



SmartRAMS

Company Name: SafeFit Joinery Ltd

Company Address: 42 Trade Park Road, Birmingham, B1 5TX

Company Contact: 0121 555 1234 | info@safefitjoinery.co.uk

Kingsley House — Office Refurb

Trade:

Joinery / Carpentry

Principal contractor:

BuildMaster Refurb Ltd

Location of works:

Ground floor and first floor corridors

Site supervisor:

John Smith

Site address:

100 High Street, Birmingham, B2 4QA

Supervisor contact:

07700 111222

Start and end date:

18/07/2025 – 28/07/2025

Description of activity

Removal of existing timber doors, preparation of openings, installation of new fire-rated door sets and architraves, finishing works and site clearance.

Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 1992 (PPE)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015 (CDM)

Sequence of Works

- Prepare work area
 - Deliver materials to site
 - Remove existing timber doors
 - Prepare openings for new door sets
 - Install new fire-rated door sets
 - Install new architraves
 - Perform finishing works (e.g., sanding, painting)
 - Check for proper operation and compliance
 - Clean work area and dispose of waste properly
 - Final inspection and sign-off
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Identified Hazards

- Dust inhalation
 - Manual handling injuries
 - Tool-related injuries
 - Slips and trips
 - Falls from height
 - Electrical shock
 - Injury from sharp objects
 - Exposure to hazardous materials (e.g., paints, varnishes)
 - Heavy lifting injuries
 - Ergonomic strain
 - Noise-related hearing loss
 - Working in confined spaces
 - Fire hazards from cutting tools
 - Inadequate personal protective equipment (PPE) usage
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Control Measures

- Provide dust extraction and use masks
- Train staff in manual handling
- Use residual current devices (RCDs) for electrical tools
- Keep work areas clear to prevent trips
- Inspect ladders and use fall protection equipment
- Ensure fire-rated materials are correctly identified and used
- Utilize appropriate personal protective equipment (PPE) for all tasks
- Implement safe lifting techniques for heavy door sets
- Secure tools and materials when not in use
- Conduct risk assessments prior to starting work
- Maintain clear access to emergency exits and equipment

PPE Required

- Protective footwear
 - High-visibility vest
 - Hard hat
 - Safety goggles
 - Heavy-duty gloves
 - Dust mask or respirator
 - Knee pads
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COSHH, Waste & Emergency

COSHH Considerations

- Ensure correct storage and handling of all hazardous substances following site COSHH procedures.
- Use gloves and appropriate PPE when handling chemicals or sealants.
- Maintain proper ventilation when using substances that emit fumes.
- Dispose of all chemical waste in accordance with COSHH guidelines.

Waste Management

- Segregate and recycle all materials where possible.
- Dispose of general waste in designated skips provided on site.
- Keep work areas clean and remove waste regularly to reduce hazards.
- Comply with site environmental and waste management plans.

Emergency Arrangements

- All personnel will follow site-specific emergency procedures as defined by the principal contractor.
- This includes awareness of evacuation routes, muster points, first aid provisions, and emergency contacts.
- Details will be covered in site inductions and toolbox talks.

Toolbox Talks

- Toolbox Talks will be delivered daily or whenever tasks change significantly.
- Talks will cover site-specific hazards, review safety controls, confirm PPE requirements, and reinforce emergency procedures.
- Attendance will be recorded to confirm understanding and compliance.

Risk Assessment Summary Table

Hazard	Likelihood (before)	Severity (before)	Risk Score (before)	Control Measures	Likelihood (after)	Severity (after)	Residual Risk Score	Control by	Actioned Date
Dust inhalation	3	3	9	Use dust suppression methods, wear masks, and ensure proper ventilation.	2	2	4		
Manual handling injuries	4	4	16	Provide training in manual handling techniques, use lifting aids.	2	3	6		
Working at height	3	5	15	Use proper scaffolding, harnesses, and ensure fall protection measures.	1	5	5		
Slips and trips	4	3	12	Maintain a clean worksite, use anti-slip mats.	2	2	4		
Tool injuries	3	4	12	Provide training, ensure tools are well maintained and suitable for the job.	2	3	6		

Overall Project Risk Level: Medium

Method Statement

The work will begin with the careful removal of existing timber doors, ensuring that any debris is managed safely to avoid hazards. The openings will then be prepared by checking for damage and ensuring they are suitable for the new fire-rated door sets. Safety measures will include wearing protective equipment such as gloves and safety glasses throughout the process. The new door sets and architraves will be installed according to manufacturer specifications, ensuring proper alignment and secure fixing. After installation, finishing works will be carried out, including painting if needed, while maintaining a clean and organized work area. Finally, a thorough site clearance will be performed to remove any leftover materials and ensure the area is safe and tidy.

Person(s) Attending