





























Contractor	Name: Davids Marquee Hire	Address: NUI Campus Maynooth Co. Kildare		Tel:
				E-mail:
Project Name				
Description of the Task/Activity	The erection and dismantling of marquee			
Site Address/Location:	NUI Campus Maynooth Co. Kildare	Start Date/Time:		
		Finish Date/Time		
Personnel Involved	Name	Role/Trade		
Site Supervisor:	David Walsh	Tel:		
Safety Officer	Michael W Kennedy CMIOSH	Tel:		
Key Plant & Tools (Attach Certification)	Teleporter, lowloader, flat bed truck, van, trailer small tools			
Key Materials	Uprights, cross beams A Frames:Hand tools, podgers, wrenches, screw drivers etc			
Other Essential Equipment:	(i.e. access platforms/winchess/ladders, etc) Access ladders, teleporter, CAT & Genny			
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))	Work at height, working near underground services (putting stakes into the ground), working near the public, working close to live traffic, working near plant and equipment Moving ballasts into position, each ballast is 250Kgs weight			
Specific Staff Training	4 Trained, experienced and skilled operators			

Sequence of Operations: (include sketches if required)	<ol style="list-style-type: none"> 1. Arrive on site, unload equipment from truck or vans 2. Stake out the area where the marquee is to be erected
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	<p>3.Place ground sheet or laths in position for flooring</p> <p>4.Roll out ground materials or place floor sheeting in position</p> <p>5.Place side supports in position prior to erection</p> <p>6.Place cross braces in position prior to lifting</p> <p>7.Place side sheets and top sheets in position</p> <p>8.Commence erecting side struts, interlock and brace</p> <p>9.Place cross braces for (A frames) ceilings on side struts using ladders to access interlock using nuts and bolts</p> <p>10. Counter balance ballasts 250Kgs weight are put in position to secure uprights and A Frames</p> <p>11.Lift side and ceiling sheets into position</p>														
<p>Temporary Supports and Props needed to facilitate the works:</p>	<p>(if none, state none)</p> <p>None</p>														
<p>Method of Access and Egress to the work area:</p>	<p>(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)</p> <p>Height of this marquee will require the use of a ladder held in position by one operator and the other operator will bolt the frames together at a height of 4 feet. A Teleporter will be used to mve the ballasts from the truck body to the designated areas. Theses ballasts will be used to secure the uprights and AFrames at the four corners of the Marquee</p>														
<p>Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)</p>	<p>(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)</p> <p>As straight ladders or A Frame ladders will be used to access height these will be lashed and footed a second operator will foot the ladder at all times</p>														
<p>Hazardous Substances: (Attach MSDS if required)</p>	<table border="1"> <tr> <td data-bbox="363 1434 534 1541">  Very Toxic </td> <td data-bbox="534 1434 704 1541">  Harmful/ Irritant </td> <td data-bbox="704 1434 875 1541">  Corrosive </td> <td data-bbox="875 1434 1045 1541">  Dangerous For the environment </td> <td data-bbox="1045 1434 1216 1541">  Oxidising </td> <td data-bbox="1216 1434 1386 1541">  Highly flammable </td> <td data-bbox="1386 1434 1544 1541">  Explosives </td> </tr> <tr> <td data-bbox="363 1541 534 1663"> <p>Applicable:</p> </td> <td data-bbox="534 1541 704 1663">No</td> <td data-bbox="704 1541 875 1663">No</td> <td data-bbox="875 1541 1045 1663">No</td> <td data-bbox="1045 1541 1216 1663">No</td> <td data-bbox="1216 1541 1386 1663">No</td> <td data-bbox="1386 1541 1544 1663">No</td> </tr> </table>	 Very Toxic	 Harmful/ Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives	<p>Applicable:</p>	No	No	No	No	No	No
 Very Toxic	 Harmful/ Irritant	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives									
<p>Applicable:</p>	No	No	No	No	No	No									
<p>Storage Arrangements:</p>	<p>Nothing will be stored on site</p>														
<p>Details of Permits to Work:</p>	<p>None required for this type of work</p>														
<p>SWL's:</p>	<p>(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)</p>														

Required Personnel Protective Equipment:	 Safety Boots Yes	 Hard Hats Yes	 Safety Gloves Yes	 Hearing Protection No	 Eye Protection No	 Respiratory Protection No	Other: 1. Hi-Viz 2. Coveralls 3.
Emergency Procedures:	N/A						
	Name of On-Site First Aider:	David Walsh					
	First Aid Box Location:	In Van					
	Location of Nearest Hospital:	Naas General					
Welfare Requirements	On site						
Services to be supplied by Others	None						
Other information & Comments	None						

All work will be undertaken by qualified competent operators with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by: Michael W Kennedy CMIOSH

Position: Safety Officer Date:

David Walsh

Reviewed by:

Position: Owner / Director Date:

Items Attached:	Yes	No
Sketches	no <input type="checkbox"/>	<input type="checkbox"/>
Certification of Plant etc.	yes <input type="checkbox"/>	<input type="checkbox"/>
Programme of Work	yes <input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments	yes <input type="checkbox"/>	<input type="checkbox"/>

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

RISK DEFINITION AND MATRIX

Probability Categories

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

Consequence Categories (Safety)

Category	Definitions
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment / Minor
3	LTA (3 Days), Dangerous Occurrence (HSA Unable to Work)
4	Serious / Crippling Injury / Extensive
5	Fatality / Very Extensive

Consequence Categories (Environmental)

Category	Definitions
1	Release which has only a minor impact
2	Release, which has a moderate (Short duration) impact
3	Release, which has a significant impact
4	Major Environmental release which has a significant (Long Term) impact
5	Damage is major and permanent

Risk Matrix

		PROBABILITY					
		1	2	3	4	5	
CONSEQUENCE	5	LOW	MED	HIGH	HIGH	HIGH	LOW Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
	4	LOW	MED	HIGH	HIGH	HIGH	
	3	LOW	MED	MED	HIGH	HIGH	MED Should aim to reduce risk further to As Low As is Reasonably Practicable. (ALARP)
	2	LOW	LOW	MED	MED	MED	
	1	LOW	LOW	LOW	LOW	LOW	HIGH Unacceptable level of risk. Hazard MUST be avoided or level of Risk reduced significantly & reliably by controls.

Method Statement

Risk Ref. No:	Hazard Identification	HAZARD POTENTIAL AND CONSEQUENCES.	High	Medium	Low	PRECAUTIONARY MEASURES AND SAFEGUARDS.	High	Medium	Low
1.	Safe Access & Egress	Slips, Trips and Falls. Head Injuries		X		<ul style="list-style-type: none"> Ensure that the access routes to and from all parts of our work area are maintained in good order. All materials must be taken in to our works areas and removed as we close up each evening. Each site area must be cordoned off and safety signage warning others not to enter. Full PPE to include helmets, vests and boots to be worn at all times in all work areas. 			X
2	Working at Heights.	Falls from heights. Falling Objects. Cuts & Bruises, Sprains, fractures, & Fatalities.	X			<ul style="list-style-type: none"> Industrial Grade Ladders will only be used on site when another means of access is not feasible These must be used for short duration only and not near leading edges. We will always work in to the steps of the ladder and will not straddle them. Form GA3 will be completed on a weekly basis. 		X	
3	Poor Housekeeping,	Slips, trips and falls,		X		<ul style="list-style-type: none"> Maintain a good standard of housekeeping at all times. Remove waste at the earliest opportunity. This is a LIVE building with staff and members of the public walking by. 			X
4	Manual Handling/Lifting	Injury to personnel / back strain		X		<ul style="list-style-type: none"> Wear suitable gloves. Assess the item which requires lifting. Use forklift where possible. If possible to lift manually use kinetic lifting technique as shown during your Manual Handling Training. Seek assistance to make the lift. 			X

