

Site Address	A Site This street That town
Precise Location	Board room, s

Start Date	1 st September	End Date	5 th September
-------------------	---------------------------	-----------------	---------------------------

BRIEF DESCRIPTION OF THE WORKS

Cut and fix oak flooring to existing concrete	Directors Board Room
---	----------------------

SEQUENCE OF OPERATIONS:

1. Prime floors using Primer to be applied to all areas to be worked. Gloves to be worn as needed. Area to be kept ventilated.	
2. Boards to be cut to length using hand saw. (Note – our machinery only available for hire).	
3. Boards to level 4 to be screwed down to sub floor using backed battens.	
4. Boards to level 5 to be glued to existing floor using Adhesive. Gloves to be worn as needed. Area to be kept ventilated.	
5. Boards to be sealed using Traffic Sealer. PPE to be worn as needed by MSDS.	

EQUIPMENT AND PROCEDURES:

Plant/Tools needed	Hammer Circular saw – 230v Driver drill – battery
---------------------------	---

PPE required <i>Delete and/or add as appropriate:</i>	Gloves – as needed Safety Footwear Eye Protection – as needed Dusk Masks – as needed
---	---

Materials to be used	Primer. Adhesive. Wood sealer
-----------------------------	-------------------------------------

Operatives required	One carpenter
----------------------------	---------------

Specific Training needed – give	No
--	----

details		
Permits to Work needed <i>Delete and/or add as appropriate:</i>	No	
Machinery Shutdown and Lock-Off Procedures	N/A	
Is Electricity needed	No	
Mobile Phone use – any Restricted Areas	N/A	
Means of protection to other people <i>Delete and/or add as appropriate:</i>	Low Risk. Seg	
Site Access and Egress	Main entrance	
Access to Works Area	Stairs from ma	
Material Handling	Materials to be	pallet truck
Means of Access to Height <i>Delete and/or add as appropriate:</i>	N/A	
Fall Prevention Measures	N/A	
COSHH Assessment Carried Out	Yes. Ventilation	use is adequate
Suitable Welfare Arrangements –	Full toilet and	e

S

A

M

P

L

E

give details	
Traffic Management in Place	N/A
First Aid Cover – give details	First Aider on site – site manager
Accident Procedures – give details	In office
Overhead Power Cables – are goalposts in place	N/A
Noise Issues	N/A
Dust Control	N/A
Vibration Control	Minimal use of vibration drills
Fire Plan in Place	Building has fire plan. All site operatives have been told
Site Contact Details including Emergency Numbers Etc	A N Other – Carpenter Tel 01234... M E Too - Company supervisor Tel 01234...

ISSUED TO:

[illegible]

S

A

M

P



F