



Construction (Design & Management) Regulations 2015

**RISK ASSESSMENT / METHOD STATEMENT  
FOR MACHINE SERVICING/MAINTENANCE & REPAIRS**

**General Information**

<b>Customer:</b>	
<b>Project Title:</b>	
<b>Location:</b>	Customer site

<b>Revision</b>	1.1
<b>Next review</b>	01.02.2025

<b>Produced by</b>	Liana Loach (H&S Manager)
<b>Signature</b>	<i>L. Loach</i>
<b>Authorised by</b>	Gaye Tytherley – Managing Director
<b>Signature</b>	<i>G. Tytherley</i>

**Contacts**

<b>Project Manager</b>		<b>Tel:</b>	
<b>Engineering &amp; Technical Projects Manager</b>		<b>Tel:</b>	
<b>Lead Engineer</b>		<b>Tel:</b>	

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**RAMS Revisions**

<b>Date</b>	<b>Rev No</b>	<b>Reason For Revision</b>	<b>Revised By</b>
01.02.2023	1.0	Document restructure	Liana Loach
01.02.2024	1.1	Annual review, minor amendments	Liana Loach

## Contents

1. Introduction & Scope of Work
2. Hazards Identified
3. Work Methodology
4. Site Personnel
5. Health, Safety & Welfare
6. Occupational Health Considerations
7. Plant, Equipment & Temporary Works
8. Hazardous Substances
9. Hot Works
10. Accident & Emergencies
11. Communication & Liaison
12. Personal Protective Equipment
13. Briefing Arrangements
14. Legislation
15. Environmental Information
16. Other Information
17. Appendices
18. Declaration

## 1. Introduction & Scope of Work

### 1.1 Purpose & Work to be Undertaken

The purpose of this method statement is to document the safe working procedures adopted by Mosca Direct Ltd whilst undertaking work at the customer site location as specified above (page 1 – general information).

The work includes the servicing/maintenance and repairs of all Mosca machines.

## 2. Hazards Identified

### 2.1 Significant Hazards

Significant hazards identified, and the associated control measures implemented are documented on the attached risk assessment (*Appendix B*).

## 3. Work Methodology

### 3.1 Parking Arrangements

Park vehicle in identified parking area. If no designated parking is provided, safely park vehicle in nearest public parking area.

### 3.2 Signing in / Induction Procedure

Sign in/out in accordance with site safety management/security requirements.

### 3.3 Servicing/Repair Method (sequence of work)

- Undertake onsite risk assessment; report any unsafe working conditions to the Engineering and Technical Projects Manager or nominee.
- Discuss work to be undertaken with Principal Contractor/Site Supervisor including arrangements to keep other individuals away from the working area.
- Service and repair equipment in accordance with machine specific instructions.
- When work is complete, test the machine to ensure good working order.
- Obtain customer satisfaction signature.
- Remove all redundant tools and leave the area clean and safe.

## 4. Site Personnel

### 4.1 Staff involved in servicing/repairs

Engineering and Technical Projects Manager  
Lead Engineer

### 4.2 Competency Training & Induction

Engineers allocated to this project have been deemed competent to undertake the tasks given to them. All training is documented on the Company's Training Skills Matrix. All site staff have received an induction including the contents and application of the site specific RAMS.

## 5. Health, Safety & Welfare

### 5.1 Provision of Welfare Facilities

Welfare facilities to be provided by the Principal Contractor/Site Supervisor. Arrangements to be discussed during induction.

### **5.2 First Aid Facilities**

All engineers have received training in Emergency First Aid at Work (EFAW).  
Onsite facilities identified during induction.

## **6. Occupational Health Considerations**

### **6.1 Asbestos**

All engineers receive annual asbestos awareness training. The asbestos register for each site is reviewed during induction.

### **6.2 Respiratory Illness**

No significant dust created during machine servicing/repairs.

### **6.3 Vibration**

No significant vibration exposure anticipated.

### **6.4 Noise**

No significant noise exposure anticipated. Hearing protection is available if required.

### **6.5 Manual Handling**

All engineers receive annual manual handling training.

Manual handling operations reduced by parking vehicle as close to work area as possible, using lifting aids where practicable, reducing load sizes and team lifting where required.

## **7. Plant, Equipment & Temporary Works**

### **7.1 Specified Plant & Equipment**

<i>Plant</i>	<i>Task Method Statement No:</i>	<i>Applicable (Y/N)</i>
Ladders/stepladders	TMS/02	
Podium steps	TMS/03	
Hand tools and powered hand tools	TMS/04	
Electrical safety	TMS/05	

Other Equipment Used: *(if applicable)*

### **7.2 Competence to use Plant & Equipment**

Engineers using specified equipment have undertaken the appropriate training for such equipment and have been deemed competent in its operation. Operators of access machinery have undertaken training to national standards (i.e., IPAF & PASMA).

### **7.3 Inspection & Examination**

Any equipment used by engineers is subject to appropriate inspection and testing.

Equipment must come with a current inspection certificate and is subject to user checks as documented in the specific method statements.

### **7.4 Loading & Control**

All site loading & unloading is under the management of the Principal Contractor.

## 8. Hazardous Substances

### 8.1 Hazardous Substances Used

No:	Substance	COSHH Ref:	Applicable (Y/N)
01	WD-40 Aerosol	RISKASS#0001	
02	CRC Amberklene FE10 Solvent Cleaner	RISKASS#0002	
03	RS Anti-Seize Compound	RISKASS#0003	
04	CRC Amberklene FG Degreaser	RISKASS#0004	
05	WD-40 3 in 1 Multi-Purpose Oil	RISKASS#0005	
06	RS Multi-Purpose Grease	RISKASS#0006	
07	CRC Ambersil Label Remover	RISKASS#0007	
08	CRC Ambersil Industrial Degreaser	RISKASS#0008	
09	RS Gear Chain Lubricant	RISKASS#0009	
10	RS Tool Cutting Fluid	RISKASS#0010	
11	Henkel Loctite 222	RISKASS#0011	
12	Henkel Loctite 4850	RISKASS#0012	
13	ROCOL Precision Silicone Spray	RISKASS#0013	

## 9. Hot Works

### 9.1 Hot Works Activities

Identified hot works activities:

### 9.2 Hot Works Permit

Hot works permit required: YES / NO *(delete as appropriate)*

Permit obtained from:

## 10. Accidents/Emergencies

### 10.1 Emergency Contact Numbers

In the event of an emergency call 999.

### 10.2 Accident Reporting/Investigation:

Any accidents/incidents will be reported and investigated in accordance with the Company's Accident & Incident Reporting Procedures.

Principal Contractor/Site Supervisor to be informed of any accidents/incidents immediately.

### 10.3 Sub Standard Conditions Reporting

Any hazardous or substandard working conditions will be immediately reported by the Principal Contractor/Site Supervisor to the Engineering and Technical Projects Manager who will take the appropriate action.

## 11 Communication and Liaison

### 11.1 Communication Arrangements

Day to day communication to and from site will be conducted by mobile phone. On site staff communication will be conducted by direct verbal communications. Suitable communication and liaison to be maintained with all stakeholders to reduce identified hazards to a minimum.



<b>12 PPE</b>	
<b>12.1 Mandatory Standard PPE</b>	
Safety footwear	BS EN ISO 20346: 2004
High visibility vest/jacket	BS EN 471: 2003
Safety helmet	BS EN 397: 2012
Hearing protection required for all drilling & grinding operations	Ear-muffs: BS EN 352-1:2002 Ear-plugs: BS EN 352-1:2002 Ear-muffs attached to an industrial safety helmet: BS EN 352-3:2002
Safety gloves (mechanical hazards)	EN 388
Safety gloves (chemical hazards)	EN 374
<b>12.3 Specific Site Requirements</b>	
Specific sites may require additional PPE to be worn during works. All staff attending site will adhere to individual site requirements.	

<b>13. Briefing Arrangements</b>
<b>13.1 Person Responsible for the Method Statement Briefing</b>
The Engineering and Technical Projects Manager or nominee is responsible for communicating the contents of the method statement to the site staff.

<b>14. Significant Legislation</b>
Health and Safety at Work Act 1974. (as amended)
Management of Health and Safety at Work Regulations 1999 (as amended)
Construction (Design & Management) Regulations 2015
Manual Handling Operations Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Working at Height Regulations 2005
Lifting Operations and Lifting Equipment Regulations 1998
Control of Noise at Work Regulations 2005
Control of Vibration at Work Regulations 2005
Control of Asbestos Regulations 2012
Control of Substance Hazardous to Health Regulations 2002 (COSHH)
Personal Protective Equipment at Work Regulations 1992
The Health & Safety (First Aid) Regulations 1981
Electricity at Work Regulations 1989
The Environmental Pollution Act 1990
The Road Traffic Regulation Act 1984 (TFO)

<b>15. Environmental Information</b>
<b>15.1 Waste</b>
All waste will be disposed of a per site instruction.
<b>15.2 Dust</b>
Negligible amounts of dust will be created.
<b>15.3 Smoke</b>
No smoke will be created.
<b>15.4 Fumes</b>
No fumes will be created.
<b>15.5 Fuels/Oils etc</b>
No fuels to be used. Risk assessments completed for oils used during servicing/repairs (refer to section 8.1).
<b>15.6 Noise</b>

No significant noise exposure anticipated.

## 16. Other Relevant Information

## 17. Appendices

**Appendix A:** Minor amendments to safety method statement

**Appendix B:** Servicing, Maintenance and Repair Risk Assessment

## 18. Declarations

### 18.1 Risk Assessment / Method Statement (RAMS)

I confirm that I have read, understood and will implement the information documented in the attached risk assessment and method statement. I will contact Management where there is not complete understanding of the information received, or the control measures are considered inadequate.

Name	Position
Barry Williams	Systems Engineer
Chris Moore	Senior Systems Engineer
Ciaran Barnsley	Systems Engineer
Craig Morris	Service Engineer
Daniel Benson	Senior Technical Manager
Harris Porter	Systems Engineer
Liam Parkinson	Systems Engineer
Mark Hadfield	Engineering Manager
Nick Pullin	Senior Systems Engineer
Philip Durkin	Systems Engineer
Steven Coleman	Technical Manager
Stuart Alexander	Technical Support Engineer
Zack Skillington	Service Engineer





## Appendix B: Risk Assessment

HAZARD	NATURE OF ACTIVITIES	PEOPLE EXPOSED	CONTROL MEASURES ADOPTED	ADDITIONAL COMMENTS	RISK SCORE
<b>Working at Heights</b>					
Falls from heights	Use of ladders/stepladders	Engineers	<ul style="list-style-type: none"> <li>Task method statement adhered to when using this equipment. Competent, trained engineers using equipment.</li> <li>Class 1 ladders/stepladders used for short duration work, (typically less than 30 minutes) where it is not practical to use safer access methods.</li> <li>Regular equipment inspections undertaken.</li> <li>3-point contact maintained.</li> </ul>		1 x 5 = 5
Falls from heights	Use of podium steps	Engineers	<ul style="list-style-type: none"> <li>Task method statement adhered to when using this equipment.</li> <li>Competent, trained engineers using equipment.</li> <li>Regular equipment inspections undertaken.</li> </ul>		1 x 5 = 5
Items falling from height	Working at height activities	Engineers Other employees & contractors	<ul style="list-style-type: none"> <li>Competent, trained engineers undertaking working at height activities. WAH supervised by Principal Contractor/Site Supervisor.</li> <li>Work areas protected by hoarding/barriers complete with warning signs.</li> <li>Working at height activities discussed with other contractors and customers, (where required) to ensure non-essential employees remain clear of work area.</li> <li>PPE: safety footwear, safety helmet, high visibility vest worn by engineer.</li> </ul>		1 x 5 = 5
<b>Occupational Health</b>					
Asbestos related illness: Mesothelioma Asbestosis Lung Cancer	Possible contact with asbestos containing materials (ACM's)	Engineers Other staff & contractors	<ul style="list-style-type: none"> <li>Information relating to asbestos confirmed by Principal Contractor/Site Supervisor before arranging services and repairs.</li> <li>If asbestos is present on site, this is identified before attending site &amp; suitable measures implemented to ensure engineers do not come into contact with any ACM's.</li> </ul>		1 x 5 = 5

				<ul style="list-style-type: none"> <li>Engineers undertake asbestos awareness training annually.</li> <li>Site induction discusses site specific asbestos considerations and control measures.</li> </ul>		
Skin disorders & dermatitis	Handling of substances, exposure to general dirt etc	Engineers	<ul style="list-style-type: none"> <li>Engineers follow protocol as outlined in COSHH assessments and Safety Data Sheets.</li> <li>Good personal hygiene practiced by engineers.</li> <li>PPE: safety gloves available.</li> </ul>			1 x 3 = 3
Noise induced hearing loss	Exposure to work equipment, drills etc above the first action level	Engineers Other staff & contractors	<ul style="list-style-type: none"> <li>Noise levels of hand held equipment reviewed &amp; staff advised of noise levels.</li> <li>PPE: mandatory hearing protection for all equipment with documented noise levels above the 1<sup>st</sup> action level regardless of time used.</li> </ul>			1 x 4 = 4
Musculoskeletal damage	Manual handling of signage, tools & equipment	Engineers	<ul style="list-style-type: none"> <li>Manual handling reduced to a minimum by operational planning including deliveries direct to the work area &amp; use of lifting aids where possible.</li> <li>Engineers have undertaken training in safe lifting techniques.</li> </ul>			1 x 3 = 3
<b>Electrocution / Burns</b>						
Electrocution/burns	Isolation & minor electrical connections	Engineers	<ul style="list-style-type: none"> <li>Minor electrical connections undertaken by engineers. Significant electrical connections undertaken by qualified electricians.</li> <li>Engineers have undertaken training in safe isolation and connection techniques.</li> </ul>			1 x 5 = 5
Electrocution/burns	Potential contact with existing electrical cables & overhead cables	Engineers	<ul style="list-style-type: none"> <li>Information obtained regarding existing services; by either receiving pre-construction information or arranging site surveys where possible.</li> <li>Engineers to undertake an onsite risk assessment before starting work. If there are any issues regarding existing electrical supplies or overhead cables, no work is undertaken until these issues have been investigated by the Principal Contractor/Site Supervisor.</li> </ul>			1 x 5 = 5
Electrocution/burns	Use of electrical tools & equipment	Engineers	<ul style="list-style-type: none"> <li>Maximum of 110v used during site visits. Battery equipment used wherever possible.</li> <li>Equipment PAT tested to company schedule, (every 6 months for site equipment).</li> </ul>			1 x 5 = 5

				Visual checks undertaken by engineers before use.	
<b>Other Hazards</b>					
Fire/explosion	Hot works	Engineers Other people in the working area		<ul style="list-style-type: none"> <li>The area in the immediate vicinity of the work is to be cleared of all loose combustible material; other combustible material must be covered by sand or over-lapping sheets or screens of non-combustible material.</li> <li>A fire safety check of the working area to be made prior to undertaking works and approximately 60 minutes after the completion of each period of work.</li> <li>A person to be appointed to act as an observer to watch for signs of smoke or smouldering or flames. In the event of a fire, immediate action must be taken as per site requirements.</li> </ul>	1 x 5 = 5
Personal injury	Unfamiliar with site	Engineers		<ul style="list-style-type: none"> <li>Competent engineers undertaking machine servicing/repairs.</li> <li>Site staff informed of site layout, site safety rules and general operating conditions before starting work.</li> </ul>	1 x 4 = 4
Cuts/lacerations	Handling of tools & equipment	Engineers		<ul style="list-style-type: none"> <li>Tools and equipment maintained in good condition.</li> <li>Safety gloves and footwear worn during visits.</li> </ul>	1 x 3 = 3
Traffic movements	Struck or crushed by moving vehicles	Engineers Other staff & contractors.		<ul style="list-style-type: none"> <li>Site safety traffic plan discussed at induction.</li> <li>Site supervisor to undertake an onsite risk assessment before starting work. Vehicle movement to be reviewed before starting work.</li> <li>No reversing without banksman.</li> <li>High visibility vests worn by engineers.</li> </ul>	1 x 5 = 5
Interaction with other staff & the general public	Working activities by other contractors Protection of other staff & the general public	Engineers Other staff & contractors		<ul style="list-style-type: none"> <li>Good communications maintained with all project stakeholders throughout the duration of the project.</li> <li>Work planned to coincide with other contractors to reduce hazards to the lowest level practicable.</li> </ul>	1 x 5 = 5
Eye damage	Drilling operations	Engineers		<ul style="list-style-type: none"> <li>Safety glasses/face shield worn during drilling and cutting operations.</li> </ul>	1 x 4 = 4

# Risk Scoring System

<b>High</b>	Unacceptable, stop activity and make immediate improvements.
<b>Medium</b>	Consider additional improvements to reduce the risks to an 'acceptable' level if possible.
<b>Low</b>	Acceptable, no further action but ensure controls are implemented and maintained.

- LIKELIHOOD**
- 5 Likely Occurs repeatedly/event only to be expected
  - 4 Probable Not surprised when happens/will occur several times.
  - 3 Possible Could occur sometimes
  - 2 Remote Unlikely, though conceivable
  - 1 Improbable So unlikely, probability close to zero
- SEVERITY**
- 5 Fatality Death of person involved in the task.
  - 4 Major injury Long absence/loss of limb, etc.
  - 3 Noticeable injury Over 7 Day injuries as notifiable under RIDDOR.
  - 2 Serious injury Injury requiring medical treatment
  - 1 Minor injury Injury requiring no medical treatment.

Severity Likelihood	Minor injury 1	Serious injury 2	Notifiable injury 3	Major injury 4	Fatality 5
Likely 5	Medium 5	Medium 10	High 15	High 20	High 25
Probable 4	Medium 4	Medium 8	High 12	High 16	High 20
Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15
Remote 2	Low 2	Medium 4	Medium 6	Medium 8	Medium 10
Improbable 1	Low 1	Low 2	Low 3	Medium 4	Medium 5

