



SmartRAMS

Company Name: SafeFit Joinery Ltd

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5TX

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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

Identified Hazards

- Manual handling injuries from lifting heavy timber doors and materials
- Risk of cuts and lacerations from saws and cutting tools
- Inhalation of wood dust during cutting and sanding processes
- Slips, trips, and falls due to cluttered work areas or uneven surfaces
- Cuts or injuries from handling nails, screws, and other fasteners
- Potential exposure to chemicals from wood treatment products or finishes
- Risk of noise-induced hearing loss from power tools
- Injury from improper use of hand tools (hammers, chisels, etc.)
- Risk of eye injuries from flying debris while cutting or sanding
- Working at height when installing door sets in elevated positions
- Electrical hazards from power tools and extension leads
- Exposure to extreme temperatures or weather conditions during external work
- Collapse hazards from unstable structures or improperly secured doors
- Inadequate ventilation leading to accumulation of fumes during finishing works
- Risk of fire from flammable materials and finishes in use

Control Measures

- Conduct a risk assessment prior to starting work to identify potential hazards associated with the tasks.
- Ensure all workers are trained in manual handling techniques to prevent musculoskeletal injuries during door removal and installation.
- Provide appropriate personal protective equipment (PPE) including gloves, safety glasses, hard hats, and dust masks.
- Use portable power tools that are properly maintained and equipped with safety features, such as guards and triggers.
- Implement a safe system of work for using ladders and scaffolding where necessary for access during installations.
- Ensure a fire risk assessment is completed to comply with regulations regarding fire-rated doors.
- Maintain clear access routes to prevent tripping hazards during the delivery of materials and movement around the site.
- Establish a designated area for waste disposal and ensure site clearance procedures are followed regularly to keep the work area tidy.
- Provide adequate ventilation when using finishes to avoid inhalation of harmful fumes and dust.
- Implement locking mechanisms or barriers when working in areas that pose a risk to unauthorized personnel or the public.
- Ensure tools and equipment are stored properly when not in use to prevent accidents and injuries.
- Conduct toolbox talks before work starts to review safety measures and site rules with all workers involved in the activity.
- Have first aid kits readily available on site and ensure workers know their locations and how to use them.
- Regularly inspect and maintain tools and equipment to ensure they are in safe working order.

PPE Required



Hi-Vis Vest (EN ISO 20471)



Cut-Resistant Gloves (EN 388)



Safety Glasses (EN 166)



Safety Footwear (EN ISO 20345)

Risk Assessment Summary Table

Hazard	Lik. (before)	Sev. (before)	Risk (before)	Control Measures	Lik. (after)	Sev. (after)	Residual	Ctrl by
Dust inhalation	3	3	9	Use dust extraction and PPE	2	2	4	
Manual handling injuries	4	4	16	Training in lifting techniques, use of trolleys	2	3	6	
Working at height	3	5	15	Use of harnesses, scaffolding, and ladders	1	4	4	
Slips and trips	4	3	12	Keep work areas tidy and dry, use warning signs	2	2	4	
Tool injuries	3	4	12	Proper training, use of guards on tools	2	3	6	

Overall Project Risk Level: Medium

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.

Method Statement

The work will begin with the careful removal of existing timber doors, ensuring the area is secure to prevent any accidents. We will then prepare the door openings by clearing debris and ensuring proper measurements. Next, we will install the new fire-rated door sets, making sure they are level and fitted correctly according to safety standards. After the installation, we will apply the architraves and carry out finishing works to ensure a neat appearance. Finally, we will conduct a thorough site clearance, removing any materials and tools to leave the area safe and tidy. Throughout the process, we will use appropriate personal protective equipment to maintain safety.

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