# Risk assessment & method statement

These are generic R.A.M.S, not site specific and should be used as a guide only

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# Block installation R.A.M.S. example




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# Risk assessment guide

## Risk assessment guide table

| Hazard probability (prob) | Factor | Hazard severity (sev) | Factor |
|---|---|---|---|
| Highly unlikely | 1 | Insignificant | 1 |
| Remote possibility | 2 | Minor - light damage | 2 |
| Fair chance | 3 | Moderate - damage / injury | 3 |
| Highly probable | 4 | Serious damage / injury | 4 |
| Almost certain | 5 | Dangerous - fatal | 5 |

## Risk factor calculation

Risk factor = Probability factor x Severity factor

| Risk factor | Category | Action |
|---|---|---|
| 1 - 5 | Acceptable | Routine action |
| 6 - 10 | Acceptable | Employ safety systems |
| 11 - 15 | Marginal | Reduce risk / Employ all safety systems |
| 16 - 20 | Undesirable | Maximum caution / Close supervision |
| 21 - 25 | Unacceptable | Must not be allowed |

Traveling quickly and or traveling over rough terrain when carrying blocks or barriers should be avoided as excessive sudden jerking movements could damage the pin anchor.

# Risk assessment

**NOTE:** Check to see if a full lifting plan is required

| Description | Factors | | Control measures | Factors | | Risk factor |
|---|---|---|---|---|---|---|
| | Prob | Sev | | Prob | Sev | |
| Use of fork trucks and tele-handlers | 5 | 4 | a) Only trained and authorised personnel are allowed to operate fork trucks/tele-handlers/other lifting equipment.<br>b) Operators is to be aware of and maintain good vision of all pedestrians working in the work areas.<br>c) Operators will only operate machine controls when signalled to do so by the banksman. | 1 | 4 | 4 |
| Working at height | 5 | 4 | a) Adhere to the company policy when working at height.<br>b) Ensure all ladders / steps are inspected for damage prior to use. Do not use if in disrepair.<br>c) Never climb onto structures without adequate protective restraints and anchor points (safety harness, etc). | 1 | 4 | 4 |
| Impact / crush injuries | 5 | 4 | a) Never place your body or hands in a position where they may be crushed between immobile objects or structures. | 1 | 4 | 4 |
| Banksman | 5 | 4 | a) Always ensure good communication with the vehicle operator.<br>b) Avoid standing in areas which may make it difficult for the vehicle operator to see you.<br>c) Use appropriate hand signals to guide the plant operator.<br>d) Use barriers and signs to prevent third parties entering work area. | 1 | 4 | 4 |
| Use of lifting equipment | 5 | 4 | a) Only trained and authorised personnel are allowed to carry out lifting operations.<br>b) Always inspect all lifting equipment for wear or damage prior to use.<br>c) Never use equipment that you consider worn or damaged.<br>d) Always adhere to the lifting plan.<br>e) In the case of pre-used blocks, check the galvanised lifting pin for signs of wear, corrosion or damage prior to lifting. Check the shaft diameter of the lifting pin (2.5t Pin = 14mm / 5t Pin = 20mm) and that the pin is not leaning or bent.<br>f) Important note - prior to lifting older / pre-used blocks also check the block for cracks. If the block is cracked it could fail when being lifted.<br>**If in doubt use another means of lifting.**<br>**Never stand under a suspended load.** | 1 | 4 | 4 |
| PPE | 5 | 3 | a) All personnel to wear PPE compliant to site and assessment requirements at all times. | 1 | 3 | 3 |
| House-keeping | 5 | 2 | a) Always maintain a high level of house-keeping whilst carrying out work on site. | 1 | 2 | 2 |

# Method statement

| Item | Description |
|---|---|
| 1 | Site set-up |
| A | Using appropriate measuring and marking material mark out the wall locations on the concrete base. Inspect the work area to ensure safe movement of vehicles and blocks. Sweep the area where the walls are to be located. |
| B | Using the course layout, identify a safe laydown area and off-loading area. Level ground and distance to actual work area are the primary considerations for determining these areas. |
| C | If there is sufficient area, place the various types of blocks into separate laydown areas to assist in identification of blocks when installing. |
| D | Determine the sequence you are going to install the blocks in. Consider access and turning radius of tele-handler. |
| 2 | Installation procedures for interlocking blocks – base course |
| A | Using the course layout plan, select the first type and size of block from the laydown area. Transport the block to the installation area, maintaining a safe minimal clearance between the underside of the block and the road surface. |
| B | The banksman is to ensure correct location and position of the block before removing the lifting hook. |
| C | Repeat the procedures 2a and 2b with the next block, ensuring that the faces of the blocks are flush against each other. |
| D | Continue with this procedure until the desired base course is in position. The banksman will be responsible for maintaining a straight and level course. |
| E | The banksman is then to sweep the top of the blocks to remove any debris which may impede correct location and seating of the next course of blocks. |
| 2 | Installation procedures for interlocking blocks – higher courses |
| F | Select the correct size and type of block from the laydown area with safe minimal clearance between the underside of the block and the road surface. Once close to the location, elevate the block so that the banksman can inspect the underside of the block for any debris. Once signalled to by the banksman, the tele-handler operator is to lift and position the block in place. |
| G | Continue with building the walls in the manner stated, sweeping debris from the completed sections of bays and the underside of blocks to be positioned. |
| H | Where necessary the banksman is to use suitable access equipment (access steps / ladder) when cleaning off the higher levels of courses. |
| I | When the installation of blocks is completed, the banksman is to sweep around the bays and remove all debris to a suitable waste collection skip or area. |