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| **Description of the****Task/Activity:** | 2019 UK/JAMAICA FAIR – EVENT PRODUCTION AND DECOR |
| **Project Name:** | 2019 UK/JAMAICA FAIR | **Project Ref:** |  |
| **Site Address/ Location:** | BRITISH HIGH COMMISSION –MAIN LAWN | **Start Date/Time:** | 9TH FEBRUARY 2019 |
| **Finish Date/Time:** | 10TH FEBRUARY 2019 |
| **Personnel involved:** | **Name** | **Role/Trade** |
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| **Works Supervisor:** |  | **Role:** |  | **Tel:** |  |
| **Key Plant and Tools****Required:** |  |
| **Key Materials****Required:** |  |
| **Other Essential****Equipment:** |  |
| **Specific Identified****Residual Hazards:** |  |
| **Specific Staff Training Requirements:** | (ie: Confined Spaces/Abrasive Wheels/Working at Height/Plant Operators etc) |

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| **Sequence of Operations:** (Specifying methods ofworking, tools, materials andequipment utilised) | 1.
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| **Temporary Supports and Props needed to facilitate the works:** |  |
| **Method of Access and Egress to the work area:** | (ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc) |
| **Fall Protection****Measures:**(Where work at height cannot be eliminated - consider both Personnel & Materials) | (ie: Guard Rails/Toe Boards/Brick Guards/Safety Harnesses/Exclusion Zones etc)SAFETY HARNESSES, cordoning off area with boundary tape. Have a look out to warn public. Using a tool belt so no loose tools or materials that can be kicked off of platform. Having a flat surface to work from. Tying off ladders and materials to stop falling from height. Including guard rails on scaffold and kick boards. |
| **Hazardous****Substances:** | (ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc) |
| Very Toxic | Harmful/ Irritant | Corrosive | Dangerous for the environment | Oxidising | Highly flammable | Explosive |
| **Applicable**: | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** |
| **SWL's:** | (Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place.) |
| **Required Personnel****Protective Equip.:** | SafetyBoots | Hard Hats | SafetyGloves | HearingProtection | RespiratoryProtection | EyeProtection | **Other:**1. Hi-Viz2. Coveralls3. |
| **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** | **Yes / No** |

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| **Emergency****Procedures:** |  |
|  | **First Aid****Facilities:** | **Name of On-Site First Aider:** |  |
| **First Aid Box Location:** |  |
| **Location of Nearest Hospital:** |  |
| **Other Information & Comments:** |  |

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy.

**Prepared by:**

**Position: Date:**

**Reviewed by:**

**Position: Date:**

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