

# S.P.S LOUVRE SYSTEMS LIMITED

Directors S.C Steel & S.A Pearce      Company Registration No. 5794591  
VAT Registration No, 885 2670 86      CIS Scheme No, 9197816897101

## Safety File

**Contract**      Avonbourne School  
**Prepared By**      Steve Steel  
**Date**      20<sup>th</sup> July 2008

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**Signed;** Steve Steel

**Date;** 20<sup>th</sup> July 2008

**Sales & Estimating Office**  
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**Design & Contracts Office**  
30 The Roystons  
East Preston West Sussex BN12 6EF  
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# Method Statement

## SPS Louvre Systems Limited

30 The Roystons East Preston West Sussex BN16 2TR

Phone / Fax 01903 770179

E-mail [steve.steel@btopenworld.com](mailto:steve.steel@btopenworld.com)

### Description of Works:

Supply and Installation of Plant Room Roof Louvre screens supplied in kit form for installation into prepared openings by others

### Access:

Works are to be carried out from Customers fixed Scaffold

### Mandatory Site Safety Equipment.

Hard Hat

Hard Boots

High Visibility Vest

Gloves & Goggles

### Tools:

Tec Gun, Elu Saw, Hand Tools

### Fixings:

Tec Screws

### Program

Week Com 12th March 08

### Process:

1. Arrive on site report to site office and carry out any necessary Inductions.
2. Materials to be offloaded by hand & Stored by working area
3. Site measure openings and report any discrepancies to Site Agent.
4. Check Materials against Cutting Schedule and report any discrepancies to SPS Office
5. Install perimeter Flashings into opening Bedding on silicon & fixing through with Tec screws & rawl Plugs
6. Install outer Mullions into Jamb Flashings securing with Tec screws

- 7. Install Cleats for intermediate Mullions behind Flashings Tec Screws & Rawl Plugs
- 8. String line between Outer Mullions and install intermediate Mullions Clipping in a blade at Top & Bottom to ensure positioning Fix Through Cleats into rear of Mullion with Tec Screws
- 9. Blade up Louvre from Bottom upwards
- 10. Waste packaging to be placed in skips provided
- 11. Offer installation to client for inspection

All SPS operatives to have read & understood this method statement and associated risk assessment.

**If In Doubt STOP & ASK 07860 236 796**

Name	Sign

Likelihood of Harm	Severity of Harm
Likely = 3	Major/Fatal Injury = 3
Possible = 2	Notifiable Injury = 2
Unlikely = 1	Minor Injury = 1

Hazard	Yes	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk
Trips Falls etc	Y	3	3	3	Good Housekeeping during installation Waste to be Skipped regularly	1	3	1
Manual Handling	Y	2	2	2	Materials packages to be lighter than 25Kg Where not possible distribution should be by additional persons ( 25KG per Person)	1	2	1
Hand Tools	Y	3	2	3	Only trained operatives to use Tools wearing correct PPE	1	2	1
Working From Lightweight Towers	Y	3	3	3	Only PASMA trained Personnel to Build Towers Towers to be Tagged & Inspected	1	2	1
Cutting with Elu Saw	Y	2	3	2	Saw to be fitted with correct guard Eye protection to be worn Blades only to be Changed By Trained personnel	1	3	1
Working from Fixed Scaffold	Y	2	3	2	Scaffold to be Tagged for Use Visual Inspection to be carried out Prior to Use SPS Fixers not to adapt scaffold in any way.	1	3	1

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### COSHH Assessment.

<b>Substance</b>	Silicone Mastic
<b>Manufacturer</b>	Winner Worth Industrial Limited
<b>Data Sheet No, &amp; date</b>	S1 2001 09/05/01
<b>Material Classification</b>	
<b>Irritant</b>	YES
<b>Harmful</b>	NO
<b>Corrosive</b>	NO
<b>Toxic</b>	NO
<b>Flammable</b>	NO
<b>Highly Flammable</b>	NO
<b>Location of Use</b>	
	Butt Straps & Flashing Joints
<b>Recommendation for Use</b>	
	Ensure Good Ventilation
<b>Recommendation for Storage</b>	
	Keep away from Direct Sunlight & heat
<b>Recommendation for Spillage</b>	
	Use Absorbent Cloths Flush with Water
<b>Recommendation for Disposal</b>	
	No special Precautions
<b>Emergency Action in case of exposure</b>	
<b>Skin Contact</b>	Wash with Soap & Water
<b>Eyes</b>	Flush with Cold Portable water
<b>Ingestion</b>	Consult Doctor Immediately
<b>Inhalation</b>	Supply Person with fresh air Should any Irritation / continued respiratory problems continue seek Medical advise Immediately
<b>Main Constituents</b>	
	Polydimethylsiloxanes
<b>Assessment of risk in use</b>	
	Low
<b>Safety Equipment to be used</b>	
	Gloves & Goggles
<b>Fire Fighting Measures</b>	
	CO2, Foam, Powder, water Spray, Respirator

## HEALTH AND SAFETY

### POLICY STATEMENT

In accordance with their duty under Section 2(3) of the Health and Safety at work, Act, 1974, and in fulfilling obligations to employees, visitors, neighbours, contractors and the general public who may be affected by Company activities, SPS LOUVRE SYSTEMS LIMITED have produced the following Policy Statement in respect of Health Safety Welfare and Environmental concerns.

**It is the aim of the COMPANY, so far as reasonably practicable, to ensure that: -**

In so far as is reasonably practicable, the working environment of all employees is safe and without risks to health and that adequate provisions have been made with regard to the facilities and arrangements for first aid and welfare at work.

The provision and maintenance of plant and systems of work are safe and without risks to health.

Persons who are not in their employ, who may be affected by their activities, are not exposed to risks to their health and safety.

Information, instruction, training and supervision will be provided, as necessary, to secure the health and safety at work of all employees.

Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe and without risk to health.

Adequate information is available with respect to articles and substances used at work, dealing with the conditions and precautions necessary to ensure that, when properly used, they present no risks to health or safety.

There is suitable provision for the safe access and egress to and from all working areas.

**The Company has a responsibility for the implementation of this Health and Safety Policy and Procedures.**

**Staff are reminded of the legal requirement to comply with the Policy and Procedures.**

**In particular, they are required: -**

To take reasonable care for their own health and safety at work and of those who may be affected by their acts or omissions.

To co-operate with their employer to ensure that they comply with any duty or requirement for health and safety, imposed upon their employer by law, contained in this Statement and the Policies and Procedures.

Not, intentionally or recklessly, to interfere with or misuse anything provided in the interests of health safety or welfare.

Steve Steel

MANAGING DIRECTOR

Date 1<sup>st</sup> June 2008

30 The Roystons

East Preston

West Sussex

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Tel / Fax 01903 770179

E-mail [steve,steel@btopenworld.com](mailto:steve,steel@btopenworld.com)

## Environmental Policy

SPS is committed to being a highly successful Weather Louvre Supplier & Installer.

We firmly believe that this involves conducting our business in a manner that does not harm the environment in any way whatsoever.

This Policy has been developed to show our commitment to the environment and will be communicated to all our employees and sub-contractors.

The policy will be reviewed and if necessary updated annually. The policy forms the basis for setting our environmental objectives that will continually improve the way we conduct our business.

Our Policy is to comply with current Environmental Legislation and where appropriate act in anticipation of future Legislation. This is to include setting of Targets and Monitoring & Reporting our progress in meeting them.

We are aware of the overall objectives and will apply them where applicable to our activities. The objectives are;

To Plan and Conduct our development of New Buildings and communities to minimise Environmental Impact through;

The creation and protection of wildlife habitats, the preservation of our Architectural Heritage and the sympathetic use of Landscaping

Increased regeneration of Brownfield Sites

Links to Public Transport infrastructure where appropriate.

Focus on design of all homes & Commercial Properties including selection of Materials, impact of the development on the environment and Water & Energy efficiency of the completed development.

Focus on Procurement including Environmental credentials along side quality, price and other purchase criteria.

To address any Contamination in a serious manner.