

Tops Marquees Risk Assessment and Method statement

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**GENERAL RISK ASSESSMENT
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METHOD STATEMENT

1. Site Conditions/Foundations/Service

Tops Marquees are able to overcome most problems relating to site conditions. We have a thorough system for identifying possible hazards and introducing controls to reduce the risk of injury. The structures we are erecting at the site are of the mixed structure type up to 12 metres and manual handling is essential on all structures. Should the need arise, due to working in the close proximity of other contractors, precautions have been allowed for. Areas of Public Access will generate a certain public interest, but during the build and dismantle period, in the marquee site area, there should be no access for the general public and usual site rules will apply. Adequate security must be maintained by the client, to prevent theft, abuse or damage to the marquee and ancillary equipment. The presence of underground services is deemed to have been identified by the client, and any that may be at risk to have been marked accordingly. All marquee dimensions are measured to the centre of the leg and a further 300mm needs to be provided for the base plates as is normal practice.

Adjacent structures can to some degree overlap base plates, provided adequate ground anchors can be secured, and the eaves of the marquee are not obstructed. The marquee is to be staked using iron anchors 800mm long, M16 hammer in anchors for anything up to the 12m structures.

If the marquee is to be erected within an existing structure then sufficient anchor points need to be available for the purpose of tying down.

When weighting, the friction between the foot and the ground is to be considered and appropriate action taken to minimise slippage.

All our employees are made fully aware of our customers Contractor Requirement documents if applicable.

2. Loading/Unloading of Material/Trucks

The use of manual labour is required for such tasks as the loading and unloading of materials, will give rise to certain obvious hazards: load shift/load collapse/falling objects etc. All persons working on behalf of Tops Marquees, to, are qualified and appointed to do so.

3. Machinery

The use of site machinery probably involves the most risks to workers undertaking site operations. Poorly maintained machines are dangerous and costly to repair. A good maintenance schedule is therefore essential to reduce the untimely need of emergency replacement to use and without risks to health. Where it is not possible to use our own machinery,

we hire in from reputable hire companies within the U.K. Our agreement with hire companies is that all machinery is supplied with a current safety inspection certificate and the operator has competent plant operator's certificate, issued by an approved body. Only experienced and competent personnel are permitted to use machinery. A person is deemed to be competent on the successful completion or relevant training in combination with their on-site performance.

4. Laying out of Structure

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The hazards involved with the lying out of the structure are predominately those arising from manual handling operations (repetitive strain injury, upper body limb disorders, muscle fatigue and tiredness).

Although it is not possible to completely remove all of these hazards on a site, we do have ways of reducing the risk of injury. All materials can be located very closely to their required destination, thereby limiting the distance for the materials to be carried.

5. Pushing Up Structures

Because this is one of the higher risk areas, it is perhaps the most carefully monitored of all our operations. We are dealing with heavy materials being pushed or lifted into the air with a team of builders working beneath. There is an obvious danger of falling materials with the potential to cause major injury. The heavier materials have the potential to cause the most harm, therefore only the most experienced foremen are authorised to build structures (12 metres or above in width).

6. Electrical Equipment

Regular checks are made to ensure there are no “loose wire” or damaged components. Any hired electrical equipment must be delivered with a guide to its safe use. All site workers are familiar with the safe use and working practices using electrical equipment.

The equipment which may be used on site include lighting, drills, saws, and a 240/110v generator.

7. Adverse Weather Conditions

In very strong winds, it may be necessary to cease or delay such operations as erecting or dismantling structures for safety reasons. Likewise, snow falling on an unheated structure that has its roof-sails in position creates a danger of overloading the roof beams and collapse. Regular checks are made with the Meteorological Office to avoid, so far as is reasonably practicable, adverse weather conditions. In winds over 20 mph the erection can be delayed, and the foreman will monitor winds on site.

All Tops Marquees foremen have the authority to make such decisions, as they deem appropriate and necessary, with regard to the erection and evacuation of the structures, because of unsafe situations arising from adverse weather conditions.

8 Personal Safety Clothing

Employees are made aware that they are required to provide their own safety clothing such as: safety boots and gloves.

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METHOD STATEMENT FOR ERECTION AND STRIKING OF TEMPORARY STRUCTURE

Work Equipment Equipment

Sufficient, suitable, equipment in good condition must be supplied to allow the job to be done safely.

All equipment must be checked and/or serviced before it leaves the depot. Faulty equipment, including ladders and steps, must not be delivered on site.

Tools

The correct tools for the job must be provided, and they must be used in the correct manner.

Personal Protective Equipment

Health and Safety Policy, Section 3 and Training & Information Checklists refer.

Goggles

Must be worn when power saws are being used.

First Aid

A First Aid Kit should always be available on site. On larger sites this could be in the site office but on smaller sites it may be more practical to place a kit permanently in the foreman's car or lorry as appropriate. Measures must also be taken to ensure that the emergency services can be alerted if required.

Transport

The equipment is loaded on the lorry under supervision of the lorry driver and foreman.

Carriage to and from the lorry (in depot and on site) is to be, as much as possible, by fork truck, trolley truck or sack trolley.

The driver is responsible for the strapping or tying down of the load and thus its security.

Erection

The frame work of the structure can be laid in place followed by assembly of the legs and rafters making sure that the locking pins are correctly positioned. On a 12m structure roof wires must be put into place instead of locking pins.

The 'A' frame is lifted into the air slowly to avoid undue frame stress and twisting around the base plate pivot point until the frame is vertical and square. Use either cross bracing or eave bars to hold the 'A' frame in an up right position. On 12m structures the first frame is lifted by a minimum of three men, once it is vertical it will be braced with a diagonal brace bar.

Repeat the above and lift the next frame into position. Secure by dropping in the purling and eaves bars. The four roof bracing wires can now be fitted to the relevant eyebolts on the legs and fully tensioned to ensure that the structure is rigid and true.

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The next rafter section can then be raised and secured as before. This procedure is then repeated until completion. A pulling line can then be thrown across the ridge of one bay and two hauling lines

clipped to it before it is retrieved back. The roof sheet is fitted into the channelling of the rafters through the guides and the hauling ropes clipped onto 'D' rings. The original pulling rope is also secured on to a D ring.

The roof sheet can now be pulled over the structure, the two hauling ropes unclipped and secured to the original pulling rope which can then pull them back over the roof sheet and slid along to the next bay to repeat the procedure. The sheets are secured and tensioned by stretching the shock cord and securing inside their cleats, or by tensioning with a ratchet where that system is fitted.

The roof bracing wires can now be fitted to the relevant eyebolts on the legs and fully tensioned to ensure that the structure is rigid and true.

The walls are then attached to the legs by sliding the kadeer on the wall canvas into the channelling on each leg, the top rings slid on to the curtain rail and two halves pulled to the centre and laced together.

If the structure is having either solid walling (200mm tongue and groove planks) or glass doors and windows, these require the addition of leg channels fitting to the leg. Then the solid walls can be slid in from the top to make a solid wall. To increase rigidity on bays over 2500mm steel strengthening rods need to be inserted every 3 panels starting with the bottom panel. The glass panels and doors are fitted by using the correct size leg channel and sliding the door or glass into this and then fitting either a H channel upright or T channel upright depending on whether it is first or last upright and finished with a locking plate onto the T channel.

The ground rail then goes through the pocket and is fitted to the leg base pivot pin. Remember to replace the 'R' clip through the pinhole. The gable ends can be slid up through its channel using a ridge push up bar, laced together and secured to the crossbeams to complete the erection.

Securing stakes can now be driven home or if it is not practical to stake, the structure may be bolted down, using either M12 or M16 expanding bolts requiring a hole to be drilled to 22mm by the correct depth for the anchor used. If the holes are to be filled after the event it will be with proprietary cold setting tarmac type product, or a sand and cement mix, whichever is deemed to be the most appropriate. However weights in some instances may also be used to secure the structure to the ground, if this is the case, manufactures recommendations are followed to determine the loading required for each leg.

Timber flooring is made up of either 3000x500mm or 5000x500mm timber boards (depending on bay size). These are laid on 3" x 2" or 3" x 3" bearers, which are laid directly onto the ground at a minimum of 800mm intervals. With Aluminium extrusion on the joining ends, to produce a rigid and stable platform.

Where the floor needs to be raised because of unlevelled ground, chocking will be used. This will consist of a mix of 250x150x18mm and 250x75x50mm. We can usually level out most undulation with this. Where we need to raise the floor higher up to 500mm we would use 300x600x300mm concrete blocks, anything above this height would possibly require scaffolding

Interlocking plastic flooring is placed directly onto the ground, with the male lugs located on top, and locked into place by applying pressure.

Carpet can be laid directly onto the ground or onto solid floor; joints should either be

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marked with tape, stapled or glued to the sub floor. If 'second lay' carpet is used it should be tensioned to minimise creasing and can be nailed if laid directly onto the ground. All carpet needs at least 24 hours to normalise, if the time is not available it should be laid and tensioned.

Matting should be laid on ground using a plastic membrane underneath to prevent seepage. Matting should be tensioned and nailed using 6" or 4" nails depending on the ground. All joints to be tensioned and nailed.

Striking

Remove ground rails and side wall/s in the reverse order of the erection. Roof covers and wires to be removed.

Remove purlins and eaves beams and lower the 'A' frame to the ground and dismantle. Repeat for each frame.

Timber floors are lifted, and dismantled from the long side first and stacked into correct pack sizes for easy loading. Plastic floors are dismantled into 3 x 7 piece sections and palletised.

Carpet can be rolled or folded and have tape removed. Matting should have all nails removed, be turned over folded in half, then rolled from the fold end.