



**Business Edge Ltd.  
Site/Task Specific Method Statement  
(Including Risk Assessment)**

**Project Name:** Training of personnel within Basepoint Units 29 and 30

**Client:** Basepoint

**Project No.:** 31

**Project Manager:** Kelvin Kelly (Business Edge)

## **1. Scope of Work**

Business Edge organise and undertake a variety of training courses in Basepoint units 29 and 30.

The Training Courses will include both practical and theoretical training.

Training that includes the use of “Hot Works” (Brazing) will be restricted within Unit 29.

## **2. Site Access Arrangements**

The primary training site will be 6 Dragoon House, Hussar Court PO77SF. As required Business Edge personnel supervise the transportation of personnel to and from Hussar Court to Basepoint. This will be undertaken in accordance with the Governments guidelines with regard to social distancing.

## **3. Protection of the Environment and Waste Minimisation/Disposal**

General and Hazardous Waste will be created during the training process, whenever waste is created it will be collected and separated for disposal in the correct manner. Business Edge is registered with the Department for the Environment as a producer of Hazardous Waste as well as being a registered Upper Tier Carrier Dealer of Controlled Waste with the Environment Agency.

Typical Waste materials created during the training process include:

Copper Pipework.

Oil.

Refrigerant

## **4. First Aid, Equipment and PPE**

Business Edge employ six personnel that are trained certified First Aiders. All Basepoint Units have well stocked in-date First Aid Kits (Unit 29 also has a burns kit).

Standard PPE will be provided for personnel, including Safety Helmet, Toe Cap Boots, Hi-Vis work coat, Eye protection, Ear protection, Gloves and Work overalls as required.

## **5. Contacts**

Business Edge:

Mike Creamer– M.D.

Tel No. 02392 230007 / 07860 611666

Kelvin Kelly – Training Director,

Tel No. 02392 230007 / 07703 743106

Rachael Creamer Training Co-ordinator,

Tel No. 02392 230007

## Appendix A Site/Task Specific Risk Assessment and Controls

**OCCUPATION,  
JOB OR TASK**

Practical Training and Research & Development

**DATE OF THIS  
ASSESSMENT**

Job No. COVID

Issue:  
02

**LOCATION**

**No. OF PERSONS AT  
RISK** 6

**HOW OFTEN** Once

**SIGNED**

**DESIGNATION** Project Manager

TASK/ACTIVITY	HAZARD	DEGREE OF RISK (Uncontrolled)			RESIDUAL RISK AND PRIORITY - If further action is required enter details on reverse side					
		L 1-5	S 1-5	T 1-25	Measures to Reduce Risk	Residual risk factor			ACTION REQUIRED	
						L	S	T	Yes/ No	Priority
						1-5	1-5	1-25		
General Access	COVID infection	2	3	6	<p>The lay out of units 29 and 30 have been altered to ensure social distancing is achievable. Only two candidates will be permitted in a unit at a time. These individuals will be escorted from our main offices by an instructor. Upon arrival to door to the unit will be opened, and left open by the instructor. Upon entry the candidate will use the cleansing station located within the entry point. If the candidate wishes to leave the workshop at any time they will clean their hands at the time of exiting and upon their return. After completion of their practical activities they will be escorted back to our office. Any equipment used by the candidate will be isolated, cleaned with suitable antibacterial fluids prior to putting back into operation. Sufficient equipment is available to prevent cross contamination.</p> <p>All materials brought into the units by the candidate will be removed by them. Signing of the assessment</p>	1	3	3	No	

### Appendix A Site/Task Specific Risk Assessment and Controls

					documentation by the instructor will not take place at the time off the assessment.					
Brazing	Burns/fire/explosion	3	4	12	Business Edge personnel shall supervise all delegates at all times. Full PPE to be worn (supplied by the candidate). Maximum of 2 persons carrying out hot works. Acetylene replaced by Propane. Social distancing rules applied at all times.	2	2	4	No	Low
Refrigerant transfer	Cold Burns. Asphyxiation.	2	5	10	Business Edge personnel shall supervise all delegates at all times. Full PPE to be worn (supplied by the candidate). Social distancing rules applied at all times.	1	3	3	No	Low
Electrical Installation / Fault Finding	Electrocution	2	5	10	No live working to be conducted, all equipment and supplies to be fully isolated and locked off from accidental re-connection. Social distancing rules applied at all times.	2	3	6	No	Low
Commissioning of Equipment	Chemical Burns	2	5	10	Business Edge personnel shall supervise all delegates at all times. Full PPE to be worn (supplied by the candidate). Social distancing rules applied at all times.	2	3	6	No	Low
Cylinder Replacement	Broken Limb	2	5	10	Business Edge personnel shall undertake all work and delegates will be kept away. Full PPE to be worn (supplied by the candidate). Social distancing rules applied at all times.	2	3	6	No	Low

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Likelihood	1	Highly unlikely event	Severity	1	Nil or slight injury/ illness, property damage or environmental issue.
	2	Unlikely event		2	Minor injury/ illness, property damage or environmental issue.
	3	Possible event		3	Moderate injury or illness, property damage or environmental issue.
	4	Likely event		4	Major injury or illness, property damage or environmental issue.
	5	Highly likely event		5	Fatal or long term disabling injury or illness. Massive property damage or environmental issue.

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