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# **CLI Heating Ltd**

## **WORKPLACE RISK ASSESSMENT**

### **Company Statement**

CLI Heating Ltd specialises in providing a service installing central heating.

CLI Heating Ltd is fully aware of its responsibilities not only for health and safety but also of its surrounding environment. It is the aim of CLI Heating Ltd to provide our customers with energy efficient heating, taking into consideration all the aspects that affect ourselves, our customers and those around us.

Wherever the company operates it is committed in so far as is reasonably practicable to take any necessary action required to protect the health and safety of its employees, sub- contractors, our customers and the general public. We are also committed to ensuring that our environment is protected at all times.

Care for health, safety and the environment are important responsibilities for every employee and sub-contractor. CLI Heating Ltd requires that all employees and sub-contractors work in a safe manner and take reasonable care of their own safety and the safety of others. The company provides all necessary equipment and training to ensure that our employees and sub-contractors can carry out their duties effectively.

Any activities undertaken by CLI Heating Ltd, its directors, managers and employees are in compliance with the Health and Safety at Work Act 1974 and all other relevant legislation. Documentation is reviewed annually and updated to reflect any changes in policy, organisation, arrangements or standards of any new existing current legislation, etc. Employees and sub-contractors are informed of any review or updating of the policy.

**Paul Edwards**

**Director and Company Secretary**

**Dated: 5-Jul-12**

Review Date: one year from above date

## What is risk?

Risk is the likelihood of something causing harm, it is a part of everyone's everyday life, we can't avoid risks but we can put things in place to manage them effectively.

## What is a risk assessment?

In order to ensure a safe working environment, you need to understand the exact definition of risk and be able to estimate it, evaluate it and take action if necessary.

A hazard is ANYTHING that has the potential to cause harm, a hazardous event takes place when someone does something which interacts with a hazard and allows it to cause harm. Suppose there's a hole in the ground, the hole (hazard) by itself isn't causing any harm, but if someone tripped over it (the hazardous event) then it would become harmful.

**Likelihood** is a measure of the chance that the hazardous event will occur. If the hole is in a busy area, such as a shop entrance, it's more likely someone will trip over it. However, if it is in an area that doesn't get a lot of pedestrian traffic, such as a back yard, tripping over it would be less likely.

The **consequence** is the outcome of the hazardous event. If you tripped over a hole there could be several possible outcomes; you might land on your feet with no damage at all, you might drop whatever you were carrying, or perhaps you could end up with a sprained ankle or even a fracture.

**Risk** is the combination of the likelihood of a hazardous event occurring and the consequence of the event

$$\text{Risk} = \text{likelihood} \times \text{consequence}$$

## What is dynamic risk assessment?

The continuous assessment of risk in the rapidly changing circumstances of an operational environment implementing the control measures necessary to ensure an acceptable level of safety

Dynamic risk assessment can be used to assess unpredictable and unforeseen risks in an environment that is rapidly changing; it allows the person to make a risk judgment and provides personnel with a consistent approach to assessing risk.

## How do we do it?

On initial site inspection you assess the risk of the work you are about to undertake choose the appropriate risk assessment number from the file and record it and the essential control measures on your risk assessment sheet, this can be adjusted according to the task at hand.

These measures are in place to protect the health and safety of you, your team and your customer, you have a legal responsibility under the health and safety at work act 1974 section which "places duties on employees to take reasonable care of their own health & safety, and that of anyone who could be adversely affected by their 'acts or omissions at work' and to co-operate with their employer in steps to meet legal requirements"

## What is expected of me?

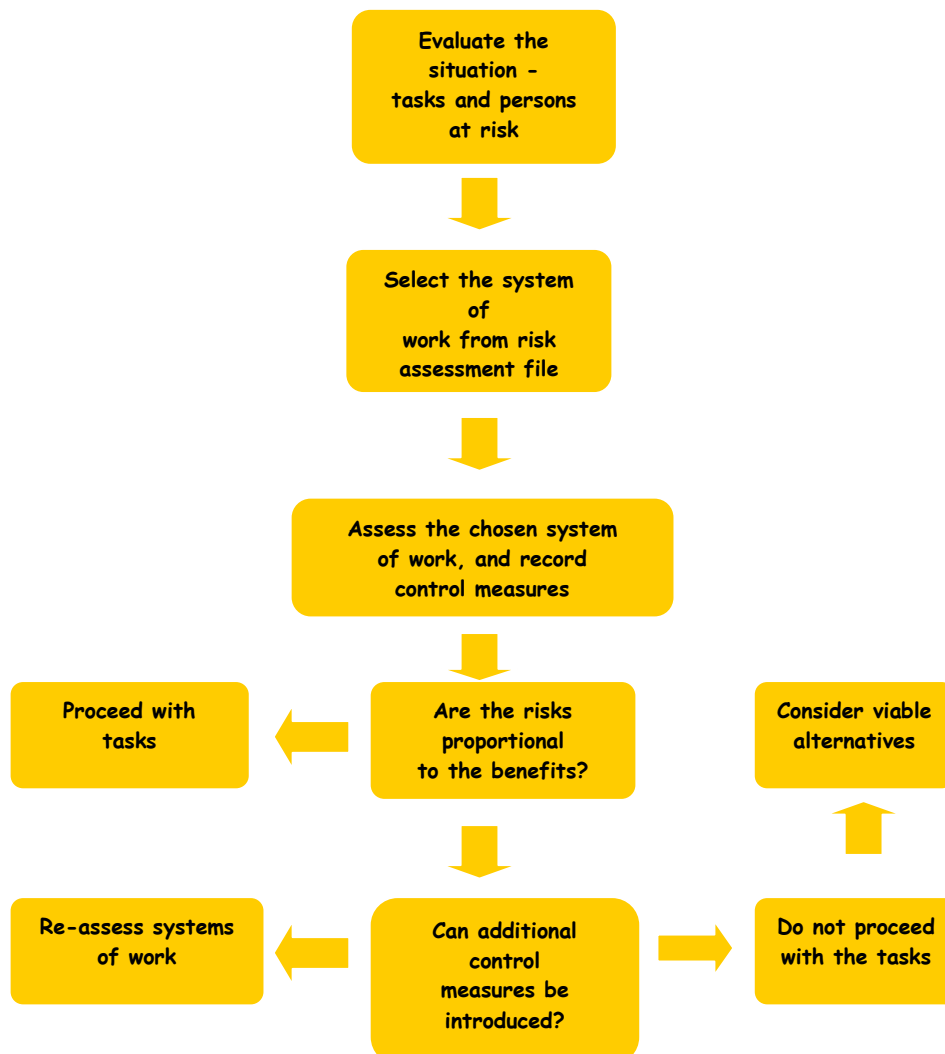
Risk assessment is a means of making sure that the most serious workplace risks are managed by cost effective control measures. Assessing risks allows you to prioritise the action you take and control them. Put simply risk assessment is careful examination of anything in YOUR workplace that could cause people to suffer injury while they are at work.

Risk assessment is about deciding who might be harmed and then judging how likely it is that something will go wrong and how serious the consequences could be, once you have worked out what the risks are and how significant they are, you can concentrate on cutting them out, or at least controlling them.

This file contains dynamic risk assessments, as the majority of work you undertake is repetitive the risk assessments have been completed for you, you merely need to identify the work being carried out note the risk assessment number on your risk assessment form and record the control measures required.

This system does not allow for exceptions i.e. whilst installing a vertical flue you encounter 33,000 volt overhead cables, for this the form allows for you to carry out your own risk assessment and record your own control measures.

**If you require any assistance in documenting your risk assessment or evaluating an exception to the dynamic risk assessment please feel free to ring the office and ask to speak to a senior member of staff.**



1. Hot Work
2. Central Heating Installation - Gas
3. Central Heating Installation - Oil
4. Servicing Gas/Oil
5. Construction of Oil Tank Base
6. Removing Solid Fuel Boilers
7. Working at Heights
8. Working with Step-Ladders
9. Working with Ladders
10. Working with Mobile Scaffold
11. Working with Mains Electricity
12. Using Power Tools
13. Using Circular Saw, Grinder, Reciprocating Saw
14. Use of Portable Electrical Equipment
15. Manual Handling
16. Working in Confined Spaces
17. Asbestos Awareness
18. Remedial Work - Working Alone
19. Using P.P.E.
20. Working in Explosive Atmospheres
21. Driving Company Vehicles
22. COSHH - Risk Assessments

**COSHH Data Sheets**

**Method Statements**

**Useful Telephone Numbers**

# 1 PIPE SOLDERING (HOT WORK) RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	PIPE SOLDERING (HOT WORK)
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S)	Likelihood	Current Risk	Is the risk
	(1-5)	(L) (1-5)	Rating (S x L)	adequately
			(1-25)	controlled?
				Yes/No
Fire hazard from use of blowlamps.	5	1	5	Yes
Burns.	3	2	6	Yes
Inhalation/absorption of hazardous substances.	2	1	2	Yes
Fire Hazard from Combustible Waste.	5	1	5	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p><b>PERSONS USING SOLDERING EQUIPMENT MUST BE FULLY COMPETENT IN ITS USAGE.</b></p> <p>Hot work within loft spaces to be avoided.</p> <p>Tectite fittings and heat gel to be used where appropriate.</p> <p>All combustible materials to be removed or screened. Heat resistant mats to be used where proposed hot work is to take place.</p> <p>Appropriate cooling period allowed when works have been completed.</p> <p>COSHH Data sheets in Company Handbook.</p> <p>Area to be well ventilated at all times.</p> <p>Fire extinguishers present in immediate vicinity of the workplace, i.e. within 1 metre of hotwork.</p> <p>Barriers placed around work area.</p> <p>First Aid Kit easily accessible to work area.</p> <p>Appropriate PPE available.</p> <p>Work area to be kept free from debris at all times.</p> <p>1<sup>st</sup> year apprentices not to carry out hot work under any circumstance.</p> <p>Competent persons only to complete works.</p> <p>Appropriate information and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Site Evaluation by management.
<b><u>MONITORING REQUIRED</u></b>
As and when required. (Changes in existing law)
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
RISK ASSESSMENT TO EMPLOYEES
SIGNED: <i>Lee Edwards</i>
Date 22/01/2012
Review Date Year from above date

## 2 INSTALLATION GAS CENTRAL HEATING BOILER RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	INSTALLATION GAS CENTRAL HEATING BOILER
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Gas Leak	5	1	5	Yes
Use of hand tools	3	1	3	Yes
Use of ladders	4	1	4	Yes
Hop-up stool, use of steps, extended type step ladder	2	1	2	Yes
Flying debris	3	1	3	Yes
Soot and Dust	4	1	4	Yes
Carbon Monoxide	5	1	5	Yes
Risk of Cut or injury	3	2	6	Yes
Manual Handling	3	1	3	Yes
Electrical Risk of Shock	5	1	5	Yes
Purging risk of fire	5	1	5	Yes
Injury to knees from floor	3	2	6	Yes
Asbestos	5	1	5	Yes

### PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

### COMPETENT ENGINEERS USED IN COMPLIANCE WITH THE GAS SAFETY INSTALLATION AND USE REGULATIONS 1998 (GSIUR).

Safe systems training for working at high level.  
 Appliance safety records.  
 Safe System of work procedures and codes of practice.  
 Signage for appliances.  
 Fire Extinguisher easily accessible.  
 Ladders tied and cordoned below to advise of drop hazard.  
 Portable Appliance testing on electrical tools and instruction on use.  
 Refer to working with asbestos in buildings.  
 PPE provided and full instruction in its use.  
 All work to be carried out in accordance with the company method statement.  
 Appropriate information, instruction and training to be provided at all times.

#### ANY ADDITIONAL CONTROL MEASURES REQUIRED

Site evaluation and additional notes made.

#### MONITORING REQUIRED

As and when required. (Changes in legislation).

#### INFORMATION TO BE PROVIDED TO EMPLOYEES

Risk assessment to employees. Any special instructions.

SIGNED: *Lee Edwards*

DATE: 21/03/2012

Review Date Year from above date

### 3 INSTALLING OIL CENTRAL HEATING BOILER RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY		LEE EDWARDS		
DESIGNATION		MANAGER		
WORK ACTIVITY		INSTALLING OIL CENTRAL HEATING BOILER		
SITE ADDRESS		ALL		
HAZARDS IDENTIFIED				
	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Contact with Kerosene	2	1	2	Yes
Back Injuries from Lifting - manual handling.	2	2	4	Yes
Slips, trips and falls	2	2	4	Yes
Oil Spillage	2	1	2	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>Only qualified and competent persons to work on oil systems, in accordance with the Oftec regulations. Provision of Personal Protective Equipment (PPE) and Training (In compliance with PPE at work regulations 1996).</p> <p>Manual Handling Training (Company handbook in compliance with Manual Handling Operations 1992).</p> <p>'Good House Keeping' on every site. Site to be kept clean and free from debris.</p> <p>Health and Safety regulations followed at all times - employees aware of emergency procedures should a spillage occur.</p> <p>Provision of trolleys for ease of manoeuvre.</p> <p>Oil spillage kits provided.</p> <p>All work to be carried out in accordance with the company method statement.</p> <p>Appropriate information, instruction and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
As and when required. (Changes in legislation).
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date



#### 4 Servicing Gas/Oil Boiler RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	Servicing Gas/Oil Boiler
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Slips, trips and falls.	2	1	2	Yes
Sharp Surfaces.	1	2	2	Yes
Hot Surfaces.	2	2	4	Yes
Manual Handling.	1	1	1	Yes
Dust.	3	2	6	Yes
Gas Leak	4	1	4	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<p><b>COMPETENT ENGINEERS USED IN COMPLIANCE WITH THE GAS SAFETY INSTALLATION AND USE REGULATIONS 1998 (GSIUR) or compliance with Oftec legislation and registration.</b></p> <p>Appliance Safety records.          Use of Safe System of Work and Code of Practice.          Manufacturers installation instructions where available.          Client advised of work.          PPE such as gloves and dust masks to be used as required.          Works to carried out in accordance with company method statement.          Competent persons only to complete works.          Appropriate information, instruction and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

## 5 CONSTRUCTION OF OIL TANK BASE RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	Andrew Edwards
DESIGNATION	HEALTH AND SAFETY
WORK ACTIVITY	CONSTRUCTION OF OIL TANK BASE
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled?
				Yes/No
Manuel handling of oil tank/Cement mixer	4	2	8	Yes
Damage to sight	4	2	8	Yes
Lacerations, crushing of hands and fingers	3	2	6	Yes
Bruised or broken toes or feet	3	2	6	Yes
Various strains, sprains etc	2	2	4	Yes
Slips, trips or falls	3	1	3	Yes
Damage to hearing	4	1	4	Yes
Chemical burns	2	2	4	Yes
Soot and dust	2	2	4	Yes
Electrocution/Electric shock	4	1	4	Yes

### PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

### EXISTING CONTROL MEASURES IN PLACE

Getting to grips with manual handling included in Company Handbook - in compliance with Manual Handling Regulations 1992.

Trolleys made available on Company Vehicles to ensure safe carriage.

Supply of suitable PPE provided for handling of materials which could cause injury.

PPE to included eye protection, ear defenders, dust masks and suitable gloves.

Operative's certification in safe manual handling procedures.

All electrical equipment to be regularly inspected and PAT tested accordingly.

Coshh data sheet available for substances used.

Only competent persons to complete works.

Appropriate information, instruction and training to be provided at all times.

### ANY ADDITIONAL CONTROL MEASURES REQUIRED

### MONITORING REQUIRED

New employees need to be fully instructed on the correct handling and lifting of loads. (Usually on induction).

### INFORMATION TO BE PROVIDED TO EMPLOYEES

COSHH Assessment, Data Sheets, special instructions. Risk assessment to employees.

SIGNED: *AMB Edwards*

DATE 22/01/2012

Review Year from above date

## 6 REMOVAL OF SOLID FUEL BOILERS RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	Andrew Edwards
DESIGNATION	HEALTH AND SAFETY
WORK ACTIVITY	REMOVAL OF SOLID FUEL BOILERS
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Manuel handling of boiler/Cement mixer	4	2	8	Yes
Damage to sight	4	2	8	Yes
Lacerations, crushing of hands and fingers	3	2	6	Yes
Bruised or broken toes or feet	3	2	6	Yes
Various strains, sprains etc	2	2	4	Yes
Slips, trips or falls	3	1	3	Yes
Damage to hearing	4	1	4	Yes
Chemical burns	2	2	4	Yes
Soot and dust	2	2	4	Yes
Electrocution/Electric shock	4	1	4	Yes

### PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Getting to grips with manual handling included in Company Handbook – in compliance with Manual Handling Regulations 1992. Trolleys made available on Company Vehicles to ensure safe carriage. Supply of suitable PPE provided for handling of materials which could cause injury. PPE to include eye protection, ear defenders, dust masks and suitable gloves. Operative's certification in safe manual handling procedures. All electrical equipment to be regularly inspected and PAT tested accordingly. Coshh data sheet available for substances used. Only competent persons to complete works. Appropriate information, instruction and training to be provided at all times.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Site Evaluation by management.
<b><u>MONITORING REQUIRED</u></b>
New employees need to be fully instructed on the correct handling and lifting of loads. (Usually on induction).
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
RISK ASSESSMENT – ANY SPECIAL INSTRUCTIONS
SIGNED: <i>AMB Edwards</i>
DATE 22/01/2012
Review Year from above date

# 7 WORKING AT HEIGHTS RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING AT HEIGHTS
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
	Falls of persons from working places or access routes.	4	1	4
Falling materials or articles from height i.e. working platform.	4	1	4	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

1. Work is planned to ensure safe access/egress.
2. See - Separate risk assessments - ladders, stepladders and mobile scaffold.
3. All equipment provided and maintained to legal and required standards.
4. Suitable barriers and signs positioned to warn others about overhead operations.
5. Edge protection will be erected at all openings or edges where falls could occur.
6. Where edge protection is removed for access, or if it is not practicable, safety lines and harnesses will be worn by operators working on or near the edge.
7. Where there is likely to be debris falling - fans or chutes or full enclosures must be used to protect third parties.
8. All operatives working below or on overhead operations will wear safety helmets as standard.
9. All employees have the necessary information, instruction, training and supervision for working at height.
10. 1<sup>st</sup> year apprentices not to work at height under any circumstances.
11. Only competent persons to complete works.

### ANY ADDITIONAL CONTROL MEASURES REQUIRED

Any new employee to have the necessary information, instruction, training and supervision for working at height (usually on induction).

### MONITORING REQUIRED

As and when required. (Changes in existing law)

### INFORMATION TO BE PROVIDED TO EMPLOYEES

Risk assessment to employees. Any special instructions.

SIGNED: : *Lee Edwards*

DATE 22/01/2012

Review Year from above date

# 8 WORKING WITH STEPLADDERS.RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING WITH STEPLADDERS.
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Falling off ladders from heights	4	1	4	Yes
Damaged faulty steps	3	1	3	Yes
Lifting/Carrying/Transporting of Steps	1	1	1	Yes
Position of steps on uneven ground	3	1	3	Yes
Polished Floor	2	1	2	Yes
Top two steps are not a working platform	2	2	4	Yes
Over-reaching	3	1	3	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Safe system of work - Company Handbook (Ladder Law) All literature provided. Signage for appliances. Competent persons. Regular Ladder inspections. Any defects reported and ladder removed from use. Stepladders to conform to EN131 Standard. Only competent persons to complete works. Appropriate information, instruction and training to be provided at all times.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
As and when required.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

## 9 WORKING WITH LADDERS RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY		LEE EDWARDS		
DESIGNATION		MANAGER		
WORK ACTIVITY		WORKING WITH LADDERS		
SITE ADDRESS		ALL		
HAZARDS IDENTIFIED				
	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Manual Handling of Ladder and Lifting	1	2	2	Yes
Carrying of Ladder	1	2	2	Yes
Falls from height	4	1	4	Yes
Securing ladder, footing, tying etc	1	1	1	Yes
Tools and materials falling onto people below	3	1	3	Yes
Use of defective ladder	4	1	4	Yes
Weather conditions	2	2	4	Yes

### PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

### EXISTING CONTROL MEASURES IN PLACE

Safe system of work - Company Handbook (Ladder Law)  
PPE/Literature provided.  
Signage.  
Safety Policy.  
Ladders inspected regularly and register kept and checked before use.  
Any defects reported and ladder deemed not fit for use.  
Two man operation only.  
Anti-Slip Equipment to be used.  
All ladders to conform to EN131 standard.  
Competent persons only to complete works.  
Appropriate information, instruction and training to be provided at all times.

### ANY ADDITIONAL CONTROL MEASURES REQUIRED

### MONITORING REQUIRED

As and when required. (Changes in legislation).

### INFORMATION TO BE PROVIDED TO EMPLOYEES

Risk assessment to employees.  
Company Handbook  
Ladder Training where applicable.

SIGNED: : *Lee Edwards*

DATE 22/01/2012

Review Year from above date

# 10 WORKING WITH MOBILE SCAFFOLD RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING WITH MOBILE SCAFFOLD
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Falls from scaffold.	4	1	4	Yes
Scaffold unsafe/overturning when lifting heavy material.	4	1	4	Yes
Material or tools falling from mobile scaffold.	3	1	3	Yes
Public/Workforce striking mobile scaffold.	3	1	3	Yes
Electric cables.	3	1	3	Yes
Over-reaching.	3	1	3	Yes
Manual handling material on scaffold.	2	1	2	Yes
Vehicles striking scaffold.	3	1	3	Yes
Overloading mobile scaffold.	2	1	2	Yes
Telephone cables.	2	1	2	Yes
Moving Mobile Scaffold.	1	1	1	Yes
Weather Conditions.	2	2	4	Yes
Erecting/dismantling mobile scaffold.	2	2	4	Yes
Adjustable legs to height.	1	1	1	Yes
Uneven/soft ground.	2	1	2	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Safe system of work - Company Handbook (Ladder Law) PPE/Literature provided. Signage. Safety Policy. Manufacturers Handbook. Necessary training provided. Scaffold inspected before use. Only competent persons to complete works. Appropriate information, instruction and training to be provided at all times.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
As and when required. Changes in legislation.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions. Company Handbook.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 11 WORKING WITH ELECTRICITY RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING WITH ELECTRICITY
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Burns/Electric shock	4	1	4	Yes
Electrocution/Death	5	1	5	Yes
Overhead cables	5	1	5	Yes
Fire	5	1	5	Yes
Underground services	5	2	10	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>Attention to electricity at work in company handbook, in accordance with Electricity at Work Regulations 1989.            Any electrical installers shall be competent, suitably qualified and fully trained.            Electrical equipment only to be used for its intended purpose.            Equipment to be fitted with RCD`s.            Electrical appliances to be correctly isolated before being worked on.            Use safe working practices.            Fire extinguishers to always be present on site.            Company portable equipment to be at regular intervals (within every six month period).            Unsafe working conditions to be reported to management.            Avoid working at height where overhead cables are present.            Cat &amp; Jenny to test for cables when breaking the surface of the ground            If any faults are found operatives must move the equipment from use and inform management.            An operative on each team will be trained in emergency first aid.            Appropriate information, instruction and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Risk assessment to be reviewed annually.
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Company Handbook.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date



# 12 USING POWER TOOLS RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	USING POWER TOOLS
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Damage to hearing.	2	1	2	Yes
Hand Arm Vibration	2	1	2	Yes
Repetitive Strain	2	1	2	Yes
Cuts and Grazes	2	1	2	Yes
Damage to sight	3	2	6	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>Compliance with Control of Noise/Vibration at Work Regulations 2005.            Equipment Handbooks checked for warnings of vibration risk.            Lowest vibration tool selected to complete the work efficiently.            Regular inspections and maintenance of equipment.            Equipment to be used as per manufacturers instructions.            Limit exposure by: regular breaks, employee rotas.            PPE provided and worn when necessary.            Only competent persons to complete works.            Information, instruction, training and supervision provided to all operatives.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
Regular supervision of use.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 13 USING CIRCULAR SAW/GRINDER/RECIPROCATING SAW RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	USING CIRCULAR SAW/GRINDER/RECIPROCATING SAW
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Damage to hearing.	3	1	3	Yes
Hand Arm Vibration	2	1	2	Yes
Repetitive Strain	2	1	2	Yes
Cuts and Grazes	2	1	2	Yes
Damage to sight	3	2	6	Yes
Loss of Digits/Appendages	5	1	5	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS		OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>Compliance with Control of Noise/Vibration at Work Regulations 2005.            Equipment Handbooks checked for warnings of vibration risk.            Lowest vibration tool selected to complete the work efficiently.            Regular inspections and maintenance of equipment.            Equipment to be used as per manufacturers instructions.            Limit exposure by: regular breaks, employee rotas.            Information, instruction, training and supervision provided to all operatives.            PPE provided and worn when necessary.            Where applicable use the guard/shield provided by the manufacturer.            Only competent persons to complete works.            Appropriate information, instruction and training provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 14 USE OF PORTABLE ELECTRICAL EQUIPMENT RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	USE OF PORTABLE ELECTRICAL EQUIPMENT
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
	Electrocution/burns	5	1	5
Fire	4	1	4	Yes
Damage to equipment	2	1	2	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

### EXISTING CONTROL MEASURES IN PLACE

#### COMPLIANCE WITH POWER 1998, ELECTRICITY AT WORK REGULATIONS 1989

1. Portable electrical equipment is subject to planned maintenance. All portable equipment will be portable appliance tested (PAT) at regular intervals (within every six month period). (This includes drills, transformers, extension leads etc). Such equipment will be labeled accordingly). All testing will be carried out by a competent, qualified person.
2. Residual Circuit Devices must be used.
3. Any equipment used on site will be suitable for this purpose with regard to voltage, power and environmental conditions.
4. Visual inspection of equipment will be carried out by the intended user before use.
5. Any equipment found to be defective will be switched off and reported immediately.
6. If any faults are found operatives must remove the equipment from use and inform management.
7. Damaged Lamps will be replaced.
8. Only moulded socket holders will be used on site.
9. Only equipment operating at 110 volts or less will be permitted on site unless authorised by senior management.
10. Only trained and competent persons will test, repair and maintain portable electrical equipment.
11. Operatives to have full information, instruction and training in the operation of all portable equipment.
12. An operative on each team will be trained in emergency first aid.
13. Training leads/cable to be kept tidy and out of harms way.

### ANY ADDITIONAL CONTROL MEASURES REQUIRED

Site Evaluation by management.

### MONITORING REQUIRED

As and when required (Changes in legislation). Training and supervision.

### INFORMATION TO BE PROVIDED TO EMPLOYEES

Risk assessment to employees.

SIGNED: : *Lee Edwards*

DATE 22/01/2012

Review Year from above date

# 15 ON-SITE MANUAL HANDLING RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	ON-SITE MANUAL HANDLING
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Back Strain, slipped discs.	2	2	4	Yes
Hernias.	2	1	2	Yes
Lacerations, crushing of hands and fingers.	2	1	2	Yes
Bruised or broken toes or feet.	2	1	2	Yes
Various strains, sprains etc.	2	1	2	Yes
Slips, trips or falls.	4	1	4	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Getting to grips with manual handling included in Company Handbook – in compliance with Manual Handling Regulations 1992. Trolleys made available on Company Vehicles to ensure safe carriage. Supply of suitable PPE provided for handling of materials which could cause injury. Operatives’ certification in safe manual handling procedures. Appropriate information, instruction and training to be provided at all times.
<b><u>MONITORING REQUIRED</u></b>
Monthly to ensure that any new employees are fully instructed on the correct handling and lifting of loads. (Usually on induction).
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 16 WORKING IN CONFINED SPACES RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING IN CONFINED SPACES
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Fire	5	1	5	Yes
Claustrophobia	3	1	3	Yes
Hazardous substances/conditions	4	2	8	Yes
Lack of oxygen	4	2	8	Yes
Access/Egress	3	1	3	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>PPE issued and to be used.            Safety Policy.            Apprentices not to work in confined spaces.            Fire extinguishers to be at hand when working in confined spaces.            Exit kept clear at all times. signs of smoldering.            Combustible materials to be removed before carrying out work.            Fire evacuation procedure explained to client.            Use of alternative products e.g. speedfit or tectite fittings.            Company medical form to refer to any health problems.            2 x Engineers to be present when carrying out hot work in loft.            Regular breaks if working in confined spaces for long periods of time.            Appropriate information, instruction and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
Risk assessment to be reviewed annually or when considered necessary.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk Assessment to employees. Company Handbook.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 17 REPLACEMENT BOILER/CENTRAL HEATING INSTALLATION- ASBESTOS AWARENESS RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	REPLACEMENT BOILER/CENTRAL HEATING INSTALLATION- ASBESTOS AWARENESS
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Disturbing Asbestos - breathing in fibres - may lead to lung cancer, asbestosis, fibrosis and mesothelioma.	5	2	10	Yes

## PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Asbestos awareness training to identify and report to management to make arrangements for qualified asbestos removers to make safe. <b>Employees Do NOT work on Asbestos.</b>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
When working on HEES Scheme the <b>Eaga</b> Asbestos Management Procedure should be strictly adhered to at all times.
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk assessment to employees. Any special instructions.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 18 REMEDIAL WORK - WORKING ALONE. RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	REMEDIAL WORK - WORKING ALONE.
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Violence	5	1	5	Yes
Falling from Height	5	1	5	Yes
Electric Shock	5	1	5	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS		OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Wherever possible lone work is avoided. Attention to electricity at work handbook, in accordance with 1989 regulations. Wherever possible work with battery operated equipment - transformer 110v equipment. Attention to working at height in handbook/work in ladders avoided when working alone. Mobile phone is provided. Only competent persons to complete works. Appropriate information, instruction and training to be provided.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Site Evaluation by management.
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Experienced engineers to understand work, hazards, emergency procedures all contained in handbook and in accordance with current legislation.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 19 USING PPE RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	USING PPE
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
PPE unsuitable for application	4	1	4	Yes
Damage to PPE	3	1	3	Yes
Allergic reactions	3	1	3	Yes
Quality of PPE not to industry standards	2	1	2	Yes
PPE incorrectly used	3	1	3	Yes
Unsuitable for wearer	3	1	3	Yes
Tampering with PPE	4	1	4	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS		OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
In accordance with section 8 of the health & safety at work act 1974, nobody is to recklessly interfere with or misuse anything that is provided for personal protection. PPE issued and used in accordance with the Personal Protective Equipment (PPE) at Work Regulations 1992 (L25) Equipment to be suitable and appropriate for the task. Equipment to be maintained and stored properly. PPE to only be used for its intended purpose. Any defects to be reported to Management immediately for repair/replacement Appropriate information, instruction and training to be provided at all times.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
PPE suitability and application to be reviewed within appropriate time-scales.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
RISK ASSESSMENT - ANY SPECIAL INSTRUCTIONS
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date



# 20 WORKING IN EXPLOSIVE ATMOSPHERES RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	WORKING IN EXPLOSIVE ATMOSPHERES
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Explosion	5	1	5	Yes
Serious Burns	5	1	5	Yes
Fumes i.e. air to gas mixture	5	1	5	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
<p>Work to be carried out in accordance with regulations 7 and 11 of the dangerous substances and explosive atmospheres regulations 2002 (DSEAR), zone 2.</p> <p>Work to be carried out in accordance with GSIUR gas emergency actions and procedures and gas industry unsafe situations procedure.</p> <p>Safe working practices to be used.</p> <p>PPE provided and to be worn.</p> <p>Fire evacuation procedure to be documented.</p> <p>Only competent persons.</p> <p>Appropriate information, instruction and training to be provided at all times.</p>
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
<b><u>MONITORING REQUIRED</u></b>
Risk assessment to be reviewed annually.
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Risk Assessment to employees. Company Handbook.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

# 21 DRIVING COMPANY VEHICLES RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	Andrew Edwards
DESIGNATION	HEALTH AND SAFETY
WORK ACTIVITY	DRIVING COMPANY VEHICLES
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Serious accident	5	2	10	Yes
Mechanical failure/breakdown	3	2	6	Yes
Blow out/Tyre damage	4	1	4	Yes
Use of mobile phones	4	1	4	Yes
Smoking	2	1	2	Yes
Dangerous driving/Road rage	3	1	3	Yes
Sliding/Moving tools and equipment	4	1	4	Yes

**PERSONS AT RISK**

EMPLOYEES	*	MEMBER OF PUBLIC	
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Speed limits to be adhered to at all times and will be regularly monitored via the tracking system. Vehicles to be maintained to a high standard. Regular breaks or changes of driver for engineers travelling long distances. All equipment to be correctly stowed away in relevant racking. Ensure all employees adhered to current laws regarding use of mobile phones etc using disciplinary procedures when necessary. First aid kits on vehicles. Fire extinguishers on all vehicles. The company enforces a No-Smoking policy in all company vehicles. Periodic checks of employees driving licenses to highlight recent endorsements.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Regular vehicle inspection logs to be kept.
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
Company handbook details information on care of company vehicles.
SIGNED: <i>AMB Edwards</i>
DATE 22/01/2012
Review Year from above date

## 22 CENTRAL HEATING INSTALLATION COSHH RISK ASSESSMENT

ASSESSMENT CARRIED OUT BY	LEE EDWARDS
DESIGNATION	MANAGER
WORK ACTIVITY	CENTRAL HEATING INSTALLATION
SITE ADDRESS	ALL

HAZARDS IDENTIFIED	Severity (S) (1-5)	Likelihood (L) (1-5)	Current Risk Rating (S x L) (1-25)	Is the risk adequately controlled? Yes/No
Rocol Grease for Taps	1	2	2	Yes
Rocol Gas Seal	1	2	2	Yes
AD90 air	1	2	2	Yes
Regin LDA Spray	1	2	2	Yes
Solders (Frys manufacture)	1	2	2	Yes
Frys Flux	1	2	2	Yes
BOC Gas Propane	3	1	3	Yes
Deb Barrier Cream	1	2	2	Yes

### PERSONS AT RISK

EMPLOYEES	*	MEMBER OF PUBLIC	*
CLIENTS	*	OTHERS	

<b><u>EXISTING CONTROL MEASURES IN PLACE</u></b>
Competent Engineers Used. Data sheets handed to engineers to control hazards. PPE issued. Information, instruction, training provided.
<b><u>ANY ADDITIONAL CONTROL MEASURES REQUIRED</u></b>
Site Evaluation by management.
<b><u>MONITORING REQUIRED</u></b>
<b><u>INFORMATION TO BE PROVIDED TO EMPLOYEES</u></b>
COSHH Assessment, Data Sheets, special instructions. Risk assessment to employees.
SIGNED: : <i>Lee Edwards</i>
DATE 22/01/2012
Review Year from above date

At CLI Heating Ltd the health and protection of our employees and others is of vital importance. We have devised a guide of substances that are regularly used, their hazards and the actions to be taken in the event of an emergency.

INSTANT REFERENCE TO COSHH DATA SHEETS FOR FIRST AID PURPOSES USED WITHIN CLI HEATING LTD REGARDING ACCIDENTS INVOLVING MATERIALS

**INDEX**

Ref No	Description of material
cli01	Rocal Gas Tap Lubricant
cli02	Rocal Gas Seal
cli03	Telux Flux (an assessment has been prepared regarding this product)
cli04	Leaded Solder
cli05	Lead Free Solder
cli06	PH Smoke Pellet
cli07	Regin Fumax Smoke Pellets
cli08	LDA Spray/LD Fluid
cli09	LD-90 Leak Detector
cli10	Regin LDA Atomiser
cli11	Rocol LDA
cli12	Regin Smoke Matches
cli13	Boc Propane
cli14	AD90 Air
cli15	Fry Fluxite Paste
cli16	Deb Lime
cli17	Deb Product - barrier cream
cli18	Kerosene C2
cli19	Rocol Oil Seal
cli20	Cement
cli21	Asbestos
cli22	ABC Powders
cli23	Latex gloves
cli24	Hand-washing paste

Note: Full material data sheets are kept in the office and further advices is readily available for management and staff.

**INSTANT REFERENCE TO COSHH DATA SHEETS FOR FIRST AID PURPOSES,  
USED WITHIN CLI HEATING LTD REGARDING ACCIDENTS INVOLVING MATERIALS**

Ref No	COSHH Rated Material	Hazard Identification	First aid information extracted from COSHH Data Sheets
CLIO1	<b>Rocal Gas Tap Lubricant</b>	Non Hazardous/prolonged use may cause dermatitis.	<b>Eyes:</b> Bathe the eye with running water for 15 minutes. Seek medical attention if soreness persists. <b>Skin:</b> Wash immediately with soap and water. <b>Ingestion:</b> Wash out mouth with water.
CLIO2	<b>Rocol Gas Seal</b>	Non Hazardous/prolonged use may cause dermatitis	<b>Eyes:</b> Bathe the eye with running water for 15 minutes. Seek medical attention if soreness persists. <b>Skin:</b> Wash Skin with Soap and Water. <b>Ingestion:</b> Wash out mouth with water.
	<b>Telux Flux</b> (Risk Assessment also completed)	Prolonged or repeated skin contact may cause dermatitis. The flux may be slightly irritating to skin and eyes. The fumes produced may cause respiratory irritation.	<b>General:</b> In case of accident or you feel unwell, seek medical advice immediately. <b>Eyes:</b> Wash eye out thoroughly with water, obtain medical advice. <b>Skin:</b> Wash skin with soap and water. If irritation occurs seek medical attention. <b>Inhalation:</b> Move the exposed person to fresh air. Perform artificial respiration if breathing has stopped, get medical help immediately. <b>Ingestion:</b> Do not induce vomiting, wash mouth with water. Seek medical attention.
CLIO4	<b>Leaded Solder</b>	<b>Main Hazards:</b> Not classified as hazardous. Thermal Burns from contact with molten product. Danger of cumulative effects. <b>Eyes:</b> Molten metal may cause severe damage and may result in loss of vision. <b>Skin:</b> Molten metal may cause severe damage to skin tissue.Exposure to dust may have the following effects; irritation, ulceration. <b>Inhalation:</b> Exposure to dust or processing fumes may have the following effect: severe irritation of nose, throat and respiratory tract, gastrointestinal irritation, vomiting, systemic effects gastrointestinalirritation, vomiting, systemic effects similar to those resulting from ingestion. Because of slow elimination from the body repeated exposures may result in accumulation.	<b>Eyes:</b> Immediately flood the eye with plenty of water for at least 15 minutes, holding the eye open. Obtain medical Attention urgently. <b>Skin:</b> In case of contact with molten Metal immediately flood affected area with cold water. Obtain medical attention. <b>Ingestion:</b> Do not induce vomiting. Obtain medical attention urgently. <b>Inhalation:</b> In case of exposure to Processing fumes remove from exposure and obtain medical attention urgently.

**INSTANT REFERENCE TO COSHH DATA SHEETS FOR FIRST AID PURPOSES,  
USED WITHIN CLI HEATING LTD REGARDING ACCIDENTS INVOLVING MATERIALS**

Ref No	COSHH Rated Material	Hazard Identification	First aid information extracted from COSHH Data Sheets
CLI05	<b>Lead Free Solder</b>	<b>Possible effects of exposure:</b> Burns from molten metal during Soldering.	<b>Ingestion:</b> Seek medical advice. <b>Skin:</b> Wash with soap and water. <b>Eyes:</b> Irrigate with water, seek medical aid. <b>Inhalation:</b> Remove to fresh air; seek medical advice if problem persists.
CLI06	<b>PH Smoke Pellets</b>	Ignites readily, burns without flaming, giving dense harmful Smoke. Harmful if swallowed. Smoke irritating to eyes.	<b>Inhalation of Products:</b> In severe cases, remove patient from smoke exposure. If recovery is not rapid or complete seek medical attention. <b>Skin:</b> Take off immediately all Contaminated clothing. Wash skin with water, followed by soap and water. If large areas of the skin are affected or if irritation arises, seek medical attention. <b>Eyes:</b> Immediately irrigate with eyewash solution or clean water, holding the eyelids apart for at least 15 minutes. Obtain medical attention. <b>Ingestion:</b> If swallowed, rinse mouth and drink immediately 2 or more glasses of milk. Seek medical attention and show this data sheet if possible.
CLI07	<b>Regin Fumax Smoke Pellets</b>	Inhalation or smoke may be irritating to respiratory system. Prolonged exposure to smoke in high concentrations is harmful and can cause shortness of breath, headache, nausea and Unconsciousness. Smoke may cause eye irritation. Ingestion of powder is harmful and can cause Nausea, abdominal pain and unconsciousness. Blood disorders may occur. Liver & kidney injury may occur, Sometimes delayed.	<b>Inhalation of Smoke:</b> Fresh air, rest in case of breathing difficulties or nausea, obtain medical attention; give oxygen or artificial respiration as needed. <b>Eyes:</b> Flush with water. <b>Skin:</b> Wash thoroughly with soap and water. <b>Ingestion:</b> Give water if victim completely conscious/alert, call a Physician. If capsule of powder has been swallowed give water or milk. Seek medical attention.
CLI08	<b>LDA Spray LD Fluid</b>	Unlikely to be hazardous by either inhalation or skin contact.	<b>Eyes:</b> Flush eyes with clean low pressure cold water. <b>Ingestion:</b> If ingested do not induce vomiting, wash out mouth with cold water.
CLI09	<b>LD-90 Leak detector</b>	Cans may rupture if heated to excess. Direct eye contact may cause irritation.	<b>Inhalation:</b> Remove patient to fresh air and seek medical advice. <b>Eyes:</b> Irrigate thoroughly with water. Seek medical advice if irritation persists. <b>Skin:</b> Wash with soap and water. <b>Ingestion:</b> Unlikely to occur. Seek medical advice if significant quantities have been swallowed.
CLI10	<b>Regin LDA Atomiser</b>	Unlikely to be hazardous by either inhalation or skin contact.	<b>Eyes:</b> Flush eyes with clean low pressure cold water. <b>Ingestion:</b> If ingested do not induce vomiting, wash out mouth with cold water

INSTANT REFERENCE TO COSHH DATA SHEETS FOR FIRST AID PURPOSES, USED WITHIN CLI HEATING LTD REGARDING ACCIDENTS INVOLVING MATERIALS

Ref No	COSHH Rated Material	Hazard Identification	First aid information extracted from COSHH Data Sheets
CLI11	Rocol LDA	<p><b>Main hazards:</b> Not classified as hazardous.</p> <p><b>Eyes:</b> Liquid may cause slight transient irritation.</p> <p><b>Skin:</b> Repeated or prolonged contact may produce problems of the skin leading to irritation and dermatitis.</p> <p><b>Ingestion:</b> Swallowing may have the effect of nausea.</p>	<p><b>Eyes:</b> Wash out eye with plenty of water. Obtain medical attention if soreness or redness persists.</p> <p><b>Skin:</b> Wash skin with soap and water.</p> <p><b>Ingestion:</b> Do not induce vomiting.</p> <p><b>Inhalation:</b> Remove from exposure.</p>
CLI12	Regin Smoke Matches	Inhalation irritation through prolonged exposure to smoke emitted.	<p><b>Inhalation:</b> Remove from area of smoke and breathe in fresh air. If irritation persists seek medical advice.</p> <p><b>Eye:</b> Flush with water.</p> <p><b>Skin:</b> Wash thoroughly with soap and water.</p> <p><b>Ingestion:</b> Give water if victim conscious/alert. Seek medical assistance.</p>
CLI13	BOC Propane	Liquefied gas under pressure, extremely flammable, may contain small concentrations of 1.3 butadiene, which may cause cancer by inhalation.	<p><b>Toxic by Inhalation:</b> High concentrations may cause asphyxiation and death. Symptoms may include loss of mobility /consciousness. Victim may not be aware. In low concentration may cause narcotic effects. Symptoms may include dizziness, headache, nausea and loss of co-ordination. Remove victim to un-contaminated area wearing self-contained breathing apparatus. Keep victim warm and rested. Call a Doctor, apply artificial respiration if breathing stopped.</p> <p><b>Skin/Eye:</b> In case of frostbite spray with water for at least 15 minutes. Apply a sterile dry dressing. Immediately flush eyes thoroughly with water for at least 15 minutes. Seek medical attention.</p> <p><b>Ingestion:</b> It is not considered a potential route of exposure.</p>
CLI14	AD90 Air	<p><b>Skin &amp; Eye:</b> May cause freeze burns due to its low boiling point.</p> <p><b>Inhalation:</b> High levels of Vapour/mist may cause dizziness. Can cause irritation of the respiratory tract.</p> <p><b>Ingestion:</b> Accidental ingestion is an unlikely event.</p>	<p><b>Eye:</b> Contact lenses should be removed, irrigate copiously with clean, fresh water for at least 10 minutes, holding eyelids apart. Seek medical advice.</p> <p><b>Skin:</b> Remove contaminated clothing. Wash skin thoroughly with soap and water or use a proprietary skin cleaner. Do not use solvents or thinners. If in doubt, seek medical advice.</p> <p><b>Inhalation:</b> Remove to fresh air, keep the patient warm and at rest, if breathing is irregular or has stopped, administer artificial Respiration. Give nothing by mouth. If unconscious, place in a recover position and seek medical advice.</p> <p><b>Ingestion:</b> Not applicable.</p>

INSTANT REFERENCE TO COSHH DATA SHEETS FOR FIRST AID PURPOSES, USED WITHIN CLI HEATING LTD REGARDING ACCIDENTS INVOLVING MATERIALS

Ref No	COSHH Rated Material	Hazard Identification	First aid information extracted from COSHH Data Sheets
CLI15	Fry Fluxite Paste	<p><b>Main Hazard:</b> Causes burns.</p> <p><b>Eyes:</b> Paste will cause severe conjunctival irritation and corneal damage. Serious damage may result if treatment is delayed.</p> <p><b>Skin:</b> Material will cause Chemical burns.</p> <p><b>Ingestion:</b> Swallowing may have the following effects: corrosion of the mouth, throat and digestive tract, abdominal pain and nausea. Inhalation exposure to vapor or mist may have the following effects: severe irritation to nose, throat and respiratory tract and possibly lung damage.</p>	<p><b>Eyes:</b> Immediately flood eye with plenty of water for at least 15 minutes, holding the eye open. Obtain medical attention urgently.</p> <p><b>Skin:</b> Wash skin with soap and water. Remove contaminated clothing as washing proceeds. Obtain medical attention urgently.</p> <p><b>Ingestion:</b> Wash out mouth with water. Have victim drink 1-3 glasses of water to dilute stomach contents. Do not induce vomiting. Obtain medical attention urgently.</p> <p><b>Inhalation:</b> Remove from exposure, keep warm and at rest. Obtain medical attention urgently. Advice to Physicians: Treat skin burns conventionally. Administer cyclopledics and topical ophthalmic antibiotics if there is corneal damage and obtain specialist advice. Avoid gastric lavage or emetics - these increase the possibility of perforation.</p>
CLI16	Deb Lime	Avoid Eye Contact	<p><b>Skin:</b> Not applicable</p> <p><b>Eye:</b> Wash well with clean running water for at least 10 minutes. If soreness or irritation persists, obtain medical advice.</p> <p><b>Inhalation:</b> N/A</p> <p><b>Swallowing:</b> Rinse mouth and throat thoroughly. Give about half a pint of liquid to drink. Obtain medical attention urgently.</p>
CLI17	Deb Lime	Avoid Eye Contact	<p><b>Skin:</b> Not applicable.</p> <p><b>Eye:</b> Wash well with clean running water for at least 10 minutes. If soreness or irritation persists, obtain medical advice.</p> <p><b>Inhalation:</b> N/A</p> <p><b>Swallowing:</b> Rinse mouth and throat thoroughly. Give about half a pint of liquid to drink. Obtain medical advice. In all cases of potential poisoning supportive therapy is of the utmost importance. If professional advice regarding first aid treatment is required please contact DEB.</p>
CLI18	Kerosene C2	<p><b>Eyes:</b> May cause short term irritation, redness and stinging.</p> <p><b>Skin:</b> Unlikely to cause irritation on single contact but prolonged exposure could cause irritation, blistering, could cause dermatitis.</p> <p><b>Inhalation:</b> Fumes or vapour may cause irritation to eyes and mucus membranes may cause drowsiness leading to unconsciousness. <b>Ingestion:</b> Swallowing a small amount (eg less than a mouthful) is unlikely to have adverse effects but larger amounts may cause diarrhea and vomiting.</p>	<p><b>Eyes:</b> Immediately flood eye with plenty of water for at least 15 minutes, holding the eye open. Obtain medical attention if symptoms persist.</p> <p><b>Skin:</b> Remove contaminated clothing. Wash skin thoroughly with soap and water. If symptoms persist obtain medical advice. Contaminated clothing should be thoroughly cleaned before re-use.</p> <p><b>Inhalation:</b> Remove patient to fresh air. Get medical advice if symptoms persist.</p> <p><b>Ingestion:</b> Obtain immediate medical attention do not induce vomiting because of the danger of aspiration.</p>



**INSTANT REFERENCE TO COSHH DATA  
SHEETS FOR FIRST AID PURPOSES,  
USED WITHIN CLI HEATING LTD  
REGARDING ACCIDENTS INVOLVING MATERIALS**

CLI19	<b>Rocol Oil Seal</b>	<p><b>Skin:</b> Irritation or pain may occur on contact.</p> <p><b>Eye:</b> There may be irritation or redness. The eyes may water profusely.</p> <p><b>Inhalation:</b> There may be irritation to the throat, with a feeling of tightness in the chest. Drowsiness or mental confusion may occur.</p> <p><b>Ingestion:</b> There may be soreness and redness of the mouth and throat.</p>	<p><b>Skin:</b> Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. Consult a doctor.</p> <p><b>Eye:</b> Bathe the eye with running water for 15 minutes. Consult a doctor.</p> <p><b>Inhalation:</b> Remove casualty from exposure ensuring one's own safety whilst doing so. Consult a doctor.</p> <p><b>Ingestion:</b> Wash out mouth with water. Do not induce vomiting. Consult a doctor.</p>
CLI20	<b>Cement</b>	<p><b>Eye:</b> May cause serious burns and ulceration. Avoid eye contact.</p> <p><b>Skin:</b> May cause serious burns and ulceration. Tend to damage the nerve endings before damaging the skin so chemical burns may develop without pain being felt at the time. Cement until set may cause dermatitis.</p>	<p><b>Eye:</b> Wash eyes immediately with clean water for at least 15 minutes and seek medical advice without delay.</p> <p><b>Skin:</b> Wash the affected area thoroughly with soap and water before continuing. If irritation, pain occurs seek medical advice. Clothing contaminated by wet cement should be removed and washed thoroughly before re-use.</p> <p><b>Inhalation:</b> If irritation occurs move to fresh air. If nose or airways become inflamed seek medical advice.</p> <p><b>Ingestion:</b> Do not induce vomiting. Wash out mouth with water and drink plenty of water.</p>
CLI21	<b>Asbestos</b>	<p><b>Lungs:</b> Asbestosis or fibrosis (scarring of the lungs). Lung Cancer.</p> <p>Mesothelioma - a cancer of the inner lining of the chest wall or abdominal.</p>	<p><b>Skin:</b> Wash your hands and face when you take a break, and at the end of the days work.</p> <p>Use the personal protective equipment given to you including a respirator (mask).</p> <p><b>Always refer to our Asbestos Policy and Safety Guidance.</b></p>
CLI22	<b>ABC Powders (all grades)</b>	No known acute health effects when used as intended.	<p><b>Inhalation:</b> Remove casualty from exposure. Provide rest, warmth and fresh air.</p> <p><b>Ingestion:</b> Rinse mouth with water and give plenty to drink. Do not induce vomiting.</p> <p><b>Skin Contact:</b> Wash the skin immediately with soap and water.</p> <p><b>Eye Contact:</b> Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes.</p>
CLI23	<b>Latex Gloves</b>	Workers exposed to latex gloves may develop allergic reactions such as skin rashes; nasal, eye or sinus symptoms. Asthma and dermatitis are extreme side effects.	<b>Skin:</b> Wash affected area thoroughly, if irritation remains seek medical advice
CLI24	<b>Hand-washing paste</b>	<p><b>Eye:</b> May cause irritation and discomfort.</p> <p><b>Skin:</b> May cause irritation.</p>	<p><b>Eyes:</b> Avoid contact with eyes, wash immediately with clean water</p> <p><b>Skin:</b> Avoid use on sensitive areas</p>

## **METHOD STATEMENTS**

1. GAS BOILER INSTALLATION
2. OIL BOILER INSTALLATION
3. TANK BASE INSTALLATION
4. OIL TANK INSTALLATION
5. ELECTRICAL CONTROL INSTALLATION
6. UNDERTAKING A POWER FLUSH OF THE SYSTEM

### Sequence of Works

- Appointment to be arranged with customer.
- Show ID card to customer.
- Explain to customer extent of the works being undertaken.
- Discuss the route to be taken out of the property in the event of an emergency and the fire evacuation procedure, leave health & safety top sheet with customer.
- Ensure that fire extinguishers are checked and readily accessible throughout the duration of works.
- Before commencing any works read through dynamic risk assessments provided and document on the risk assessment form, if there are any significant changes or new risks conduct a risk assessment and report to management.
- Move any items in the way of any work being undertaken.
- Place dust sheets in order to protect area of works.
- Survey locations of boiler and radiators to ensure all conform to manufacturers' instructions and current codes of practice.
- Carry in materials and equipment paying particular attention to manual handling procedures.
- Drill hole in wall for flue with care.
- Drill holes for hanging of boiler.
- Lift boiler onto brackets.
- Drill clips for pipe-work.
- Connect and solder pipe-work to boiler, ensuring extinguisher is to hand.
- Lift floor boards for piping.
- Cut pipe to length and connect boiler.
- Unpack radiators and mark positions.
- Drill and hang radiators and mark positions.
- Drill and hang radiators on wall and clips.
- Run pipe-work and connect to radiators, ensuring extinguisher to hand.
- Run flying lead from boiler to socket ensuring the plug contains a three amp fuse.
- Fill system with water.
- Test gas supply in accordance with current legislation.
- Cement flue and make good all holes.
- Commission boiler in accordance with current legislation.
- Replace floorboards, carpet and furniture.
- Instruct customer on use of appliance.
- Complete all paperwork.
- Leave customer satisfaction survey.
- Quality Control Job.
- Issue all reports to client and offer job for client inspection.

**Ensure all are followed in accordance with our safe systems of work and company policies.**

## **Installation – General Instructions**

This device must only be used for the purpose for which it is specially designed. This unit is designed to heat water to a temperature below boiling point and must be connected to a heating system and/or a water supply system for domestic use, compatible with its performance, characteristics and its heating capacity. Any other use is considered improper.

**BOILER INSTALLATION MUST ONLY BE PERFORMED BY QUALIFIED PERSONNEL, IN ACCORDANCE WITH ALL THE INSTRUCTIONS GIVEN IN THE RELEVANT TECHNICAL MANUAL, THE PROVISIONS OF CURRENT LAW, RECOMMENDATION OF BS STANDARDS, ANY LOCAL REGULATIONS AND THE RULES OF COMPETENT WORKMANSHIP.**

Incorrect installation can cause damage or physical injury.

**THIS APPLIANCE MUST BE INSTALLED STRICTLY IN ACCORDANCE WITH THESE INSTRUCTIONS AND REGULATIONS.**

The gas safety regulations (installations & use).

The local building regulations.

The building regulations (part L).

British Standard Codes of Practice.

B.S. 5440 Part 1 – Flues

B.S. 5440 Part 2 – Air Supply

B.S. 5449 Forced circulation hot water systems.

B.S. 6798 Installation of gas fired hot water boilers.

B.S. 6891 Gas Installations

B.S. 7671 IEE Wiring Regulations

B.S. 4814 Specification for expansion vessels

B.S. 5482 Installation of LPG

B.S. 7593 Treatment of water in domestic hot water central heating systems.

B.S. 5546 Installation of hot water supplies for domestic purposes.

Model Water Bye Laws

B.S. 5955-8 Plastic pipe-work installation

### **Example Installation**

#### **Installation of Boiler/Location**

The unit's combustion circuit is sealed off from the installation room, however where compartment parameters cannot be met ventilation for cooling may be required in accordance with the manufacturers instructions.

The installation room must be sufficiently well ventilated to prevent any dangerous conditions from forming in the event of even a slight gas leakage. This safety standard is required by the EEC Directive no. 90/396 for all gas units, including those with a so called sealed chamber.

Therefore the place of installation must be free of dust, flammable materials or objects or corrosive gases. The room must be dry and not subject to freezing.

The boiler is designed to be installed on a solid wall. The wall fixing must ensure a stable and effective support for the appliance, using the bracket and fixings supplied.

If the unit is enclosed in cupboard or mounted alongside, there must be space for normal maintenance work. The minimum clearances as specified in the manufacturer's specification must be given.

## **Flue Connection**

During the installation, check that the flue pipe does not exceed the permissible flue length, carry out a simple calculation before installation in accordance with the manufacturers' instruction.

Connect the flue pipe to the boiler flue fixing using the correct number of flue pipe brackets to secure the flue pipe through the attic area. Make good to the external with a lead slate collar ensuring compliance with all safety regulations laid down when working on roofs.

Ensure that the ladder and roof ladder are correctly fixed remaining conscious of current safety regulations and company policy at all times.

## **Installation of Heating System**

Carry out preparatory work – confirm that preparatory work has been done, including preparation of under-floor pipe-work runs.

Check that the input service or supply to the heating appliance will meet the requirements of the system being installed in terms of head/pressure positioning of the connections, material and connection required.

Check that heating pipe-work will meet the requirements of the heat exchangers in terms of pipe size and flow pressure, connections, material and form of connection required.

Liaise with other trades or the customer during the installation to advise on progress, or request assistance or information, or to advise the intention to test.

Check that all job information – plans or drawings – specifications are available before commencing the job.

Check that all the required tools, equipment and materials are available at the commencement of the job and at appropriate times throughout the job.

Install systems pipe-work – install pipe-work to meet the system design requirements or to meet industry standards where the installation is not covered by a formal design.

Installing other heating components – install panel radiators, heating circulators and controls to meet the system design requirements or industry standards.

On completion of the installation including the electrical system carry out the following:

### **System Start Up**

Commission must be performed by qualified personnel.

Checks to be made at first ignition and after any maintenance operations that may involve disconnecting from the systems.

### **Before Lighting the Boiler**

- Open any isolation valves between the boiler and the system.
- Check the tightness of the gas system, proceeding with caution and use leak detection fluid to detect any leaks in connections.
- Fill the water system and make sure that all air contained in the boiler and the system has been vented by opening the air vent valve on the boiler and any vent valves on the system.
  
- Make sure there are no water leaks in the system, hot water circuits, connections or boiler.
- Make sure the electrical system is properly connected.
- Make sure that the unit is connected to a good earthing system.

- Make sure there are no flammable liquids or materials in the immediate vicinity of the boiler.
- Vent and spin the pump.
- Ensure the flue system is correctly fitted, including terminal locations.

### **Ignition**

- Open the gas valve upstream of the boiler.
- Purge the air from the installation pipe-work to the appliance.
- Switch on the boiler fused spur.
- Press the start key on the boiler.
- The boiler is now ready to function automatically whenever the external controls call for heating.

### **Checks during Operation**

- Check the tightness of the gas circuit and water systems.
- Check the efficiency of the flue and air flue ducts whilst the boiler is working.
- Check that the water is circulating properly between the boiler and the system.
- Make sure that the gas valve modulates correctly.
- Check the proper ignition of the boiler by performing various tests, turning it on and off with the room-stat or remote control.
- Make sure that the fuel consumption indicated on the meter corresponds to that given in the technical data table.

### **Completion Installation**

On completion of a central heating installation ensure that the customer understands all the controls and working of the new system.

Please ensure that all the necessary paper-work and instruction manuals are left with the customer together with contact details should they require any further assistance.

## METHOD STATEMENT OIL BOILER INSTALLATION

### Sequence of Works

- Appointment to be arranged with customer.
- Show ID card to customer.
- Explain to customer extent of the works being undertaken.
- Discuss the route to be taken out of the property in the event of an emergency and the fire evacuation procedure, leave health and safety top sheet with customer.
- Ensure that fire extinguishers are checked and readily accessible throughout the duration of works.
- Before commencing works read through dynamic risk assessments provided and document on risk assessment form, if there are any significant changes or new risks conduct a risk assessment and report to management.
- Move any items in the way of any work being undertaken.
- Place dust sheets in order to protect area of works.
- Survey locations of boiler and radiators to ensure all conform to manufacturers' instructions and current codes of practice, confirm this with the client.
- Carry in equipment and materials paying particular attention to manual handling procedures.
- Drill hole in wall for flue with care.
- Position boiler.
- Drill clips for pipe-work.
- Connect and solder pipe-work to boiler, ensuring extinguisher is to hand.
- Lift floor boards for piping.
- Cut to length and connect boiler.
- Unpack radiators and mark positions.
- Drill and hang radiators and mark positions.
- Drill and hang radiators on wall and clips.
- Run pipe-work and connect to radiators, ensuring extinguisher is to hand.
- Run flying lead from boiler to socket ensuring the plug contains a three amp fuse.
- Fill system with water.
- Run oil supply using only flared fittings in accordance with current legislation.
- Install an oil filter and fire-valve on all installations.
- Install a de-aeration device where the boiler is higher than oil tank.
- Cement flue and make good all holes.
- Commission boiler in accordance with current legislation.
- Replace floorboards, carpet and furniture.
- Instruct customer on use of appliance.
- Complete all paperwork.
- Leave customer satisfaction survey.
- Quality Control Job.
- Issue all reports to client and offer job for client inspection.

**Ensure all are followed in accordance with our safe systems of work and company policies.**

## **Installation – General Instructions**

This device must only be used for the purpose for which it is specially designed. This unit is designed to heat water to a temperature below boiling point and must be connected to a heating system and/or a water supply system for domestic use, compatible with its performance, characteristics and its heating capacity. Any other use is considered improper.

**BOILER INSTALLATION MUST ONLY BE PERFORMED BY QUALIFIED PERSONNEL, IN ACCORDANCE WITH ALL THE INSTRUCTIONS GIVEN IN THE RELEVANT TECHNICAL MANUAL, THE PROVISIONS OF CURRENT LAW, RECOMMENDATION OF BS STANDARDS, ANY LOCAL REGULATIONS AND THE RULES OF COMPETENT WORKMANSHIP.**

Incorrect installation can cause damage or physical injury.

**THIS APPLIANCE MUST BE INSTALLED STRICTLY IN ACCORDANCE WITH THESE INSTRUCTIONS AND REGULATIONS.**

The oil safety regulations (installations & use).

The local building regulations.

The building regulations (part L).

British Standard Codes of Practice.

B.S. 5440 Part 1 – Flues

B.S. 5440 Part 2 – Air Supply

B.S. 5449 Forced circulation hot water systems.

B.S. 6798 Installation of gas fired hot water boilers.

B.S. 6891 Gas Installations

B.S. 7671 IEE Wiring Regulations

B.S. 4814 Specification for expansion vessels

B.S. 5482 Installation of LPG

B.S. 7593 Treatment of water in domestic hot water central heating systems.

B.S. 5546 Installation of hot water supplies for domestic purposes.

Model Water Bye Laws

B.S. 5955-8 Plastic pipe-work installation

## **Example Installation**

### **Installation of Boiler/Location**

The unit's combustion circuit is sealed off from the installation room, however ventilation is required for cooling if the appliance is installed in a compartment in compliance with the manufacturers' instructions.

The installation room must be sufficiently well ventilated to prevent any dangerous conditions from forming in the event of even a slight oil leakage. This safety standard is required by the EEC Directive no. 90/396 for all oil units, including those with a so called sealed chamber.

Therefore the place of installation must be free of dust, flammable materials or objects or corrosive gases. The room must be dry and not subject to freezing.

The boiler is designed to be installed on a solid floor. If sited externally the boiler should be installed on a raised surface to prevent water ingress.

If the unit is enclosed in cupboard or mounted alongside, there must be space for normal maintenance work. The minimum clearances as specified in the manufacturer's specification must be given.



## Flue Connection

During the installation, check that the flue pipe does not exceed the permissible flue length, carry out a simple calculation before installation in accordance with the manufacturers' instruction.

Connect the flue pipe to the boiler flue fixing using the correct number of flue pipe brackets to secure the flue pipe through the attic area. Make good to the external with a lead slate collar ensuring compliance with all safety regulations laid down when working on roofs.

Ensure that the ladder and roof ladder are correctly fixed remaining conscious of current safety regulations and company policy at all times.

## Installation of Heating System

Carry out preparatory work – confirm that preparatory work has been done, including preparation of under-floor pipe-work runs.

Check that the input service or supply to the heating appliance will meet the requirements of the system being installed in terms of head/pressure positioning of the connections, material and connection required.

Check that heating pipe-work will meet the requirements of the heat exchangers in terms of pipe size and flow pressure, connections, material and form of connection required.

Liaise with other trades or the customer during the installation to advise on progress, or request assistance or information, or to advise the intention to test.

Check that all job information – plans or drawings – specifications are available before commencing the job.

Check that all the required tools, equipment and materials are available at the commencement of the job and at appropriate times throughout the job.

Install systems pipe-work – install pipe-work to meet the system design requirements or to meet industry standards where the installation is not covered by a formal design.

Installing other heating components – install panel radiators, heating circulators and controls to meet the system design requirements or industry standards.

On completion of the installation including the electrical system carry out the following:

### System Start Up

Commission must be performed by qualified personnel.

Checks to be made at first ignition and after any maintenance operations that may involve disconnecting from the systems.

### Before Lighting the Boiler

- Open any isolation valves between the boiler and the system.
- Check the tightness of the oil run.
- Fill the water system and make sure that all air contained in the boiler and the system has been vented by opening the air vent valve on the boiler and any vent valves on the system.
- Make sure there are no water leaks in the system, hot water circuits, connections or boiler.
- Make sure the electrical system is properly connected.
- Make sure that the unit is connected to a good earthing system.
- Make sure there are no flammable liquids or materials in the immediate vicinity of the boiler.

- Vent and spin the pump.
- Ensure the flue system is correctly fitted, including terminal locations.

### **Ignition**

- Open the oil valve upstream of the boiler.
- Purge the air from the installation pipe-work to the appliance.
- Switch on the boiler fused spur.
- Press the start key on the boiler.
- The boiler is now ready to function automatically whenever the external controls call for heating.

### **Checks during Operation**

- Remove the burner and check the nozzle in compliance with manufacturers' instructions.
- Perform a pump pressure test, a smoke test, an emissions test followed by a final smoke test.
- Check the efficiency of the flue and air flue ducts whilst the boiler is working.
- Check that the water is circulating properly between the boiler and the system.
- Check the proper ignition of the boiler by performing various tests, turning it on and off with the room-stat or remote control.

### **Completion Installation**

On completion of a central heating installation ensure that the customer understands all the controls and working of the new system.

Please ensure that all the necessary paper-work and instruction manuals are left with the customer together with contact details should they require any further assistance.

## Method Statement Oil Tank Base Installation

### Sequence of Works

1. Appointment to be arranged with customer
2. Show ID to customer
3. Explain to customer extent of works being undertaken, using the tank location map provided agree position of base with the customer, note any changes on the tank location map and ask the customer to sign against it
4. Before commencing any works read through the risk assessment provided and if there are any significant changes or new risks conduct a risk assessment and report to management.
5. Move any items in the way of any work being undertaken.
6. Place ground sheet around area of work being undertaken.
7. Unload van of materials and equipment required.
8. Locate a supply of electricity and set up mixer and power tools.
9. Dig out the level of the base.
10. Make up the timber frame for the base and level up.
11. Mix required sand, cement and ballast and fill timber frame.
12. Level off the base ensuring a smooth and clean finish.
13. Return any rubbish and surplus building materials to the van.
14. Where required dig out a trench to the required depth for the oil line.
15. Install the oil line to the required Oftec standard and infill the trench.
16. Ensure both ends of the oil line are taped up to prevent ingress of any kind.
17. Inform the customer that the base requires 24 hours to cure and must not be touched.
18. Return all tools, materials and rubbish to the van.
19. Walk customer around works carried out ensuring that the customer is satisfied.
19. Ask the customer to sign the paperwork.
20. Leave satisfaction survey.

Ensure all are followed in accordance with our safe systems of work and company policies.

### Installation – General Instructions

Oil base installation must only be performed by trained personnel, in accordance with all the instructions given in the relevant technical manual, the provisions of current law, recommendation of BS standards, any local regulations and the rules of competent workmanship

Incorrect installation can cause damage or physical injury.

An oil base and oil line must be installed strictly in accordance with these instructions and regulations.

Oftec Book 3 Section 2.1 to 2.9.6

Oftec Book 3 Section 3.1 to 3.3

## Method Statement Oil Tank Installation

### Sequence of Works

1. Appointment to be arranged with customer.
2. Show ID to customer.
3. Explain to customer extent of works being undertaken.
4. Before commencing any works read through the risk assessment provided and if there are any significant changes or new risks conduct a risk assessment and report to management.
5. Move any items in the way of any work being undertaken.
6. Sweep surface of base to remove any debris.
7. Unload van of base and equipment required.
8. Carry tank observing manual handling technique from the van to the tank base.
9. Locate the tank on the base ensuring minimum and maximum dimensions are met.
10. Install the isolation valve and filter to the tank using oil paste provided.
11. Connect the oil line to the tank using oil paste provided.
12. Install watchman sensor per manufacturers' instructions and demonstrate use to the customer.
13. When the tank has been filled with oil test joints for soundness.
14. Return any rubbish and surplus building materials to the van.
15. Continue with installation.

Ensure all are followed in accordance with our safe systems of work and company policies.

### Installation – General Instructions

Oil tank installation must only be performed by trained personnel, in accordance with all the instructions given in the relevant technical manual, the provisions of current law, recommendation of BS standards, any local regulations and the rules of competent workmanship

Incorrect installation can cause damage or physical injury.

An oil tank and oil line must be installed strictly in accordance with these instructions and regulations.

Oftec Book 3 Section 2.1 to 2.9.6

Oftec Book 3 Section 3.1 to 3.3

## Method Statement Installation of Electrical Heating Controls

### Sequence of Works

- Appointment to be arranged with customer.
- Show ID card to customer.
- Explain to customer extent of the works being undertaken.
- Discuss the route to be taken out of the property in the event of an emergency and the fire evacuation procedure, leave health & safety top sheet with customer.
- Ensure that fire extinguishers are checked and readily accessible throughout the duration of works.
- Before commencing any works read through dynamic risk assessments provided and document on the risk assessment form, if there are any significant changes or new risks conduct a risk assessment and report to management.
- Move any items in the way of any work being undertaken.
- Place dust sheets in order to protect area of works.
- Undertake a visual inspection of the existing electrical installation.
- Request permission from the customer to isolate and lock off the electrical supply.
- Use barriers and warning signs to make testing area safe.
- Safely isolate and lock off the electrical supply.
- Using an approved voltage indicator prove the installation to be electrically dead.
- Identify the earthing arrangement being used in the property.
- Carry out a Ze test to ensure the earth resistance is as per the stated maximum from the BS7671 regulations e.g. TNCS 0.35ohms TNS 0.8ohms TT 200ohms.
- Where the Ze readings are not satisfactory contact Western Power to investigate or in the case of a TT system install a new earth rod.
- Where a TT earthing system is being used in the property ensure the circuit we are using is RCD protected.
- Identify the circuit we will use to supply power to our heating system.
- Carry out continuity of protective conductors including main and supplementary bonding.
- Test the circuit being used to establish the maximum R1 + R2.
- Carry out an insulation resistance test on the circuit being used.
- Ensuring the circuit complies with the above tests install a switched fused spur and connect onto the circuit.
- Ask the customer where they would like to have their programmer installed.
- Install the room thermostat in the hallway at least 1 metre from the hall radiator.
- Connect the programmer, room thermostat, switched fused spur and boiler using flat grey and flexible cable as appropriate.
- Carry out continuity tests and insulation resistance tests on the circuit being used.
- Verify test results comply with BS7671.
- Carry out live tests on circuit such as live polarity, Ze, PFC, measured Zs and additional protection where rcd's are being used.
- Complete an NICEIC certificate.
- Explain to customer how to use new heating controls and leave instruction leaflet for programmer and room thermostat.
- Clear away all equipment and clean all work area's.
- Offer work for customer inspection and complete customer satisfaction form.

**Ensure all are followed in accordance with our safe systems of work and company policies.**

### **Installation – General Instructions**

ELECTRICAL INSTALLATION WORK MUST ONLY BE PERFORMED BY QUALIFIED PERSONNEL, IN ACCORDANCE WITH ALL THE INSTRUCTIONS GIVEN IN THE RELEVANT TECHNICAL MANUAL, THE PROVISIONS OF CURRENT LAW, AND RECOMMENDATION OF BS STANDARDS, ANY LOCAL REGULATIONS AND THE RULES OF COMPETENT WORKMANSHIP.

Incorrect installation can cause damage or physical injury.

THIS WORK MUST BE CARRIED OUT STRICTLY IN ACCORDANCE WITH THESE INSTRUCTIONS AND REGULATIONS.

The Health & Safety at Work Regulations (1974).

The Electricity at Work Regulations (1989).

The local building regulations.

The building regulations (part L).

The building regulations (part P).

British Standard Codes of Practice.

B.S. 7671 Wiring Regulations

## Method Statement Power flushing central heating system

### Sequence of Works

- Appointment to be arranged with customer.
- Show ID card to customer.
- Explain to customer extent of the works being undertaken.
- Discuss the route to be taken out of the property in the event of an emergency and the fire evacuation procedure, leave health & safety top sheet with customer.
- Ensure that fire extinguishers are checked and readily accessible throughout the duration of works.
- Before commencing any works read through dynamic risk assessments provided and document on the risk assessment form, if there are any significant changes or new risks conduct a risk assessment and report to management.
- Move any items in the way of any work being undertaken.
- Place dust sheets in order to protect area of works.
- Undertake a visual inspection of the central heating system; identify any issue with the existing heating circuit.
- Identify appropriate point to couple power flushing Machine to system, either through a radiator or system pump.
- Use barriers and warning signs to make area safe.
- Isolate radiator/pump to be removed, and safely drain down and remove from system.
- Using the manufacturer approved connections, connect the machines flow and return pipes to heating system.
- Connect the dump/waste hose, ensuring termination is into a suitable gully or drain, and connect fresh water hose to machine.
- If the system is fully pumped, the cold feed and expansion pipes need to be capped or looped, and the central heating pump placed in the manual position.
- Open all radiator and lock-shield valves, and set zone valves to manual position, for full flow throughout the system.
- Switch on machine and circulate for 10mins, reversing the flow regularly.
- Take Ph and TDS levels of existing system water.
- Start dumping. Adjust inlet water to ensure tank water level remains constant. Allow to run until dump water is clear.
- Set machine back into circulation mode, for full flow through the system.
- Add directly to machine manufacturer's recommended chemical flushing agent.
- If possible, switch on boiler to heat water to 50c. Don't leave the boiler firing continuously.
- Continue circulation through open system for 15mins, reversing the flow regularly
- Shut off all radiator valves except one. Allow full flow through this one radiator for 5 mins, reversing the flow regularly.
- Shut off first radiator, and move to the second. Work around system, putting full flow through each radiator in turn.
- After circulation through last radiator, switch to dumping on that one radiator, in one direction until the water runs clear.
- Operate valves to dump in opposite direction, until water runs clear.
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- Open up previous radiator, and dump on that until water runs clear. Work way around the system in reverse, dumping through each individual radiator in turn.
- Restore circulation through machine and complete heating system.
- Add manufacturer approved system inhibitor, and circulate through system for 10 minutes.
- Take Ph and TDS levels of treated system water, ensuring system water is Ph neutral.
- Uncouple machine from system, and if radiator was removed, manually flush before replacing.
- Refill/Top up heating system, ensuring system is full bleed.
- If system is fully pumped, ensure caps are removed and that the system is fully reinstated.
- Operate heating system, making sure that there are no cold radiators or any cold spots.
- Return all equipment back to van, and ensure working area is left clean and tidy.
- Fill in manufacturer's data sheet and company power flush certificate, and leave copy with customer.
- Ensure customer is completely satisfied with the works before leaving the property.



Ensure all are followed in accordance with our safe systems of work and company policies.

#### USEFUL PHONE NUMBERS

Gas Emergency		0800 111 999
OFFICE		01443 828 100
Lee Edwards	DIRECT LINE	01443 828 102
	MOBILE	07970 505 924
Malcolm Edwards	DIRECT LINE	01443 828 104
	MOBILE	0796 6 787 766
Sam Edwards	Direct line	01443 828 105
	Mobile	07758889141
Andrew Edwards	MOBILE	07890 324 472

#### OFFICE ADDRESS:

Unit 56 Bowen Industrial Estate Aberbargoed CF81 9EP