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|-----------------------------------------|--|------------|--------------------------------|-------------------------------------|--|---|---------------------|
| Project: <b>Witherslack</b>             |  |            |                                | Job #: T 24995                      |  |   |                     |
| Location: <i>Market Bosworth</i>        |  |            |                                |                                     |  |   |                     |
| Client: <i>Lloyd Catering Equipment</i> |  |            |                                | <b>Project Status: Construction</b> |  |   |                     |
| Installation Date:                      |  | <i>tbc</i> | <i>Anticipated Arrival: AM</i> | Anticipated Install Duration (Days) |  | 5 | Engineers on Site 2 |
| Commission Date:                        |  | <i>tbc</i> | <i>Anticipated Arrival: AM</i> | Anticipated Install Duration (Days) |  | 3 | Engineers on Site 1 |
| Site Contact:                           |  |            | Telephone No:                  |                                     |  |   |                     |

#### Scope of Works

Installation of Stainless steel wall Cladding  
Installation of Kitchen Ventilation Canopy  
Installation of Kitchen Supply System  
Installation of Kitchen Extract System

| <b>Access Equipment to be Utilised</b>   | <b>Provider</b> |
|------------------------------------------|-----------------|
| Step Ladders (short Duration Works Only) | Trivent         |
| Crawl Boards                             | Main Contractor |
| Ladders (Access Only)                    | Trivent         |
|                                          |                 |
|                                          |                 |
|                                          |                 |
|                                          |                 |

#### Responsibility

Responsibility for the particular procedures is as follows:-

Trivent are to ensure that safe working procedures system are in place and adhered to.

Trivent project manager and supervisor are to ensure that all works carried out are in full accordance with the above procedures & to ensure all PPE / safety equipment is available & utilised at all times.

Trivent Supervisor and operatives to ensure that they carry out their work in a safe manner ensuring that they do not put themselves and or others in danger or at harm.

Trivent to assess the risks prior to the work being carried out.

Each operative to be inducted by Main Contractor prior to works commencing on site.

Each operative is to have read and understood this document prior to any works commencing.

On site storage of materials and tools will be adjacent to the working area and will not fall within access routes, walkways, fire escapes or be placed in any areas where this could cause a risk of injury to others or impede any other persons from carrying out their works safely.

Waste materials will be removed from site on a daily basis and not allowed to accumulate at the place of work. During the working day waste materials will be stored safely adjacent to the working area and will be not fall within access routes, walkways, fire escapes or be placed in any areas where this could cause a risk of injury to others or impede any other persons from carrying out their works safely. Trivent site supervisor is responsible for the management of waste materials, generated by the kitchen ventilation system installation.

| <b>Project Staff Details</b> |             |                  |              |            |
|------------------------------|-------------|------------------|--------------|------------|
| <b>Title</b>                 | <b>Name</b> | <b>CSCS Card</b> | <b>PASMA</b> | <b>DBS</b> |
| Project Manager              |             | #N/A             |              |            |
| Company H&S Rep              | I. Wilman   | 1427495          |              |            |
| Site Supervisor              |             | #N/A             | #N/A         | #N/A       |
| Installation Engineer        |             | #N/A             | #N/A         | #N/A       |
| Installation Engineer        |             | #N/A             | #N/A         | #N/A       |
| Installation Engineer        |             | #N/A             | #N/A         | #N/A       |
| Installation Engineer        |             | #N/A             | #N/A         | #N/A       |

**Personnel Protection Equipment To Be Utilised:**

It is a mandatory requirement that all personal to wear 5-point PPE when working on building sites. All other sites require you to wear gloves, safety glasses and safety footwear as mandatory requirement. Please refer to your staff handbook for job specific tasks relating to PPE requirements.

Safety helmets EN397, foot protection EN345-1, heavy-duty cotton rigger gloves EN388, polyurethane coated engineering gloves EN288-374, disposable latex gloves EN374-3, high visibility vests EN471, safety glasses EN166-1F.L/goggles

**Site Specific Issues To Be Noted Prior To Commencement Of Works**

**Obstacles to be aware of when transporting tools and sections of new kitchen ventilation system:**

**Access to roof:**

**Areas of fragile roof sections:**

**Close proximity to overhead obstructions:**

**Roof space:**

**Other Items:**

Complete Main Contractor's site personnel registration.  
Obtain sign off of permits to work as necessary.  
Report to client's nominated representative for induction to site rules and safety procedures and welfare facilities.

**Prior to starting work, look for any obvious hazards!**

Due to the restricted working access available within the canopy footprints it may be deemed necessary to utilise step ladders on a short term basis only to control risk of Muscular-skeletal Injuries associated with utilising podiums without sufficient headroom to afford a good working posture. In such cases the Trivent site supervisor shall request sign off of a permit to work from the site manager.

Where fixing points are at a level up to 3m Step Ladders are to be utilised. The Stepladders will be free of defects, heavy-duty industrial type, To BS.1129 Class 1 Industrial. They will be of the correct height to allow for safe working, they will be sited on a level firm footing in a clear area within the workspace. Trivent's Site Supervisor will be responsible for erecting and inspection of the stepladders.

Where fixing points are at a level greater than 3m scaffold towers are to be utilised. The tower to be used will be free of defects, Comply with HD1004 specification and assembled fully in accordance with the manufacturer's instructions. The tower will be of the correct height to allow for safe working, and will be sited on a level firm footing in a clear area within the workspace. Trivent's PASMA trained engineer will be responsible for erecting and inspection of the Tower.

The existing canopy and ductwork will be removed in manageable section by Trivent engineers; each section will be unbolted and manually lowered down to ground level. For any larger sections of ductwork that cannot be split into manageable sections, then mechanical means of lifting are to be utilised. The canopy/duct sections will then be transported to the vehicle and disposed of offsite. During the rip out phase, we request that no other trades are to be working within the area.

Transfer sections of new kitchen ventilation system, tools, PPE and access equipment required to carry out work to the kitchen area. We would propose transporting our equipment etc. via a route, free from obstructions, designated by the site manager. This would be an area which, ideally is to be non accessible to other site personnel (during period of transportation).

Brackets capable of supporting canopy sections, utilising pre-fabricated and "Unistrut" sections and threaded drop rods fully complying with HVCA specification DW144 are to be fixed, utilising suitable fixings in line with manufacturer's instructions, to appropriate points within the building structure by Trivent engineers. The brackets will be anchored to the building ideally utilising mechanical fixings, fixed to suitable structural points. Alternatively suitable holes shall be formed in the building structure, by Trivent engineers, utilising an SDS precision drill to form an opening suitable for a rawl bolt / wedge anchor or similar component suitable for the proposed load.

Cladding joint covers will then be fixed to the cook line wall, by means of concealed countersunk screws and rawl plugs. The individual panels will then be slotted into the joint straps and fixed to the walls utilising a silicone type adhesive. The bottom of the cladding will (unless advised otherwise) be installed at 100mm AFFL finished with a joint cover for the floor coving to abut and be sealed too. Cut outs will be made for all services as necessary using angle grinders, mechanical shears and hole saws by Trivent engineers. All services to be isolated and fascia components removed prior to , and reinstated following installation by the relevant contractor. All catering equipment or similar obstructions to be removed from the working area prior to installation and reinstated following installation by others.

The ductwork will be manually transported to the work area. All engineers to have received the "Manual Handling" training and are to adopt the correct methods when manual handling the ductwork/tools. The Duct will then be lifted into position and secured to brackets previously fitted by Trivent engineers. Mechanical means of lifting aid are available and must be used on any section deemed unsafe to lift. Each section of duct will then be bolted together. We would request no other site personnel are within the work area due to overhead working.

The Grease filter assembly, canopy and ductwork will be installed in sections by two engineers. Each section will be approximately 2400mm in length (weight approximately 50kg), and secured to the brackets previously fitted. Following installation of the major system components the Internal plenums, grease filter panels, grease collection boxes, light fittings base sections, and input terminals will then be fitted into position by Trivent engineers.

Following canopy installation the service spine legs will be fixed to the floor by means of screws and rawl plugs fixing the internal flanges of the legs to the floor structure. The remaining sections are to be lifted into position bolted then riveted, bolted or screwed to the leg sections and the canopy at high level.

Following canopy installation, the screen brackets will be fixed to the wall and canopy channels by means suitable fixings. The wall shall be drilled to accept fixings by Trivent using a 110v percussion drill. The screen sections are to be placed within channels and fixed into place using rivets.

Once all components have been installed the system is to be silicone sealed to prevent grease leakage and remove all potential hygiene issues. Prior to applying silicone, all doorways and windows shall be opened to ensure a good level of ventilation (these are to be closed following installation; ensuring building security is not compromised). The silicone shall be matched to suit the application i.e. silver within canopy, clear / white to building joints. All spent silicone cartridges are to be removed from site.

Protective coatings are to be removed from the internal canopy fascia and internal components. External protective coatings are to be left in a state allowing ease of removal by others following completion of decoration etc.

After completion of the installation, our operatives will sweep up and remove all scrap material created by our works from site.

Loose equipment: i.e. light fitting diffusers, free issued control equipment are then to be handed to the electrical contractor / site manager. If the above personnel are not present, the loose equipment will be left within the grease filter plenum. At this stage the site manager or client will be asked to sign the Delivery Note / Engineers report to verify that the installation has been conducted in a satisfactory manner and is free of damage. A comments section is provided on this formwork.

**Please note we would require the kitchen area exclusively, with no other site personnel present within the vicinity of the working area as this may impose a risk to their safety!**

#### **Plant/Equipment to be used**

All electrical equipment to be used is to be battery operated or 110V and be PAT tested every three months

Precision SDS Drill – Used for drilling building structure.

Pistol and Battery Drills – Used for drilling building structure, bracket work and product

Mechanical Shears – used for shearing / cutting sheet metal.

Angle Grinders – used for cutting brackets, threaded rod and sheet metal.

Battery operated rivet gun - Used for installing pop rivets

Various hand tools including spanners, rivet pliers, snips, grips and hammers.

***We would require the following provisions and works carrying out by other trades:***

A clear working area in the vicinity of the canopy location with no other personnel present is to be provided by the Client.

A suitable 110v electrical supply to be made available by the Client within the vicinity of the canopy location to power our operative's electrical hand tools (All tested in line with current legislation). If 110v power is not available Trivent will provide a PAT tested transformer to provide a suitable power supply

Fans and control equipment to be wired by electrical contractor in accordance with Trivent wiring diagram (referenced on layout drawing) and current edition of IEE regulations

Electrical wiring and switching to canopy lighting and earth bonding and certification to be provided by site electrical contractor in accordance with current edition of IEE regulations.

We would request notification prior of any situations or identified risks, which will compromise the safety of our engineers.

The presence of asbestos or any hazardous materials, which may affect our installation, should be notified immediately.

Any specific project requirements i.e. safety harnesses are to be notified prior to installation.

We would request that any changes to contract programme affecting the programmed installation of the kitchen ventilation system are notified immediately.

#### **Working At Heights / Access Equipment**

At heights greater than 8m a purpose built scaffold is to be provided by the main contractor installed and assembled by professional scaffolding contractors (fitting operatives must advise the office immediately if the scaffold is not considered fit for purpose, or any alterations are needed). Edge protection is required where works are to be undertaken on a pitched roof (slope in excess of 15 degrees) or where working area presents a risk of falling. This shall be in the form of a handrail extending 3m beyond the working area in all directions. This shall either be suitably fixed to the roof / building structure or be constructed as an integral section of a purpose built scaffold, constructed and regularly inspected by professional scaffold contractors.

Where work is required at a level above 15m from ground a company director is to be notified prior to any works proceeding.

#### **Hazardous Substances**

Mastic type sealant will be utilised to seal ductwork and canopy joints

Duct sealant contains TOLUENE substance identification No.1133

This material is harmful by inhalation and highly flammable vapours are produced during application. During the time of application the working area is to be well ventilated i.e. a suitable openings to atmosphere are required to disperse all vapours created during application.

Canopy Sealant contains: Triacetoxymethylsilane and Methyltriacetoxysilane

This material is an irritant to eyes and contact with skin should be avoided.

During the time of application the working area is to be well-ventilated i.e. suitable openings to atmosphere are required to disperse all vapours created during application.

*Full COSHH Assessments for the above products are available upon request.*

In the unfortunate event of accident or injury, no matter how minor, the accident shall be reported to the main contractor's site manager immediately and entered in the site accident book. The accident should also be reported to the office of Philippa Bardsley (0113 276 0611) as soon as possible and entered in the accident book held by Trivent Ltd at the earliest opportunity. Should an accident prevent an operative from carrying out normal work for a period greater than seven days, it will be reported to the Health & Safety Executive.

Operative Training

Industry Standard Apprenticeship – Site Supervisor  
CSCS Health and Safety: Training & Testing – All site personnel  
Asbestos Awareness Training – All Site Personnel  
Abrasive Wheels Training – All Site Personnel  
Working at Heights – All Site Personnel  
PASMA – Nominated team member  
Appointed Persons First Aid - Nominated team member

All Manufacturer's Instructions shall be read and fully understood prior to using any equipment.

Trivent's Site Supervisor shall be responsible for ensuring all installation procedures can be carried out fully in compliance with the above and all good working practices. Should it be found that any circumstances prevent or compromise safe working practices, the supervising engineer shall halt all works and report immediately to the site manager and to Trivent's project manager in order to rectify the situation.

All engineers are ultimately responsible for their own on site safety; should a situation arise which is considered unsafe, not in compliance with this document, safe systems of work, risk assessments, health and safety training or health and safety regulations, then all works shall be halted immediately and Ian Wilman (0113 2760611) shall be informed in order to rectify the situation.

| <b><i>Please sign below to confirm you have read and understood all of the above.</i></b> |             |                  |             |
|-------------------------------------------------------------------------------------------|-------------|------------------|-------------|
| <i>Title</i>                                                                              | <i>Name</i> | <i>Signature</i> | <i>Date</i> |
| <i>Site Supervisor</i>                                                                    |             |                  |             |
| <i>Installation Engineer</i>                                                              |             |                  |             |
| <i>Installation Engineer</i>                                                              |             |                  |             |
| <i>Installation Engineer</i>                                                              |             |                  |             |
| <i>Installation Engineer</i>                                                              |             |                  |             |