



# Method Statement & Risk Assessment

## For the removal of existing 6m wooden flagpole & installation of a new 6m fibreglass flagpole

Ref No: FC6774

### Main Principal Work Activities

Removal of existing 6m wooden flagpole from roof

Supply & installation of 1 x 6m fibreglass flagpole

Supply & installation of new anchor base plate to roof

### Preliminary arrangements

- Operatives to be fully briefed to task
- Site specific risk assessment to be read and understood
- All access equipment supplied by others

### Section 1 – Operatives

- Trained and experienced operatives x 4
- Subcontractors – Qualified 38m truck mount platform
- All operatives to comply with the companies 'Health & Safety' procedures always

### Section 2 – PPE

- Company uniform to be always worn
- High visibility clothing (where applicable) complying with EN471
- Hard hat with chin strap complying with EN397
- Gloves complying with EN388
- Full body harness complying with EN361
- Fall restraint lanyard complying with EN354

### Section 3 – Equipment

- 38m Bronto truck mounted access platform with qualified operator
- Various hand tools
- All tools to be kept secured in tool bag when not in use
- First Aid box including eye bath

### Section 4 – Setting up procedure

- All PPE including harnesses to be checked prior to, and worn during operations
- Safety anchor points to be checked prior to commencement to ensure fit for use
- Check weather conditions are suitable for work task to be undertaken
- All safety inspections for equipment to be completed prior to use
- Work area to be cordoned off with barriers and signage as supplied and guarded by qualified TM personnel



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### Section 5 – FC site contact & emergency details

- Andy Grover, Site supervisor – 07525591626
- Dan Ferguson, Engineer – 07739564722

### Section 6 – Work tasks and general risk assessment

TASK – REMOVAL OF EXISTING 6M WOODEN FLAGPOLE	PERSONS
Checks to equipment carried out prior to commencement of work activities.	Trained operatives
Correct PPE to be always worn.	Trained operatives
Truck mount platform to be positioned and barriers installed.	Trained operatives
Full body harness & restraint lanyard to be worn always and connected to safety anchor points always within platform.	Trained operatives
Access flagpole and remove existing lightening conductor. Once removed to roof level proceed to cut flagpole down in 1-2m sections by means of hand saws, placing sections in cradle of platform. Descend platform to empty cradle of sections as not to overload cradle.	Trained operatives
TASK – INSTALLATION OF NEW ANCHOR BASE PLATE & 6M FLAGPOLE	PERSONS
Leave existing timber section of flagpole to receive new steel square base spigot to instal over timber section.	Trained operatives
Once steel spigot has been installed, drill through timber section in both directions and insert stainless steel threaded bar and tighten accordingly with S/S loc nuts.	Trained operatives
New flagpole to be loaded onto cradle of MEWP and secured to cradle and raised to roof level, flagpole base to be lowered onto roof level and aligned with base plate. Once aligned, flagpole to be raised slowly into vertical position and lifted to align holes on footplate to baseplate and insert hinge pin. Once aligned, tighten with appropriate nuts, check level and adjust where required to ensure flagpole is vertical.	Trained operatives
Connect lightening conductor from flagpole to existing system.	Trained operatives
Instal new halyard on both pulley system and instal new cleats to receive halyard.	Trained operatives
Flagpole to be commissioned.	Trained operatives
All tools, components, rubbish removed, leaving site clean and tidy.	Trained operatives

Task Hazard Rating	H	<i>This activity has been assessed as high risk. Prior to commencing work a site-specific risk assessment must be completed to identify and control any additional hazards that may be present on site. Once the site-specific risk assessment form has been suitably completed, the 'Task Hazard Rating' can be reduced to low risk. All identified control measures (generic and site-specific) must be understood and implemented by all members of the team. If in doubt, contact your supervisor for further guidance and advice.</i>
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### Section 6 – Work tasks and general risk assessment *continued...*

HAZARD	CONTROLS	HAZARD RATING
On site hazards	Assess site before commencing works – undertake site risk assessment if conditions have changed.	
Risk from falling MEWP	Operatives to wear full body harness and restraint lanyard of which must be checked prior to use. Never climb on cradle. Do not overreach/lean out of cradle. Never run.	H
Manual handling	Ensure appropriate techniques are used when lifting equipment and associated components. Do not overreach/stretch when undertaking tasks. <i>Ref RA manual handling.</i>	H
Flagpole lift	Load flagpole in line with direction of lift to avoid overhang of flagpole encountering building. Flagpole to be secured correctly to cradle of MEWP. Operatives within cradle to act as banksman and guide lift to final position.	H
Entrapment/crush	Do not place hands between cradle of MEWP and building facade/flagpole/components. When removing old existing flagpoles, cut in manageable sizes to enable firm grip can be kept during removal. When installing new baseplate, place wooden chocks onto receiving metalwork to aid lowering onto fixings.	H
Installation of new associated fittings/and removal of old fittings/components	Operation to be undertaken in line with manual handling procedures. When drilling, ensure eye protection, safety glasses are worn. Keep hands away from working parts during drilling. Minimum of 2 operatives to undertake all tasks. Area to be cordoned off to all unauthorised personnel during works. Follow manual handling procedures when lifting components.	H
Falling objects	Ensure all tools are secured by means of lanyard to eliminate risk of dropping/falling, any tools not in use to be stored away. Ensure all components are placed correctly within cradle and secured.	H
Overhead hazards	Operatives to accustom themselves to the environment and be wary of overhead obstructions and other contractors on site.	H
Third parties	Ensure work area is cordoned off with suitable barriers.	H





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### Section 6 – Work tasks and general risk assessment *continued...*

HAZARD	CONTROLS	HAZARD RATING
Weather	Ensure weather conditions are suitable for the operations. Do not start or continue work in high winds or heavy rain.	H
In correct PPE	Appropriate PPE must always be worn, safety hat, steel toe-cap boots, hi-visibility jackets, gloves and suitable outer clothing in respect of weather conditions – non-snag.	H

- Working area to be always kept clear of debris and trip hazards.

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Read and understood by:

NAME	SIGNATURE	DATE

