

<b>Site Address</b>	Your Street, A	
<b>Precise Location</b>	New raised pa	ding

<b>Start Date</b>	1 <sup>st</sup> September	<b>End Date</b>	2 <sup>nd</sup> September
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**BRIEF DESCRIPTION OF THE WORKS**

Shuttering carpentry

**SEQUENCE OF OPERATIONS:**

Working area to be cleared of all trip hazards  
 Post holes to be dug using hole borers and  
 Shuttering sections to be cut to size in front  
 Concrete to be poured into moulds and  
 Decking supports to be erected, sections

and to working area for assembly  
 yard and transported as before

**EQUIPMENT AND PROCEDURES:**

<b>Plant/Tools needed</b>	Hand and Pow
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<b>PPE required</b> <i>Delete and/or add as appropriate:</i>	Safety footwear Eye protection Gloves to prevent edges or splinters
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<b>Materials to be used</b>	Sheets of ply, s
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<b>Operatives required</b>	Carpenters
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<b>Specific Training needed – give details</b>	Manual handling Machine/tools Trade training
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<b>Permits to Work needed</b> <i>Delete and/or add as appropriate:</i>	N/A
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<b>Machinery Shutdown and Lock-Off Procedures</b>	N/A
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# S A M P L E

<b>Is Electricity needed</b>	Yes. 240 v to	
<b>Mobile Phone use – any Restricted Areas</b>	No	
<b>Means of protection to other people</b> <i>Delete and/or add as appropriate:</i>	N/A	
<b>Site Access and Egress</b>	Via main entra	
<b>Access to Works Area</b>	Pedestrian ac	
<b>Means of Access to Height</b> <i>Delete and/or add as appropriate:</i>	N/A	
<b>Fall Prevention Measures</b>	N/A	
<b>COSHH Assessment Carried Out</b>	N/A	
<b>Suitable Welfare Arrangements – give details</b>	Site office	
<b>Traffic Management in Place</b>	N/A	
<b>First Aid Cover – give details</b>	See site office	
<b>Accident Procedures – give details</b>	See site office	
<b>Overhead Power Cables – are goalposts in place</b>	N/A	

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<b>Noise Issues</b>	N/A	
<b>Dust Control</b>	N/A	
<b>Vibration Control</b>	N/A	
<b>Fire Plan in Place</b>	See site office	
<b>Site Contact Details including Emergency Numbers Etc</b>	See site office	

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