

R & M Commercials Ltd
Basingstoke

Method Statement/Risk Assessment - Lone Workers

Control Measures

Prior to commencing work on site all R & M Commercials operatives will report to main reception where they will sign in upon arrival. They will also sign out on departure, even if they leave site at lunchtime or break times.

R & M Commercials operatives will familiarise themselves with the established building emergency procedures, fire escapes and evacuation routes in relation to the areas being worked in.

R & M Commercials operatives will also familiarise themselves with the location of appointed First Aiders, First Aid Stations and Accident Reporting Book on site.

R & M Commercials operatives will be sufficiently trained, experienced and competent to deal with and understand the risks and precautions in line with the work that is to be undertaken.

All R & M Commercials operatives will be provided with the appropriate level of P.P.E (Personal Protective Equipment) which is appropriate to the tasks being undertaken. It will be the responsibility of the user to ensure its proper use and storage.

There will be regular contact between R & M Commercials operatives and their supervisory management at base headquarters for potential fault resolution and escalation management.

R & M Commercials operatives on site will take reasonable care of themselves and other people affected by the work they are undertaking. At all times R & M Commercials operatives will co-operate fully with company site rules, supervisors and management.

Scope and Method of Works

To repair, service and maintain customers vehicles on site as required.

Health & Safety

Prior to commencing work on site all R & M Commercials operatives will report to main reception where they will sign in upon arrival.

All R & M Commercials operatives will be provided with the following safety equipment and this should be worn where necessary:

- Safety Glasses
- Welding Glasses
- Ear Defenders
- Gloves
- Footwear
- Visible Yard Vests

R & M Commercials operatives will report all accidents as soon as possible to the appropriate supervisor/first aider and give written details for inclusion in the 'Accident Book'.

All waste materials produced from the tasks carried out will be disposed of in a safe manner.

COSHH data sheets are available for any chemicals and materials used on site.

There will be no smoking on site in line with government legislation and the use of mobile phones will be permitted in designated areas only.

All power is to be provided by the client

Risk Assessments

Risk assessments can be provided in line with the tasks being undertaken on site.

The risk assessments reflect the working environment and standards at R & M Commercials Basingstoke depot.

The following high level hazards have been identified:

- Falls from heights
- Noise
- Manual Handling
- Slips, trips and falls
- Hot Work from processes such as welding and grinding
- Movement of vehicles

Monitoring Procedures

A safe system of work will be operated and adhered to.

Good housekeeping will be adhered to at all times to ensure a safe and clean environment.