HCN), Hydrogen chloride (HCl), Nitrogen oxides (NOx).
Use self-contained breathing apparatus.

13) COSHH assessment for solvent free grab adhesive

Substance / material	Grab adhesive Solvent Free																
Suppliers address and phone number	Bostik Limited, Common Road, Stafford, Staffordshire. ST16 3EH. +44 1785 272625																
Contents / ingredients of product	No hazardouscontents.									**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**		
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒									
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐					
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**		Solid	☐	Liquid	☒	Gas	☐			

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☐	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Confined space	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☐	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

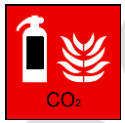
Health risks: May cause skin and respiratory irritation.
Skin contact: May cause drying of skin and/or irritation.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: May cause irritation, vomiting.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.

First aid and emergency measures:

Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air. Seek medical attention if symptoms persist.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash copiously with soap and water - remove contaminated clothing, including shoes and launder before re-use. If skin irritation develops seek immediate medical attention.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting and obtain medical attention if symptoms persist.

Spillage and environmental:
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☐	☒	☒	☒	☐	☐

Fire details:

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

Fire or high temperatures create: Toxic gases/vapours/fumes of Carbon dioxide (CO2). Carbon monoxide (CO).

14) COSHH assessment for intumescent sealant

Substance / material	Intumescent Sealant																
Suppliers address and phone number	Siroflex Limited. Dodworth Business Park, Dodworth, Barnsley, South Yorkshire. S75 3SP. 01226 771600																
Contents / ingredients of product	5-chloro-2-methyl-4-isothiazolin—3-one, 2-methyl—2Hisothiazol-3-one						**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**	NA				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒									
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐					
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**	Solid	☐	Liquid	☒	Gas	☐				

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☐	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Confined space	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☐	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

Health risks:
Skin contact: If brought into contact with the skin it may cause sensitisation.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: May cause irritation, vomiting and diarrhoea.
Inhalation: No known risks.

First aid and emergency measures:

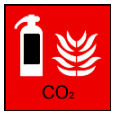
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:

After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash with soap and water
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting.

Spillage and environmental:
Mobility: Store in an upright position out of direct sunlight.
Accidental release: Scrape up spillage then wash with large amounts of water.

Water ☐



Carbon Dioxide ☐

Dry powder ☐

Foam ☐


Fire blanket ☐


Raise alarm ☐

Fire details:
Use fire-extinguishing media appropriate for surrounding materials.

In combustion emits toxic fumes.
Fire fighters to wear self-contained breathing apparatus. Wear protective clothing to prevent contact with skin and eyes.

15) COSHH assessment for silicone sealant

Substance / material	Silicone Sealant																	
Suppliers address and phone number	Siroflex Limited, Dodworth Business Park, Dodworth, Barnsley, South Yorkshire. S75 3SP. 01226 771 600																	
Contents / ingredients of product	Distillates (petroleum), hydtrotreated middle 10-<30%, Distillates (petroleum), hydrotreated light 1-<5%						**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**						
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒										
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**	Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☒	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Cloths	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Confined space	☒	☒	☐	☐	☒	☒	☐	☐	☒	☐	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

Health risks: May cause skin, eye and respiratory irritation.
Skin contact: There may be irritation and redness at the site of contact.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.

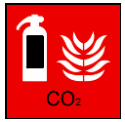
First aid and emergency measures:

Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:

After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wipe off with tissue and wash contaminated area.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Consult a physician if symptoms persist.

Spillage and environmental:
Non-toxic.
Mobility: Store in cool, well-ventilated area. Keep container tightly closed
Accidental release: Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☐	☐	☒

Fire details:
No special measures required.