



The Building Safety Group

BSG Hub User Guide

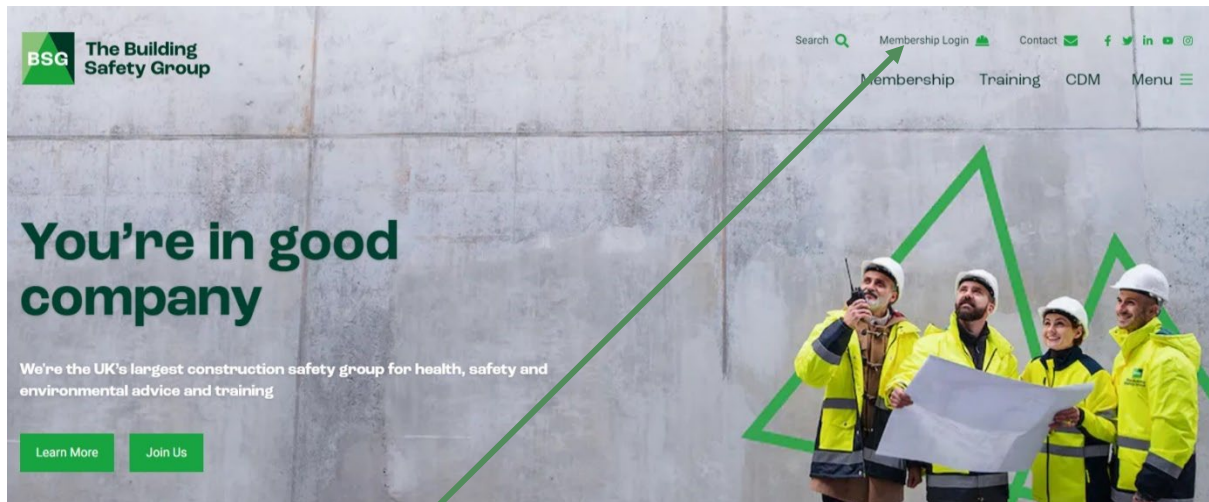
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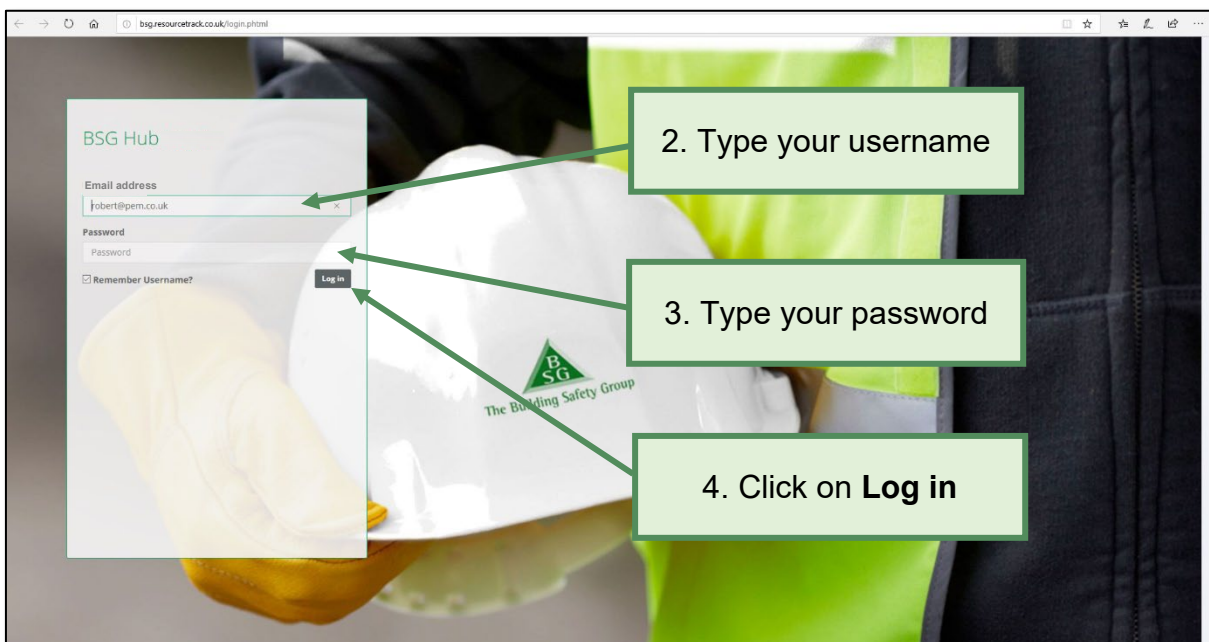
1.0 Logging In

In your web browser type www.bsgltd.co.uk – you will be taken to the BSG Website Homepage.



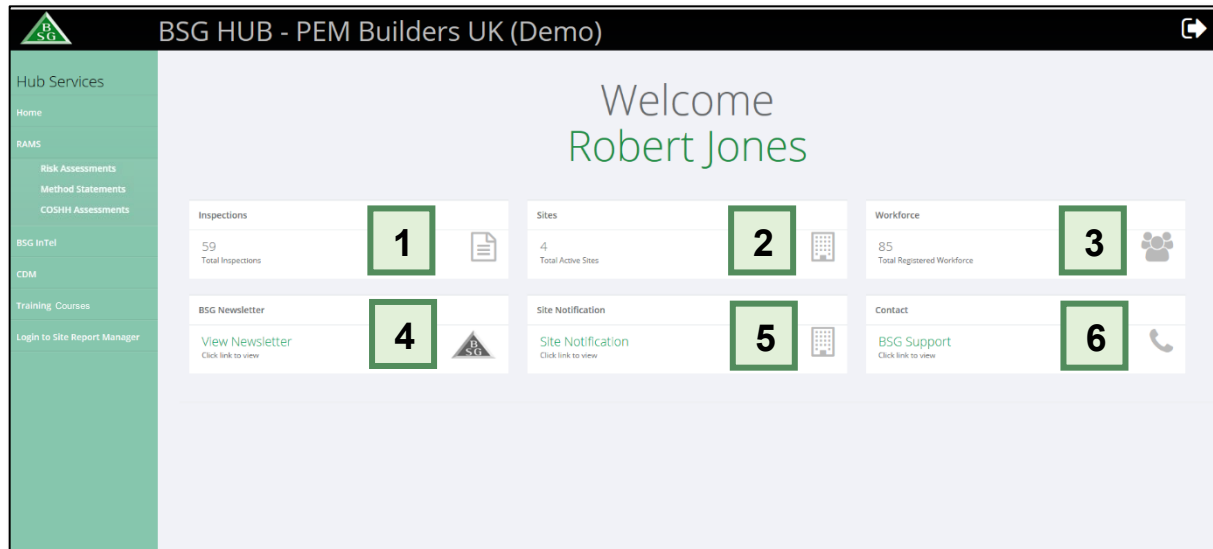
1. Click on Membership Login







Once clicked on **Membership Login**, this will take you to the login page. Log in using the personal username and password you have been given. If you are not registered to access BSG Hub, click on BSG Hub and then select **Register** and complete the Registration page. Once approved, you will be sent an email with your personal login details. Alternatively, the person from your company registered as the main contact with us set you up as a user.



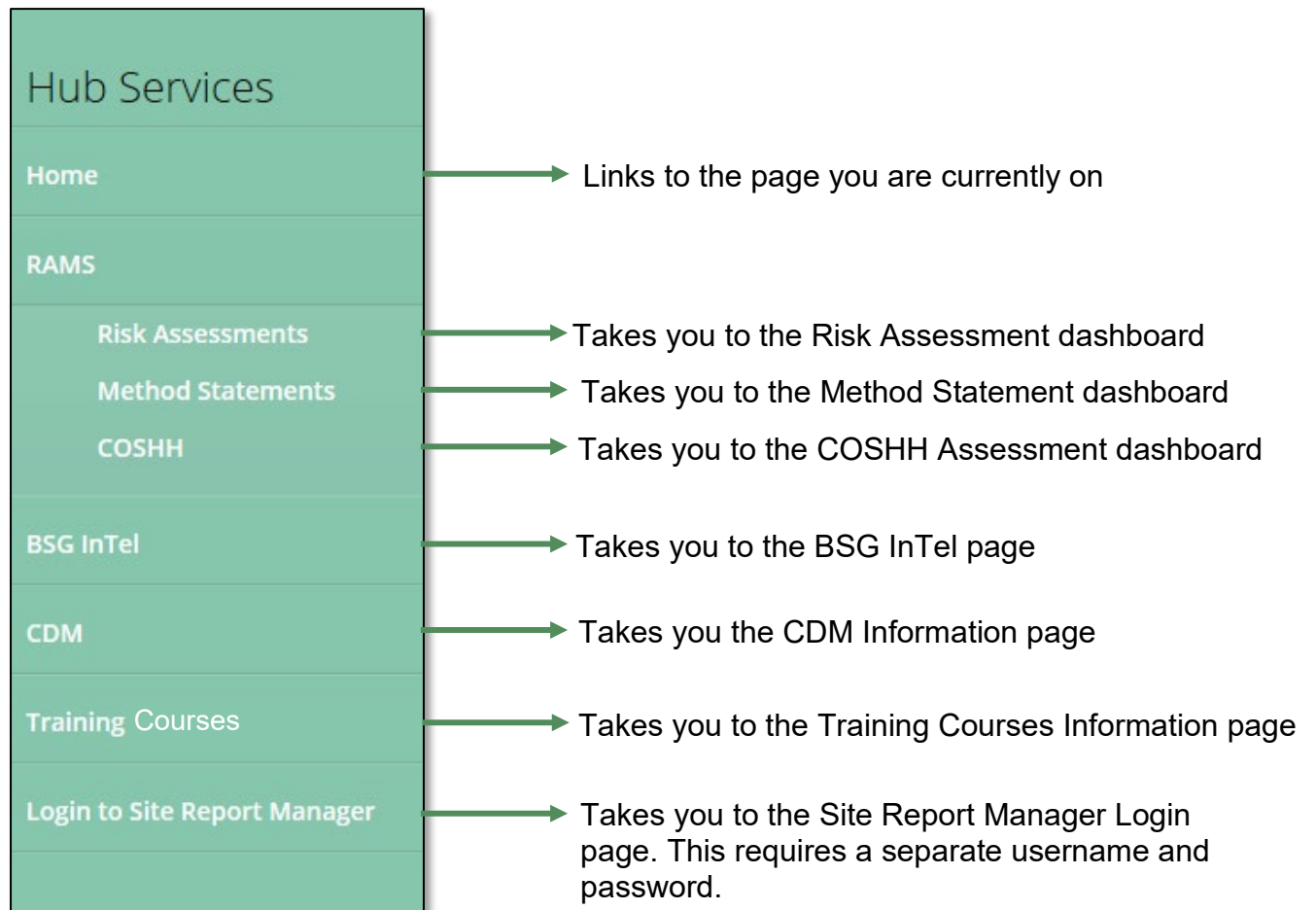
2.0 The Home Page

When you log in, you will be taken to the **BSG Hub** home page. On the homepage you will see a suite of icons:



- 1** Tells you how many site inspections we have carried out for you during the current subscription period 
- 2** Tells you how many sites you currently have registered with us 
- 3** Tells you the size of your workforce registered with us 
- 4** Clicking on the BSG logo icon takes you to our Newsletter page 
- 5** Clicking on the building icon takes you to the form used to register new sites 
- 6** Clicking on the telephone icon takes you to our contact us page 

3.0 BSG Hub Services Navigation Icons



Please contact the person from your company registered as the main contact with us for approved access.

4.0 Risk Assessments

Introduction

BSG's 'Risk Assessment Software' (RAS) can help you meet your legal obligations and become compliant with Health & Safety law. The software allows members to access over 70 different types of risk assessment templates. This guide gives you a brief overview of how to create, save and edit risk assessments.



Dashboard – The dashboard shows you the assessments that need reviewing. The system will remind you two weeks before the review date.

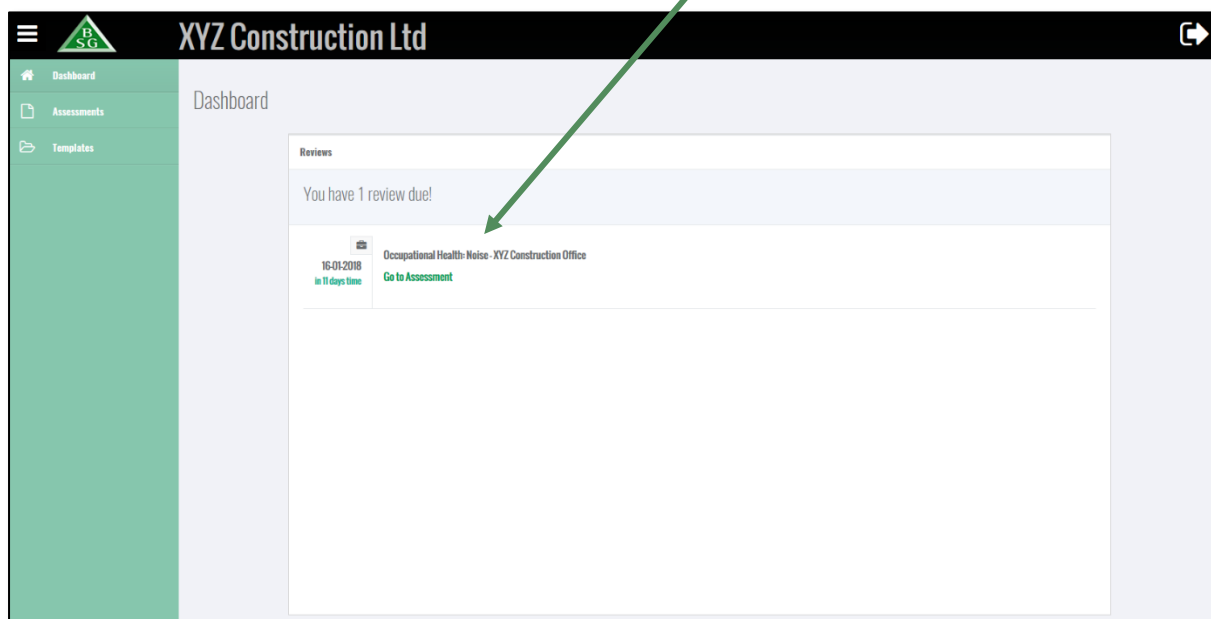


Assessment – Risk Assessments can be created and edited here. You will also find all your saved risk assessments here.

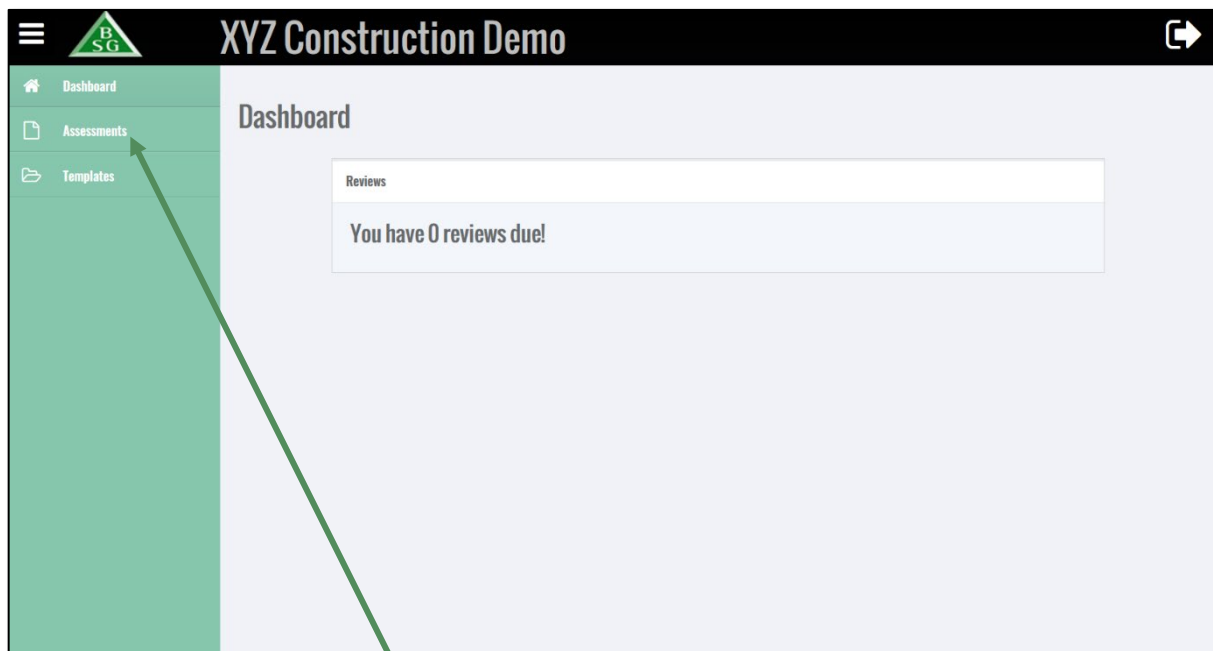


Templates – You may use the pre-configured templates to match your work operations or edit templates accordingly as required.

Risk assessments that need reviewing will appear here

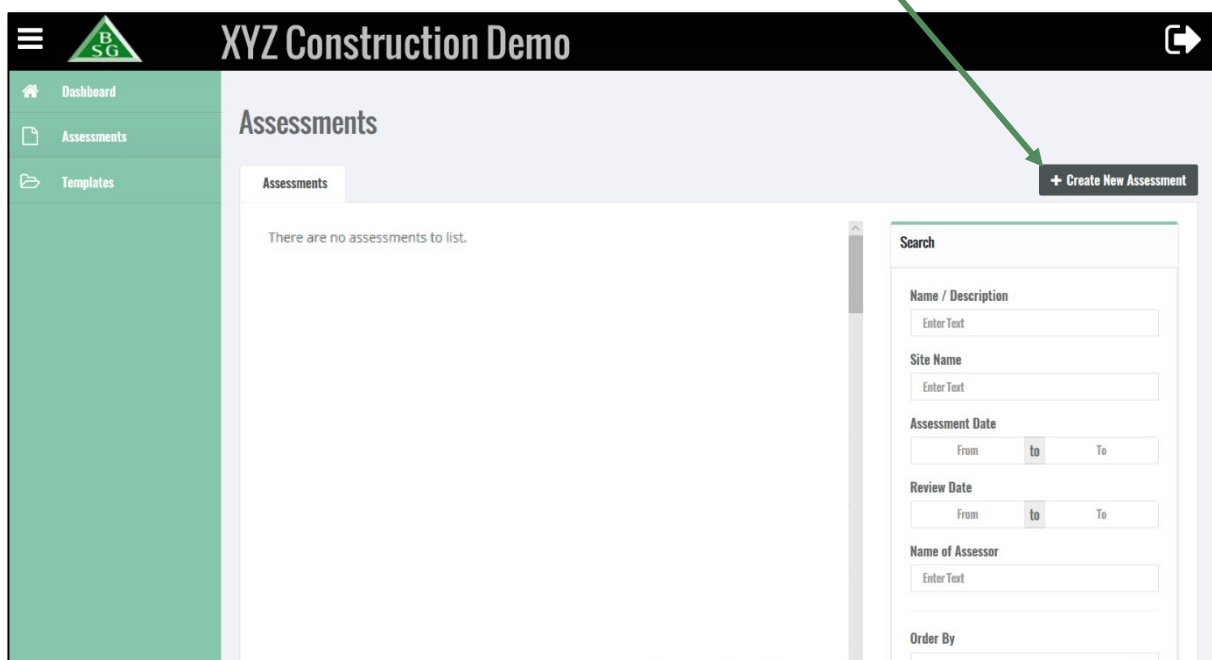


4.1 How to create a risk assessment



1. Click on **Assessments** to start creating a risk assessment

2. Click on **Create New Assessment**



3. Click on the **Assessment Type** Tab

XYZ Construction Demo

Dashboard Assessments Templates

Back to Assessments

New Assessment

Assessment Details

Assessment Type: ▼

Location: If required location is not listed in the drop down menu, continue to "Location (Other)" box below ▼

Location (Other):

Assessment Name:

Assessor: Ben Jones

People at Risk:

- ☐ Site Personnel
- ☐ Client Personnel
- ☐ General Public
- ☐ Other

Create Assessment

XYZ Construction Demo

Dashboard Assessments Templates

Back to Assessments

New Assessment

Assessment Details

Assessment Type: ▼

Location: If required location is not listed in the drop down menu, continue to "Location (Other)" box below ▼

Location (Other):

Assessment Name:

Assessor: Ben Jones

People at Risk:

- ☐ Site Personnel
- ☐ Client Personnel
- ☐ General Public
- ☐ Other

Create Assessment

Start a blank assessment
XYZ Construction Demo Templates
Asbestos: Exposure to Asbestos
Occupational Health: Wood Dust
Office Fire Assessment
Office Fire Assessment
Office Fire Assessment
Rendering
Safety Advisers: Driving on Company Business
Safety Advisers: Occupied Premises
Safety Advisers: Using portable devices
Safety Advisers: Visiting Construction Sites
SELECT Example: Electrical Tasks- First Fix
SELECT Example: Electrical Tasks- Second Fix
SELECT Example: Electrical Tasks- Testing and commissioning
Special Groups: workers with pre existing medical conditions
Step ladders
Test
Test template edit
TSI - Environmental: Site Set Up
Workshop Fire Assessment
xxxx
Global BSG Templates
Asbestos: Exposure to Asbestos

4. Scroll down and pick a relevant risk assessment template

5a. Click on the **Location** tab and pick the relevant site (the sites you have notified to us will appear here)

5b. If you have not notified us of the site, type the site location here.

XYZ Construction Demo

Back to Assessments

New Assessment

Assessment Details

Assessment Type: Working at Height: Mobile Alloy Towers

Location: If required location is not listed in the drop down menu, continue to "Location (Other)" box below

Location (Other): Location Name

Assessment Name: Working at Height: Mobile Alloy Towers

Assessor: Ben Jones

People at Risk:

- ☐ Site Personnel
- ☐ Client Personnel
- ☐ General Public
- ☐ Other

Create Assessment

6. The **Assessment** name box will automatically populate

7. Select the **People at Risk**

8. Click on **Create Assessment**

9. Type in **Review Date** (if required). If you enter a review date an alert will appear on the dashboard 2 weeks before the actual review date

XYZ Construction Demo

Back to Assessments

Assessment

Assessment Details

Assessment Name: Working at Height: Mobile Alloy Towers - Marraum Limited

People at Risk:

- ☒ Site Personnel
- ☒ Client Personnel
- ☐ General Public
- ☐ Other

Review Date: DD-MM-YYYY

Add PPE

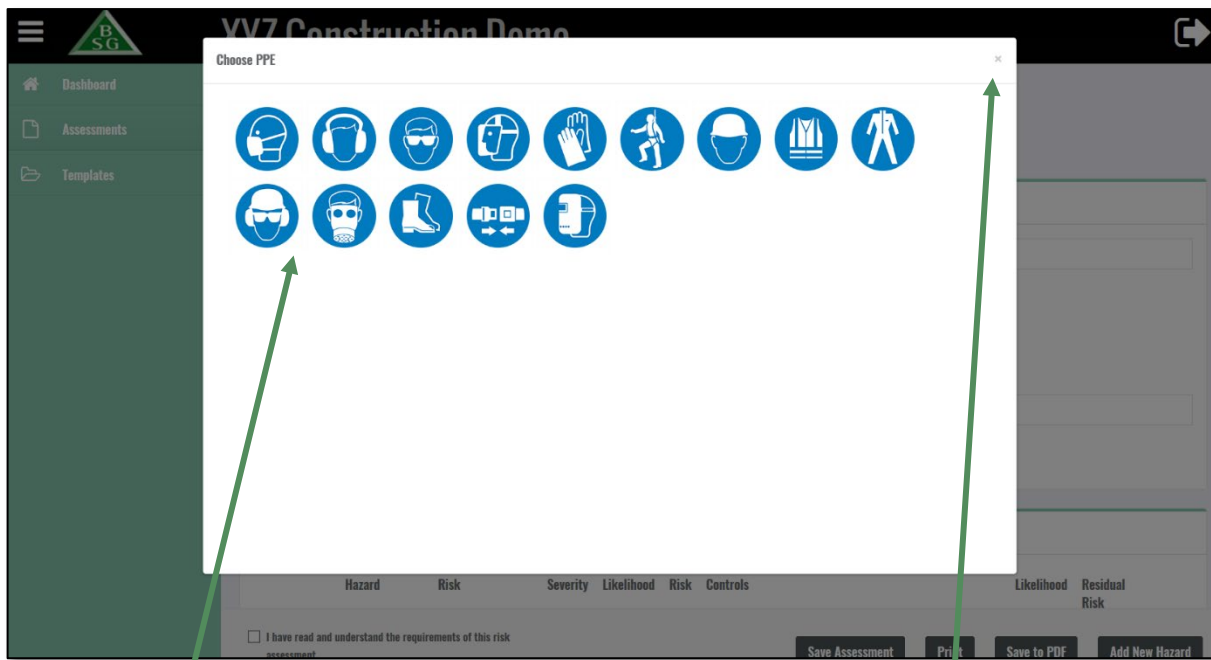
Hazards

Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
--------	------	----------	------------	------	----------	------------	---------------

☐ I have read and understand the requirements of this risk assessment.

Save Assessment Print Save to PDF Add New Hazard

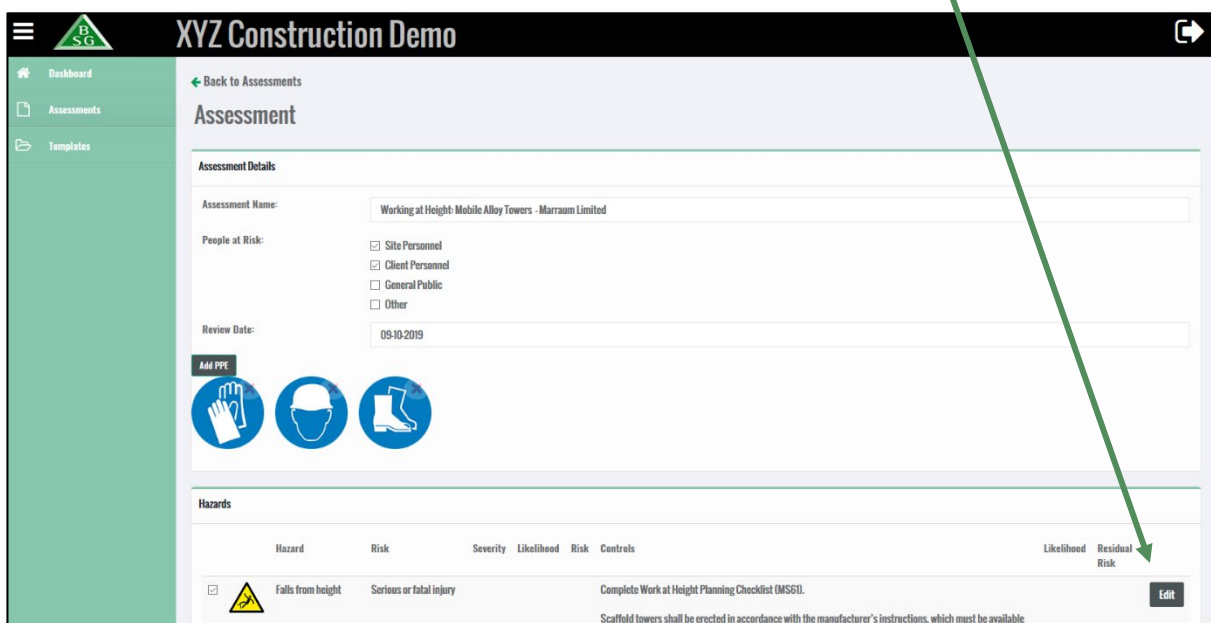
10. Click on **Add PPE**



11. Click on each icon as required (the icons will be automatically added to the risk assessment)

12. Click on **Close**

13. Click on the **Edit** tab of the first suggest **Hazard**



Hazard

Logo: [Choose Icon]

Hazard: Falls from height

Risk: Serious or fatal injury

Severity: Severity Likelihood: Likelihood Initial Risk

Control Measure: Remove

Complete Work at Height Planning Checklist (MSGD).

Control Measure: Remove

Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation.

Control Measure: Remove

Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person.

Control Measure

Likelihood: Likelihood Residual Risk

☒ I have read and understand the requirements of this risk assessment.

Save Assessment Print Save to PDF Add New Hazard

14. Click on the **Severity** tab

15. Taking what you know about the task to be carried out, evaluate the level of harm that could occur without any control measures in place

Hazard

Logo: [Choose Icon]

Hazard: Falls from height

Risk: Serious or fatal injury

Severity: Insignificant
Minor
Moderate
Major
Severe Likelihood: Likelihood Initial Risk

Control Measure: Remove

Complete Work at Height Planning Checklist (MSGD).

Control Measure: Remove

Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation.

Control Measure: Remove

Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person.

Control Measure

Likelihood: Likelihood Residual Risk

☒ I have read and understand the requirements of this risk assessment.

Save Assessment Print Save to PDF Add New Hazard

15. Click on the
Likelihood tab

16. Taking what you know about the task to be carried
out, evaluate likelihood of that harm occurring without
any control measures in place

The screenshot shows a web application interface for risk assessment. A modal window titled 'Hazard' is open, displaying a form for adding a new hazard. The form includes a 'Logo' field with a warning icon, a 'Hazard' field with the text 'Falls from height', a 'Risk' field with the text 'Serious or fatal injury', and a 'Severity' field with a dropdown menu. The 'Likelihood' field is set to 'Almost Certain'. The 'Initial Risk' field displays a value of 20. Below these fields are several 'Control Measure' entries, each with a 'Remove' button. A green arrow points from the text box below to the 'Initial Risk' field.

17. The initial risk rating for the hazard without any control measures in place will appear here

BSG Risk Assessment Matrix





Likelihood	Insignificant	Minor	Moderate	Major	Severe
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

22. The residual risk rating for the hazard with the control measures in place will appear here







The screenshot shows the 'Hazard' modal form in the XYZ Construction Demo application. The form includes fields for 'Hazard' (Falls from height), 'Risk' (Serious or fatal injury), 'Severity' (4), 'Likelihood' (Almost Certain), and 'Initial Risk' (20). It also lists control measures, such as 'Scaffold towers shall be erected in accordance with the manufacturer's instructions...'. The 'Residual Risk' is calculated as 8. A 'Save' button is located at the bottom right of the modal.

23. Click **Save**

24. Repeat the process for the other suggested hazards

Hazards										
	Hazard	Risk	Severity	Likelihood	Risk	Controls		Likelihood	Residual Risk	
<input checked="" type="checkbox"/>		Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MSG6). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person. Towers will not be left partially erected or struck.	2	8	Edit
<input checked="" type="checkbox"/>		Materials falling from height	Serious or fatal injury				Toeboards and guardrails will be fitted. Platform not to be overloaded or excessive materials stored on the platform. Platform hatches to be closed except during access or egress. Work areas to be cordoned off to prevent access by others			Edit
<input checked="" type="checkbox"/>		Towers overturning / collapsing	Serious or fatal injury				Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be erected on firm level ground. To ensure stability the height to least base ratio must not be greater than the manufacturer's recommendations. Stabilisers, with pad feet, or outriggers used as manufacturer's instructions. Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is as per manufacturer's instructions. Operatives not to overload Towers No scaffold tower will be used until a competent person has inspected it, and the results entered in a scaffold inspection register. It shall be inspected at regular intervals not exceeding 7 days, after any event, which may have affected its strength or stability, or after substantial alteration etc.			Edit
<input checked="" type="checkbox"/>		Plant, vehicles or persons colliding with tower	Serious or fatal injury				Traffic/pedestrian routes to be clearly defined and designed to prevent contact with structures.			Edit
<input type="checkbox"/> I have read and understand the requirements of this risk assessment.										
							Save Assessment	Print	Save to PDF	Add New Hazard

Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person. Towers will not be left partially erected or struck.

<input checked="" type="checkbox"/>		Materials falling from height	Serious or fatal injury	4	3	12	Toeboards and guardrails will be fitted.	1	4	Edit
							Platform not to be overloaded or excessive materials stored on the platform.			
							Platform hatches to be closed except during access or egress. Work areas to be cordoned off to prevent access by others			
<input checked="" type="checkbox"/>		Towers overturning / collapsing	Serious or fatal injury	5	3	15	Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be erected on firm level ground. To ensure stability the height to least base ratio must not be greater than the manufacturer's recommendations.	1	5	Edit
							Stabilisers, with pad feet, or outriggers used as manufacturer's instructions. Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is as per manufacturer's instructions. Operatives not to overload Towers			
							No scaffold tower will be used until a competent person has inspected it, and the results entered in a scaffold inspection register. It shall be inspected at regular intervals not exceeding 7 days, after any event, which may have affected its strength or stability, or after substantial alteration etc.			
<input checked="" type="checkbox"/>		Plant, vehicles or persons colliding with tower	Serious or fatal injury	5	4	20	Traffic/pedestrian routes to be clearly defined and designed to prevent contact with structures.	2	10	Edit
<input checked="" type="checkbox"/>		Arcing or contact with overhead power lines	Severe burns or fatal electric shock				Operatives to carry out visual inspection of work area			Edit
							Conduct an Existing Services Risk Assessment (RA 403).			
<input checked="" type="checkbox"/>		Manual handling	Major or minor musculoskeletal injuries				Conduct a Manual Handling Risk Assessment (RA 708).			Edit
<input checked="" type="checkbox"/>		Slips or trips	Major or minor impact injuries				Conduct a Good Order Risk Assessment (RA 410).			Edit







☐ I have read and understand the requirements of this risk assessment.

[Save Assessment](#) [Print](#) [Save to PDF](#) [Add New Hazard](#)

25. If you do not wish to include some of the hazards, untick the box (this will remove the hazard from the final assessment)

26. Click **Add New Hazard** if a hazard you have identified does not appear on the suggested list

Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person. Towers will not be left partially erected or struck.

<input checked="" type="checkbox"/>		Materials falling from height	Serious or fatal injury	4	3	12	Toeboards and guardrails will be fitted.	1	4	Edit
							Platform not to be overloaded or excessive materials stored on the platform.			
							Platform hatches to be closed except during access or egress. Work areas to be cordoned off to prevent access by others			
<input checked="" type="checkbox"/>		Towers overturning / collapsing	Serious or fatal injury	5	3	15	Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be erected on firm level ground. To ensure stability the height to least base ratio must not be greater than the manufacturer's recommendations.	1	5	Edit
							Stabilisers, with pad feet, or outriggers used as manufacturer's instructions. Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is as per manufacturer's instructions. Operatives not to overload Towers			
							No scaffold tower will be used until a competent person has inspected it, and the results entered in a scaffold inspection register. It shall be inspected at regular intervals not exceeding 7 days, after any event, which may have affected its strength or stability, or after substantial alteration etc.			
<input checked="" type="checkbox"/>		Plant, vehicles or persons colliding with tower	Serious or fatal injury	5	4	20	Traffic/pedestrian routes to be clearly defined and designed to prevent contact with structures.	2	10	Edit
<input type="checkbox"/>		Arcing or contact with overhead power lines	Severe burns or fatal electric shock				Operatives to carry out visual inspection of work area			
							Conduct an Existing Services Risk Assessment (RA 403).			
<input type="checkbox"/>		Manual handling	Major or minor musculoskeletal injuries				Conduct a Manual Handling Risk Assessment (RA 708).			
<input type="checkbox"/>		Slips or trips	Major or minor impact injuries				Conduct a Good Order Risk Assessment (RA 410).			

☐ I have read and understand the requirements of this risk assessment.

[Save Assessment](#) [Print](#) [Save to PDF](#) [Add New Hazard](#)

The screenshot displays the BSG Hub interface for hazard evaluation. The main form is titled 'Hazard' and includes fields for 'Logo [Choose Icon]', 'Hazard', 'Risk', 'Severity', 'Likelihood', 'Initial Risk', and 'Control Measure'. To the right, a table shows 'Likelihood' and 'Residual Risk' values for various hazards. At the bottom, there are buttons for 'Save', 'Print', 'Save to PDF', and 'Add New Hazard'.

Numbered steps are provided in green boxes with arrows pointing to the corresponding UI elements:

- 27. Type in new Hazard (points to the 'Hazard' text input field)
- 28. Select a relevant logo from the list (points to the 'Logo [Choose Icon]' dropdown)
- 29. Type in risk consequences (points to the 'Risk' text input field)
- 30. Repeat initial risk evaluation process (points to the 'Initial Risk' dropdown)
- 31. Type in control measures (points to the 'Control Measure' text input field)
- 32. Repeat residual risk evaluation process (points to the 'Residual Risk' dropdown)
- 33. Click **Save** (points to the 'Save' button)

4.2 How to save and print a risk assessment

Assessment

Assessment Details

Assessment Name: Working at Height: Mobile Alloy Towers - Marraum Limited

People at Risk:

- ☒ Site Personnel
- ☒ Client Personnel
- ☐ General Public
- ☐ Other

Review Date: 09-10-2019

Add PPE

Hazards

Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
<input checked="" type="checkbox"/> Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MSG1). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person. Towers will not be left partially erected or struck.	2	8

☐ I have read and understand the requirements of this risk assessment.

Save Assessment Print Save to PDF Add New Hazard

1. To save your assessment, click on **Save Assessment** (you can save at any time throughout the process)

Assessment

Assessment Details

Assessment Name: Working at Height: Mobile Alloy Towers - Marraum Limited

People at Risk:

- ☒ Site Personnel
- ☒ Client Personnel
- ☐ General Public
- ☐ Other

Review Date: 09-10-2019

Add PPE

Hazards

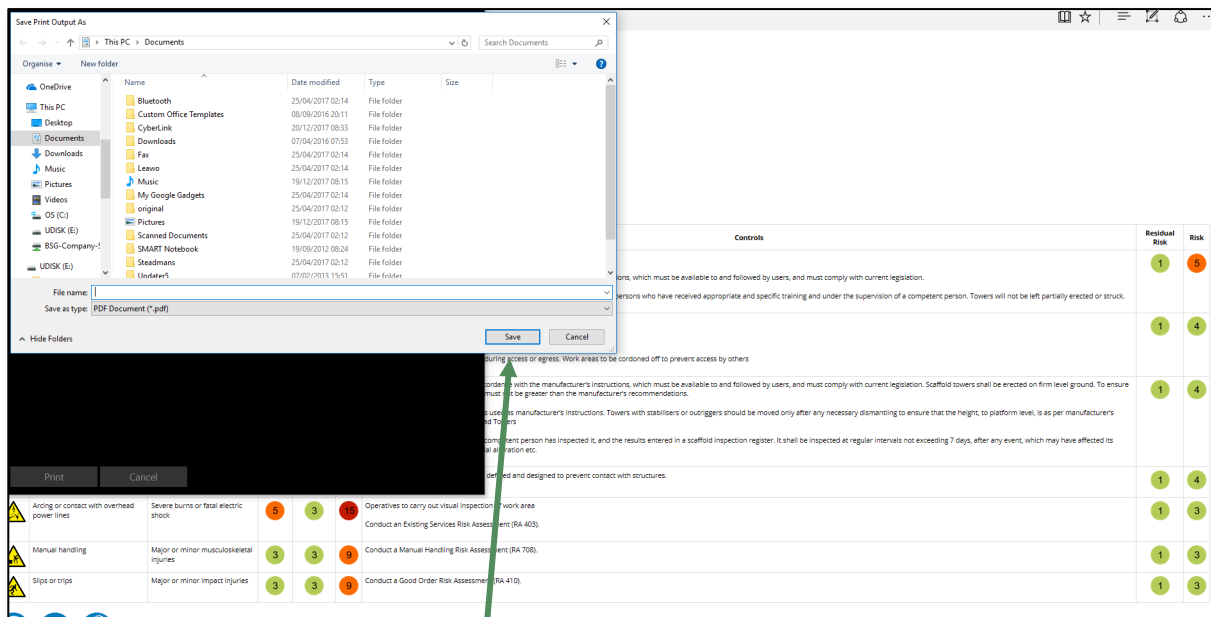
Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
<input checked="" type="checkbox"/> Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MSG1). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and followed by users, and must comply with current legislation. Scaffold towers shall be assembled, dismantled or significantly altered only by persons who have received appropriate and specific training and under the supervision of a competent person. Towers will not be left partially erected or struck.	2	8

☐ I have read and understand the requirements of this risk assessment.

Save Assessment Print Save to PDF Add New Hazard

2. Tick the **Acknowledgement** box

3. Click on **Save as PDF** to save the risk assessment to your computer



4. Select a file on your computer and click **Save**

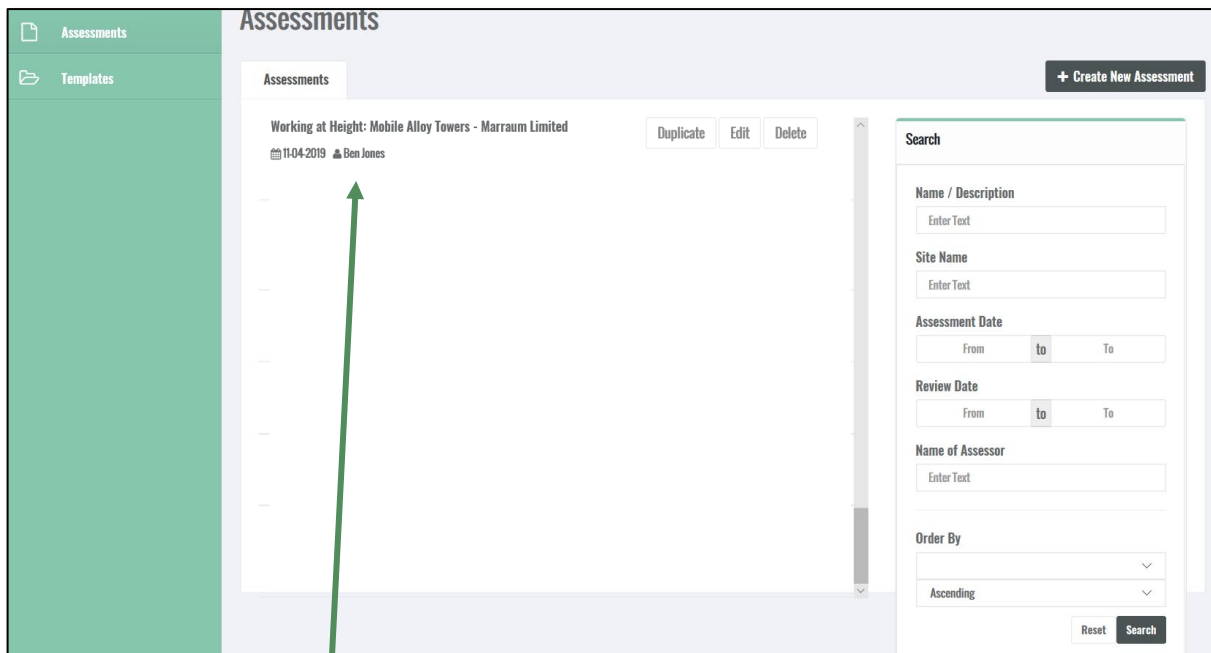
5. When complete, click on **Back to Assessments**

The screenshot shows the 'XYZ Construction Demo' web application. The 'Back to Assessments' page is displayed, showing the following details:

- Assessment Name:** Working at Height-Mobile Alloy Towers - Marraum Limited
- People at Risk:**
 - ☒ Site Personnel
 - ☒ Client Personnel
 - ☐ General Public
 - ☐ Other
- Review Date:** 09-10-2019
- Add PPE:** (Icons for Hard Hat, Safety Boots, and Safety Gloves)
- Hazards:**

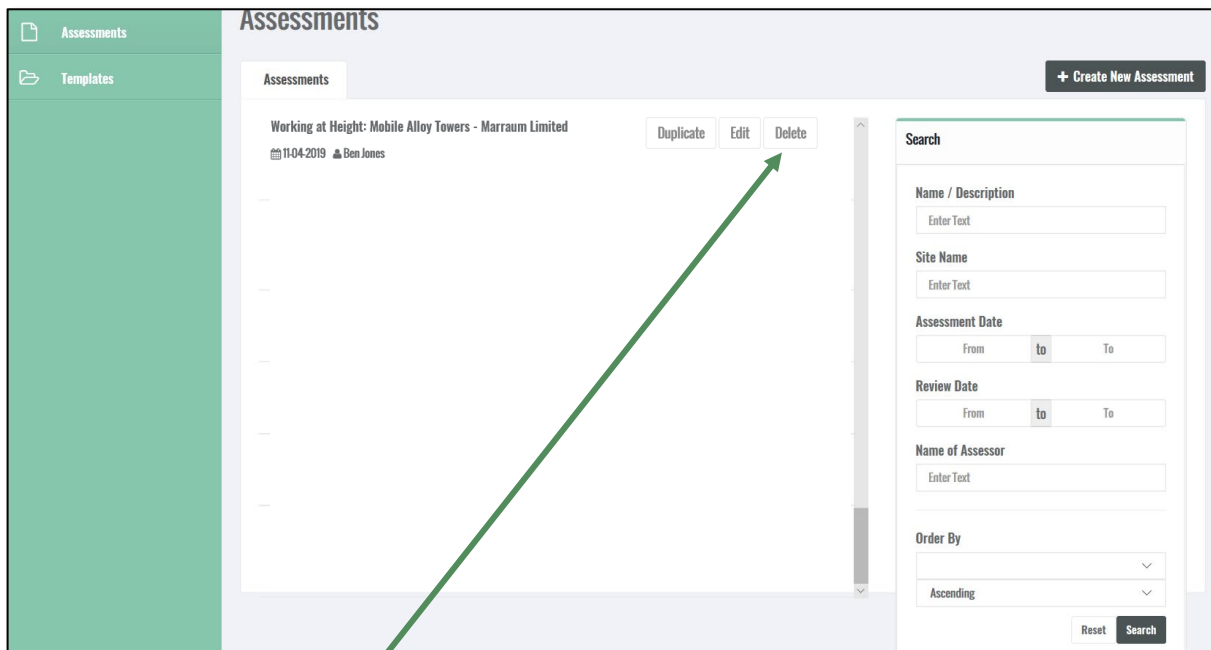
Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MSSD). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must be available to and	2	8

At the bottom of the page, there are buttons for 'Save Assessment', 'Print', 'Save to PDF', and 'Add New Hazard'. A checkbox at the bottom left indicates 'I have read and understand the requirements of this risk assessment.'



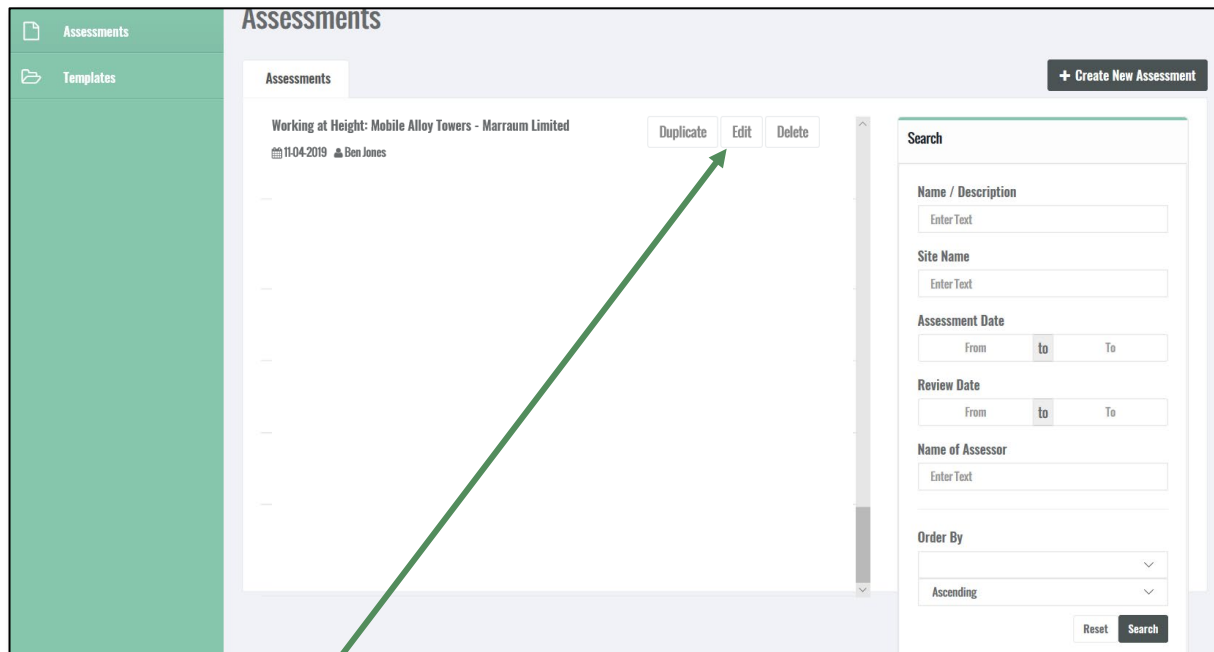
6. You will be able to find all your saved risk assessments here

4.3 How to delete your risk assessment



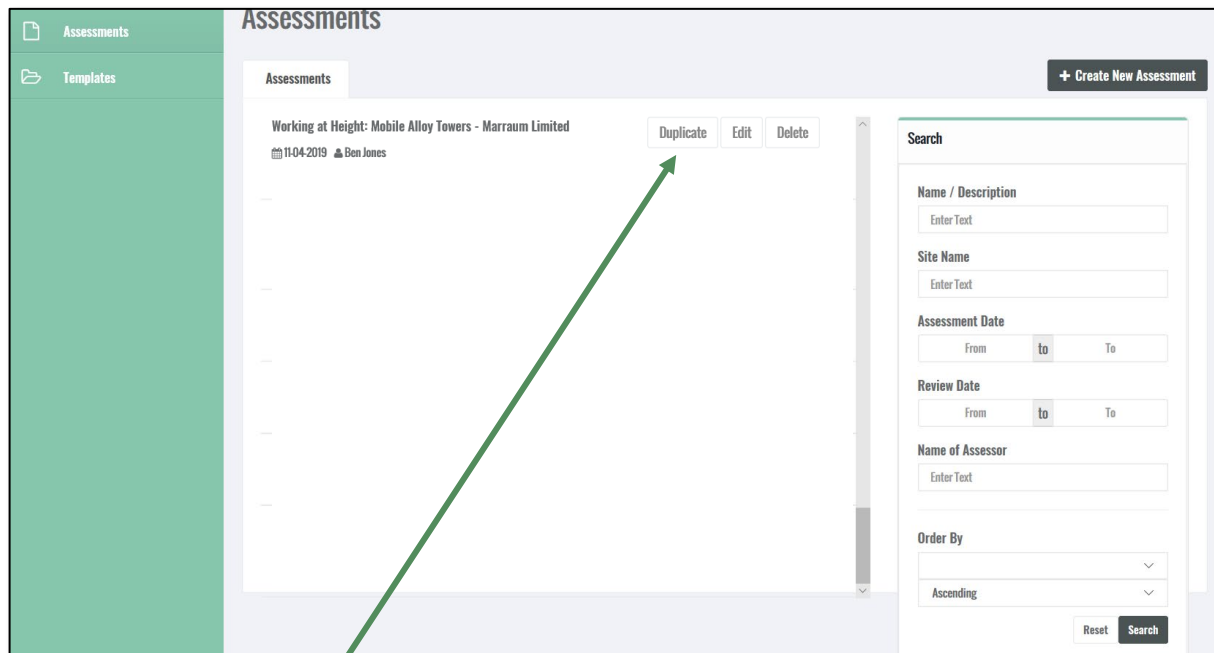
To remove the risk assessment,
click on **Delete**

4.4 How to edit an existing risk assessment



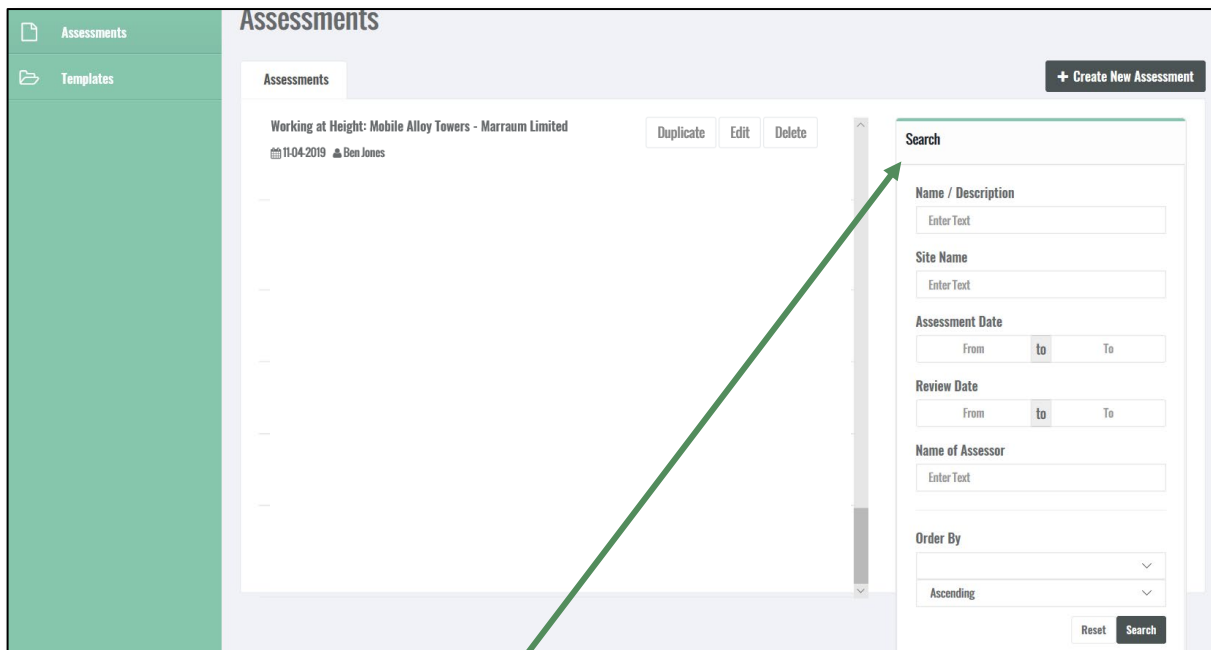
Clicking **Edit** will allow you to go back into the risk assessment and make any changes

4.5 How to duplicate a risk assessment



Assessments can be duplicated by pressing **Duplicate** and then **Edit** to easily use a risk assessment for a similar site

4.6 How to search for a risk assessment



The screenshot displays the 'Assessments' section of a software interface. On the left is a green sidebar with 'Assessments' and 'Templates' options. The main area shows a list of assessments, with the first one titled 'Working at Height: Mobile Alloy Towers - Marraum Limited', dated '11-04-2019', and by 'Ben Jones'. Action buttons 'Duplicate', 'Edit', and 'Delete' are visible. On the right, a 'Search' panel is open, featuring input fields for 'Name / Description', 'Site Name', 'Assessment Date' (with 'From' and 'To' sub-fields), 'Review Date' (with 'From' and 'To' sub-fields), and 'Name of Assessor'. It also includes 'Order By' dropdowns set to 'Ascending' and 'Reset'/'Search' buttons. A green arrow points from a text box below to the search panel.

You can use the search panel to locate a saved risk assessment by filling in one or more of the fields

4.7 Task based risk assessments

Users can now build **task-based risk assessments** by selecting those hazards which are relevant to the 'job in hand'. This means multiple hazards can be assessed within one task (i.e. project or job), rather than having to assess each hazard as a separate risk assessment.

BSG Risk Assessment

XYZ Construction Demo

Back to Assessments

Assessment

Assessment Details

Assessment Name: XYZ Construction-


People at Risk:

- ☒ Site Personnel
- ☐ Client Personnel
- ☐ General Public
- ☐ Other

Review Date: DD-MM-YYYY

Add PPE

Exposure to Asbestos Hazards

Hazard	Risk	Severity	Likelihood	Risk
<input checked="" type="checkbox"/>  Inhalation of asbestos fibres. Contamination of workers clothing exposing others to asbestos fibres	Onset of chronic and fatal diseases can occur long after the original exposure. Health hazards associated with asbestos: Pleural plaques; Asbestosis; Lung cancer; Mesothelioma and other cancers.	5	2	10

How to create a task based risk assessment

To create a task based risk assessment:

- Select **Risk Assessments** from the left-hand menu
- Select **Task based Risk Assessments**
- Select '**Create New Assessment**' by clicking the button on the top right hand of the screen
- Type the name of the Task based risk assessment
- Choose the location & select the people at risk
- Select an initial hazard from the drop down menu (relevant to the task being assessed)
- Enter a review date if one is required

- Add PPE icons that are relevant to the initial hazard as well any others as required (you can always go back and add new or change PPE icons at a later point during the assessment)
- Score the initial hazard by clicking the 'Edit' button
- Add further or change existing control measures as required
- Save your assessment
- Add the next hazard(s) relevant to the task being assessed and save your assessment
- Once all hazards have been added and assessed, save and either print the document or save as a PDF

The document produced will provide a list of all the hazards that been assessed with appropriate control measures, relevant to the task being assessed.

5.0 COSHH Assessments

Introduction

BSG's 'COSHH Assessment Software' can help you meet your legal obligations and become compliant with the Control of Substances Hazardous to Health Regulations (COSHH). This guide gives you a brief overview of how to create, save and edit assessments

5.1 How to create a COSHH assessment

Before starting the assessment, you will need to obtain the **Material Safety Data Sheet** (MSDS) for the substance you are assessing. The simplest way of obtaining this information is by typing the substance name followed by the letters MSDS into your search engine. For the purpose of this exercise we will assess Common Cement.

The image shows a Google search interface. The top part shows the search bar with 'Common Cement MSDS' and suggestions: 'tarmac common cement msds', 'hanson common cement msds', and 'msds common cement'. Below this, the search results for 'tarmac common cement msds' are displayed. The first result is 'Material Safety Data Sheet - Tarmac Customer Technical Portal' with a PDF icon. A green arrow points to this PDF icon. A green box with white text says: '1. Look for the pdf symbol, as you will then be able to download and save this'.

Google

Common Cement MSDS

tarmac common cement msds

hanson common cement msds

msds common cement

Google Search I'm Feeling Lucky

Report inappropriate predictions

Google

tarmac common cement msds

Shopping Images News Maps More Settings Tools

About 32,300 results (0.35 seconds)

Tarmac Blue Circle > uk > technical > uploads > files > 1536672245_C... PDF

Material Safety Data Sheet - Tarmac Customer Technical Portal

4 Sep 2018 - amended by Regulation (EU) No 453/2010. MATERIAL SAFETY DATA SHEET COMMON CEMENT PAGE 1 of 12. V3.0 Replaces all previous ...

Tarmac Blue Circle > uk > Tunstead-Common-Cement-Anex-MSDS PDF

Material Safety Data Sheet - Tarmac Blue Circle

16 Aug 2018 - MATERIAL SAFETY DATA SHEET. TUNSTEAD EN 197-1 COMMON CEMENT. PAGE 1 of 13 Version 2.0 Replaces all previous versions ...

Tarmac > media > snowcrete-safety-data-sheet

portland cement - Tarmac

by LT Cement - 2014 - Related articles

2 Mar 2014 - MATERIAL SAFETY DATA SHEET PORTLAND CEMENT PA

Common cement types according to the EN 197-1 (Common ...

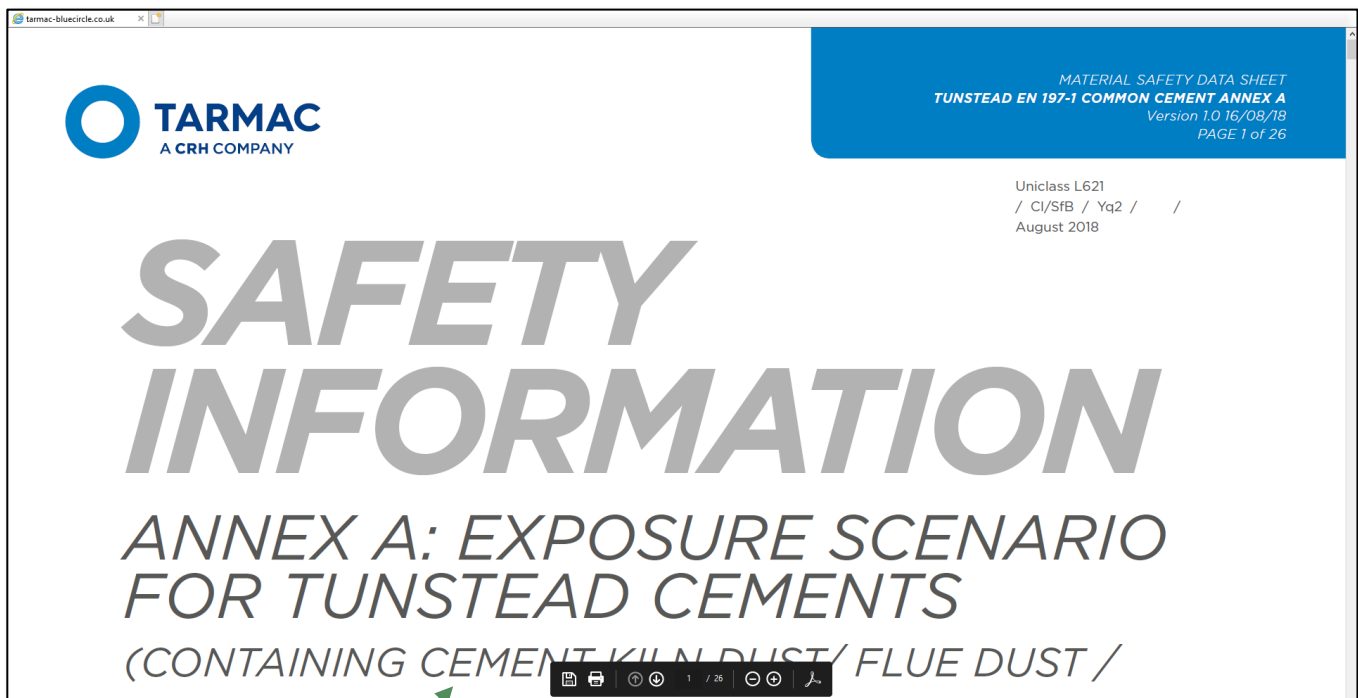
Precon Products > uk > templates > files > SDS-02.01-Cement-Based-Pr... PDF

Safety Data Sheet - Precon Products

Tarmac Building Products Limited is a subsidiary of Anglo American Finance Category. Hazard Statements. Ordinary. Portland. Cement. (OPC). 5-30. N/a.

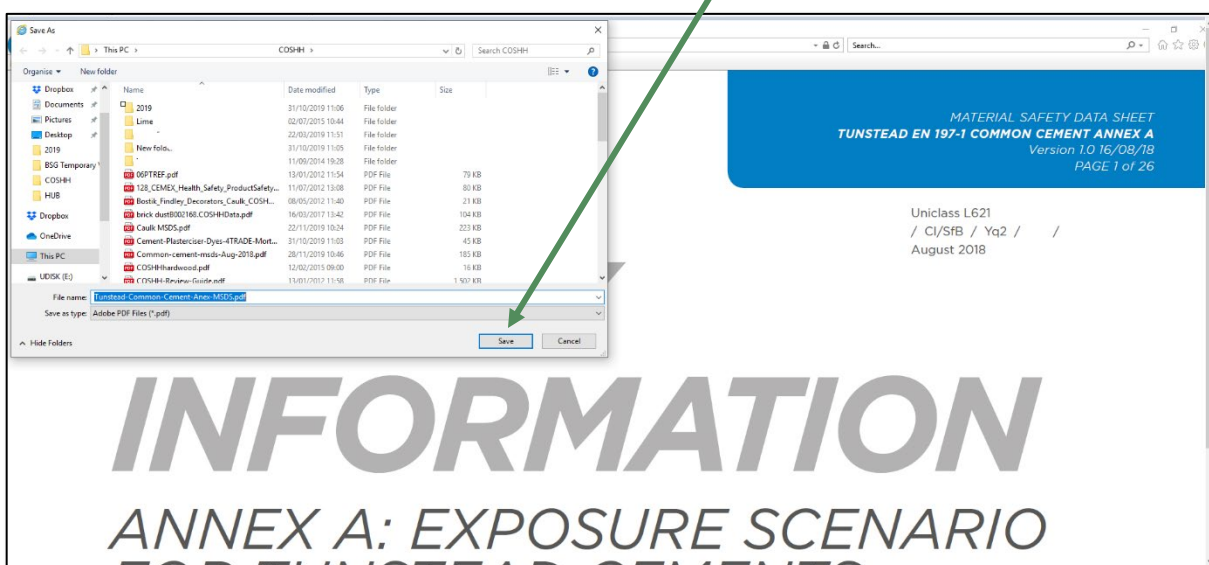
1. Look for the pdf symbol, as you will then be able to download and save this

2. Once you have opened the link, save the document

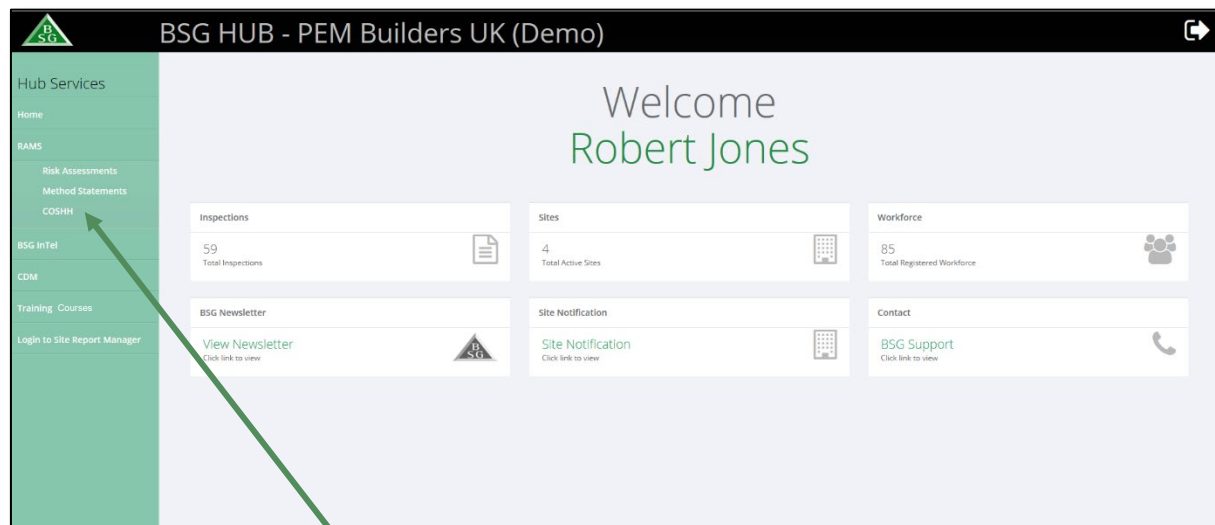


3. Click on the **save** icon

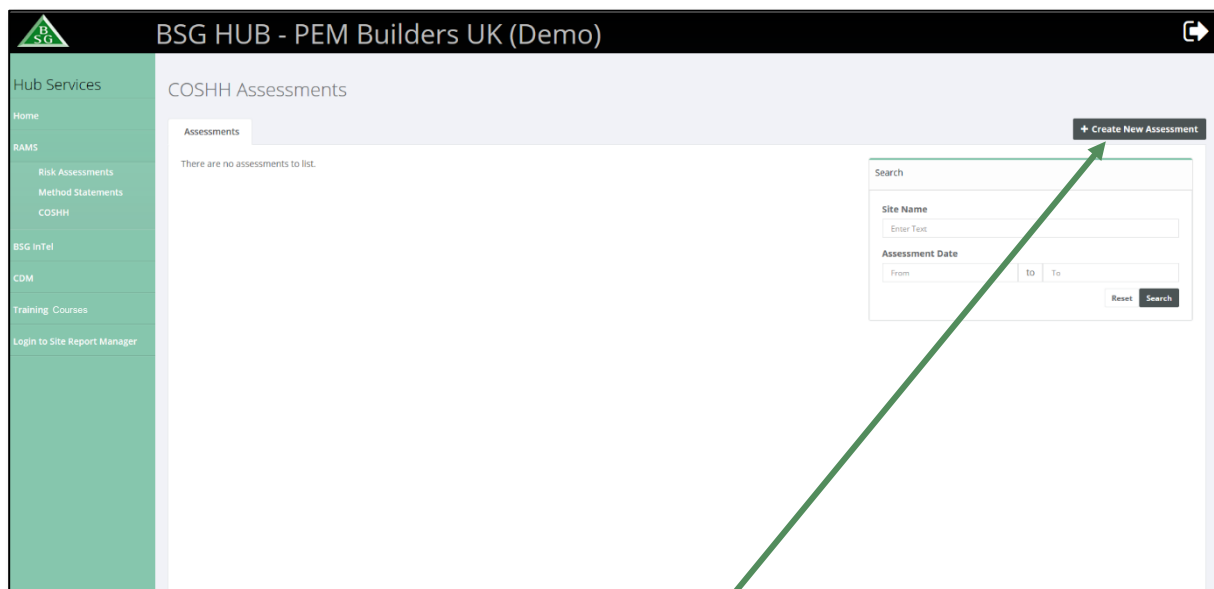
4. Choose an appropriate folder to save the MSDS. Click **Save**



Return to the BSG Hub to create your COSHH assessment



5. Click on
COSHH



6. Click on **Create
New Assessment**

7a. Click on the **Location** tab and pick the relevant site (the sites you have notified to us will appear here)

BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

RAMS

Risk Assessments

Method Statements

COSHH

BSG InTel

CDM

Training Courses

Login to Site Report Manager

Back to Assessments

New COSHH Assessment Please refer to the relevant MSDS* when completing this assessment

Assessment Details

Location *: If required location is not listed in the drop down menu, continue to "Location (Other)" box below and enter location name

Location (Other) *: Location Name

Supplier Name *: Supplier Name

Supplier Address 1 *: Supplier Address 1

Supplier Address 2 *: Supplier Address 2

Supplier Town *: Supplier Town

Supplier Postcode *: Supplier Postcode

Supplier Emergency Telephone *: Supplier Emergency Telephone

Supplier Email *: Supplier Email

7b. If you have not notified us of the site, type the site location here

BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

RAMS

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Training Courses

Login to Site Report Manager

Back to Assessments

New COSHH Assessment Please refer to the relevant MSDS* when completing this assessment

Assessment Details

Location *: If required location is not listed in the drop down menu, continue to "Location (Other)" box below and enter location name

Location (Other) *: Location Name

Supplier Name *: Supplier Name

Supplier Address 1 *: Supplier Address 1

Supplier Address 2 *: Supplier Address 2

Supplier Town *: Supplier Town

Supplier Postcode *: Supplier Postcode

Supplier Emergency Telephone *: Supplier Emergency Telephone

Supplier Email *: Supplier Email

8. Type in supplier information given on MSDS

Substance Type *:

Substance Other *:

People at Risk: ☐ Site Personnel
☐ Client Personnel
☐ General Public
☐ Other

Composition *: (Refer to MSDS Sheet)

Workplace Exposure Limits (WEL) *:

Review Date:

9. Type in substance information given on MSDS

10. Identify **people at risk**

Substance Type *:

Substance Other *:

People at Risk: ☐ Site Personnel
☐ Client Personnel
☐ General Public
☐ Other

Composition *: (Refer to MSDS Sheet)

Workplace Exposure Limits (WEL) *:

Review Date:

11. Set date for review of assessment

Please upload MSDS sheet here (max file size 2MB)

Drop files to upload
(or click)

Hazard Symbols *

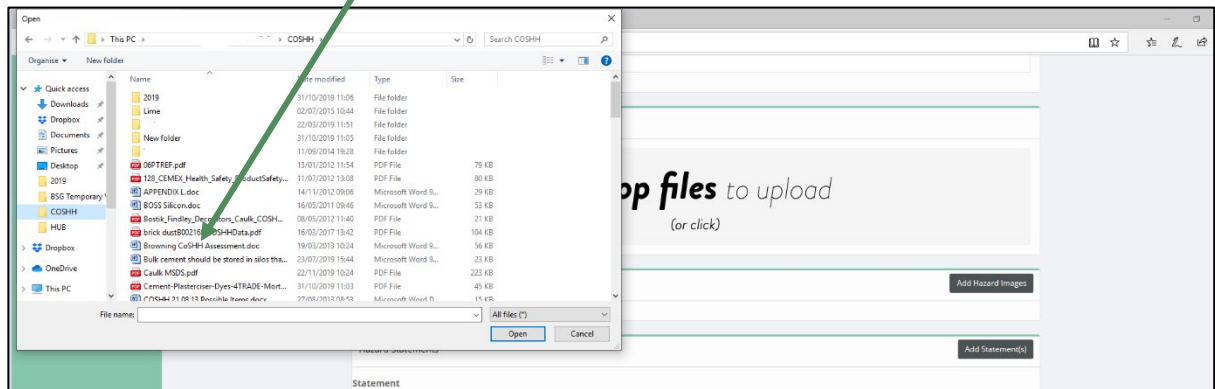
Add Hazard Images

Hazard Statements *

Add Statement(s)

12. To add your MSDS sheet, click on drop files to upload

13. Click on your selected MSDS



14. Your MSDS uploaded file will appear here

Please upload MSDS sheet here (max file size 2MB)

Common-cement-msds-Aug-2018.pdf

0.2 MiB

Remove file

Hazard Symbols *

Add Hazard Images

Hazard Symbols *

Hazard Statements *

Statement

Precaution Statements *

Statement

Evaluation of Initial Risk

☐ Low
☐ Moderate
☐ High

Add Hazard Images








Add Statement(s)

Add Statement(s)

15. Click on **Add Hazard Images**

16. From the information on the MSDS identify the relevant symbol(s) and click on each to upload

Choose Logo

☒ 
☒ 
☒ 
☒ 
☒ 
☒ 
☒ 

• Enter substance onto COSHH Register
 • Train and instruct operatives or under close supervision of competent person

Add Hazard Images

Add Statement(s)

Add Statement(s)

Hazard Symbols *

Add Hazard Images

Hazard Statements *

Add Statement(s)

Statement

Precaution Statements *

Add Statement(s)

Statement

Evaluation of Initial Risk

☐ Low
☐ Moderate
☐ High

17. Click on **Add Hazard Statements**

18. From the information on the MSDS identify the relevant Hazard Statements, tick each statement

19. Click on **Add**

Add Hazard

☐ H314 - Causes severe skin burns and eye damage.
☒ H315 - Causes skin irritation.
☒ H317 - May cause an allergic skin reaction.
☐ H318 - Causes serious eye damage.
☒ H319 - Causes serious eye irritation.
☐ H330 - Fatal if inhaled.
☐ H331 - Toxic if inhaled.
☐ H332 - Harmful if inhaled.
☐ H334 - May cause allergy or asthma symptoms or breathing difficulties if inhaled.
☒ H335 - May cause respiratory irritation.
☐ H336 - May cause drowsiness or dizziness.

Add Close

Statement Remove

H335 - May cause respiratory irritation.

Statement Remove

20. All ticked statements will appear here

Hazard Statements *

Add Statement(s)

Statement
H315 - Causes skin irritation.
Statement Remove
H317 - May cause an allergic skin reaction.
Statement Remove
H319 - Causes serious eye irritation.
Statement Remove
H335 - May cause respiratory irritation.
Statement Remove
H315 - Causes skin irritation.
Statement Remove
H317 - May cause an allergic skin reaction.
Statement Remove
H319 - Causes serious eye irritation.
Statement Remove
H335 - May cause respiratory irritation.
Statement Remove

Hazard Symbols *

Add Hazard Images

Hazard Statements *

Add Statement(s)

Statement

Precaution Statements *

Add Statement(s)

Statement

Evaluation of Initial Risk

☐ Low

☐ Moderate

☐ High

21. Click on **Add Precautionary Statements**

Add Precaution

Please select the Precaution statement(s) you want to add to this report.

Search

- ☐ P101 - If medical advice is needed, have product container or label at hand.
- ☐ P102 - Keep out of reach of children.
- ☐ P103 - Read label before use.
- ☐ P201 - Obtain special instructions before use.
- ☐ P202 - Do not handle until all safety precautions have been read and understood.
- ☐ P210 - Keep away from heat/sparks/open flames/hot surfaces. - No smoking.
- ☐ P211 - Do not spray on an open flame or other ignition source.
- ☐ P220 - Keep/Store away from clothing/.../combustible materials.

Add Close

Precaution Statements *

Statement

Add Statement(s)

22. From the information on the MSDS identify the relevant Precautionary Statements, tick each statement

23. Click on **Add**

24. All ticked statements will appear here

Precaution Statements *

Add Statement(s)

Statement

P102 - Keep out of reach of children.

Statement Remove

P261 - Avoid breathing dust/fume/gas/mist/vapours/spray.

Statement Remove

P280 - Wear protective gloves/protective clothing/eye protection/face protection.

Statement Remove

P302 + P352 - IF ON SKIN: Wash with plenty of soap and water.

Statement Remove

P304 + P340 - IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.

Statement Remove

P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

Statement Remove

P310 - Immediately call a POISON CENTER or doctor/physician.



Statement Remove

P312 - Call a POISON CENTER or doctor/physician if you feel unwell.

Statement Remove

P333 + P313 - If skin irritation or rash occurs: Get medical advice/attention.

Hazard Symbols * Add Hazard Images

Hazard Statements * Add Statement(s)

Statement

Precaution Statements * Add Statement(s)

Statement

Evaluation of Initial Risk

☐ Low
☐ Moderate
☐ High

25. Taking what you know about substance and the environment in which it is to be used, evaluate the level of harm that could occur without any control measures in place

26. Taking what you know about substance, the environment in which it is to be used and the information given on the MSDS, add any **control measures** necessary

Compulsory Control Measures

- Enter substance onto COSHH Register
- Train and instruct operatives or under close supervision of competent person.
- Minimise personal exposure as far as possible.
- Display COSHH poster & 12 point plan in COSHH store
- Record issue of personal protective equipment
- Add substance specific measures

Substance Specific Control Measures

Control Measure

PPE Add PPE

Compulsory Control Measures

- Enter substance onto COSHH Register
- Train and instruct operatives or under close supervision of competent person.
- Minimise personal exposure as far as possible.
- Display COSHH poster & 12 point plan in COSHH store
- Record issue of personal protective equipment
- Add substance specific measures

Substance Specific Control Measures

Control Measure


PPE

Add PPE

27. Click on
Add PPE

28. From the information on the MSDS
identify the relevant item(s) and click on
each **PPE** icon to upload

Choose PPE



Add PPE

29. Taking what you know about the substance to be used, re-evaluate the likelihood of that harm occurring taking into account the control measures you have applied

30. Considering Workplace Exposure Limits (WELs) State whether health surveillance is required

The screenshot shows a digital risk assessment form. At the top, there is a section for 'PPE' with four circular icons: safety glasses, gloves, boots, and a respirator. To the right of these icons is a button labeled 'Add PPE'. Below the PPE section is a section for 'Level of Residual Risk' with three radio button options: 'Low' (highlighted with a green box), 'Moderate', and 'High'. Below this is an 'Additional' section containing two questions, each with 'Yes' and 'No' radio button options. The first question is 'Health surveillance required:' with 'No' selected (highlighted with a green box). The second question is 'Permit to work or Method Statement required:' with 'No' selected. At the bottom right of the form is a button labeled 'Create Assessment'. Four green callout boxes with arrows point to specific parts of the form: Box 29 points to the 'Low' risk option; Box 30 points to the 'Health surveillance required:' question; Box 31 points to the 'Permit to work or Method Statement required:' question; and Box 32 points to the 'Create Assessment' button.

31. Considering the residual risk, site conditions, the task being undertaken and the substance being used, state whether a permit to work and/or a written method statement is required

32. Click on **Create Assessment**

5.2 How to save and print a COSHH assessment

Saving a COSHH assessment:

BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

RAMS

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COSHH

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Login to Site Report Manager

Back to Assessments

Edit COSHH Assessment

Assessment Details

Location *: Garside View

Location (Other) *: Garside View

Supplier Name *: Tarmac Cement and Lime Ltd.

Supplier Address 1 *: Portland House, Bickenhill Lane, Birmingham B37 7BQ

Supplier Address 2: Bickenhill Lane,

Supplier Town *: Birmingham

Supplier Postcode *: B37 7BQ

Supplier Emergency Telephone *: 0845 812 623

Supplier Email *: info-cement@tarmac.com

Substance Type *: Cement

People at Risk:

☒ Site Personnel

☐ Client Personnel

☐ General Public

☐ Other

Composition *: (Refer to MSDS) Contains less than 1% crystalline silica

☐ I have read and understand the requirements of this COSHH assessment.

Save Assessment Print Save to PDF

1. To save your assessment, click on **Save Assessment** (you can save at any time throughout the process)

BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

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Risk Assessments

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COSHH

BSG InTel

CDM

Training Courses

Login to Site Report Manager

Back to Assessments

Edit COSHH Assessment

Assessment Details

Location *: Garside View

Location (Other) *: Garside View

Supplier Name *: Tarmac Cement and Lime Ltd.

Supplier Address 1 *: Portland House, Bickenhill Lane, Birmingham B37 7BQ

Supplier Address 2: Bickenhill Lane,

Supplier Town *: Birmingham

Supplier Postcode *: B37 7BQ

Supplier Emergency Telephone *: 0845 812 623

Supplier Email *: info-cement@tarmac.com

Substance Type *: Cement

People at Risk:

☒ Site Personnel

☐ Client Personnel

☐ General Public

☐ Other

Composition *: (Refer to MSDS) Contains less than 1% crystalline silica

☐ I have read and understand the requirements of this COSHH assessment.

Save Assessment Print Save to PDF

2. Tick the **Acknowledgement** box

3. Click on **Save to PDF** to save the risk assessment to your computer

1 of 3

Fit to page Page view Read aloud Add notes

PEM Builders UK (Demo)

Substance: Cement
Location: Garside View
Created By: Robert Jones
Created On: 28-11-2019
Persons at Risk: Site Personnel
Review Date: 28-02-2020

Supplier Details
Tarmac Cement and Lime Ltd,
Portland House, Bickenhill Lane, Birmingham B37
78Q
Bickenhill Lane,
Birmingham
B37 78Q
Emergency Telephone: 0845 812 623
Email: info-cement@tarmac.com

Composition
Contains less than 1% crystalline silica

Hazard Symbols

Hazard Statements
H315 - Causes skin irritation.
H317 - May cause an allergic skin reaction.
H318 - Causes serious eye damage.
H335 - May cause respiratory irritation.

Precaution Statements
P102 - Keep out of reach of children.
P261 - Avoid breathing dust/fume/gas/mist/vapours/spray.
P280 - Wear protective gloves/protective clothing/eye protection/face protection.
P302 + P352 - IF ON SKIN: Wash with plenty of soap and water.
P304 + P340 - IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.
P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. *Caution: do not*

4. Click on the save icon (this may differ depending what web browser you are using)

Save As

Organise New folder

Name	Date modified	Type	Size
2019	31/10/2019 11:06	File folder	
Lime	02/07/2015 10:44	File folder	
Desktop	22/05/2019 11:31	File folder	
2019	31/10/2019 11:05	File folder	
BGS Temporary	11/08/2014 19:28	File folder	
CO9H4	13/05/2012 11:54	PDF File	79 KB
HUB	11/07/2012 13:08	PDF File	80 KB
125_CEMEX_Health_Safety_ProductSafety...	08/05/2012 11:40	PDF File	21 KB
Beshk_Findley_Decorators_Caulk_CO9H4...	16/05/2017 13:42	PDF File	104 KB
brick_dumb02168.CO9H4Data.pdf	22/11/2019 10:24	PDF File	223 KB
Cook-MSS.pdf	31/10/2019 11:03	PDF File	45 KB
Cement-Plasteriser-Dyes-4TRADE-Mort...	28/11/2019 10:46	PDF File	105 KB
Common-cement-msds-Aug-2018.pdf	12/02/2015 09:00	PDF File	16 KB
CO9H4-Review-Guide.pdf	11/03/2017 11:16	PDF File	1 507 KB

File name: untitled.pdf
Save as type: PDF (*.pdf)

Save Cancel

Supplier Details
Tarmac Cement and Lime Ltd,
Portland House, Bickenhill Lane, Birmingham B37
78Q
Bickenhill Lane,
Birmingham
B37 78Q
Emergency Telephone: 0845 812 623
Email: info-cement@tarmac.com

Hazard Symbols

Hazard Statements
H315 - Causes skin irritation.
H317 - May cause an allergic skin reaction.
H318 - Causes serious eye damage.
H335 - May cause respiratory irritation.

5. Select a file on your computer and click **Save**

Printing a COSHH Assessment:

BSG HUB - PEM Builders UK (Demo)

Hub Services

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BSG Intel

CDM

Training Courses

Login to Site Report Manager

Back to Assessments

Edit COSHH Assessment

Assessment Details

Location *: Garside View

Location (Other) *: Garside View

Supplier Name *: Tarmac Cement and Lime Ltd.

Supplier Address 1 *: Portland House, Bickenhill Lane, Birmingham B37 7BQ

Supplier Address 2: Bickenhill Lane.

Supplier Town *: Birmingham

Supplier Postcode *: B37 7BQ

Supplier Emergency Telephone *: 0845 812 623

Supplier Email *: info-cement@tarmac.com

Substance Type *: Cement

People at Risk:

☒ Site Personnel

☐ Client Personnel

☐ General Public

☐ Other

Composition *: Contains less than 1% crystalline silica

☐ I have read and understand the requirements of this COSHH assessment.

Save Assessment Print Save to PDF

1. Tick the
Acknowledgement box

2. Click on **Print** to print a
hard copy

3. When complete, click on
Back to Assessments

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Edit COSHH Assessment

Assessment Details

Location *: Garside View

Location (Other) *: Garside View

Supplier Name *: Tarmac Cement and Lime Ltd.

Supplier Address 1 *: Portland House, Bickenhill Lane, Birmingham B37 7BQ

Supplier Address 2: Bickenhill Lane.

Supplier Town *: Birmingham

Supplier Postcode *: B37 7BQ

Supplier Emergency Telephone *: 0845 812 623

Supplier Email *: info-cement@tarmac.com

Substance Type *: Cement

People at Risk:

☒ Site Personnel

☐ Client Personnel

☐ General Public

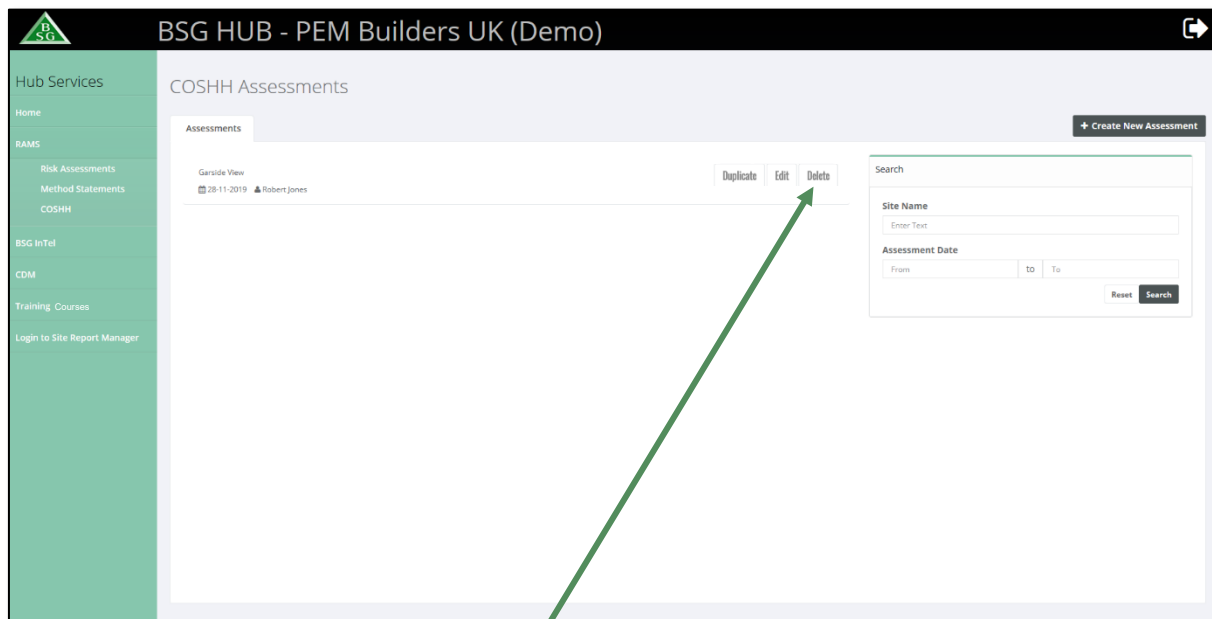
☐ Other

Composition *: Contains less than 1% crystalline silica

☐ I have read and understand the requirements of this COSHH assessment.

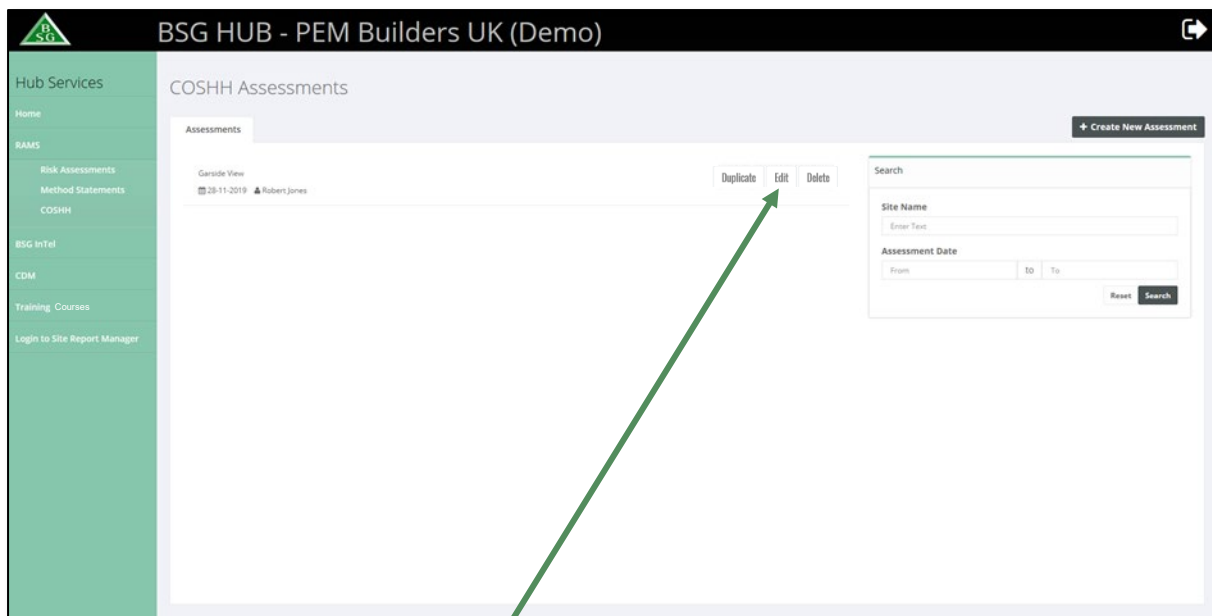
Save Assessment Print Save to PDF

5.3 How to delete a COSHH assessment



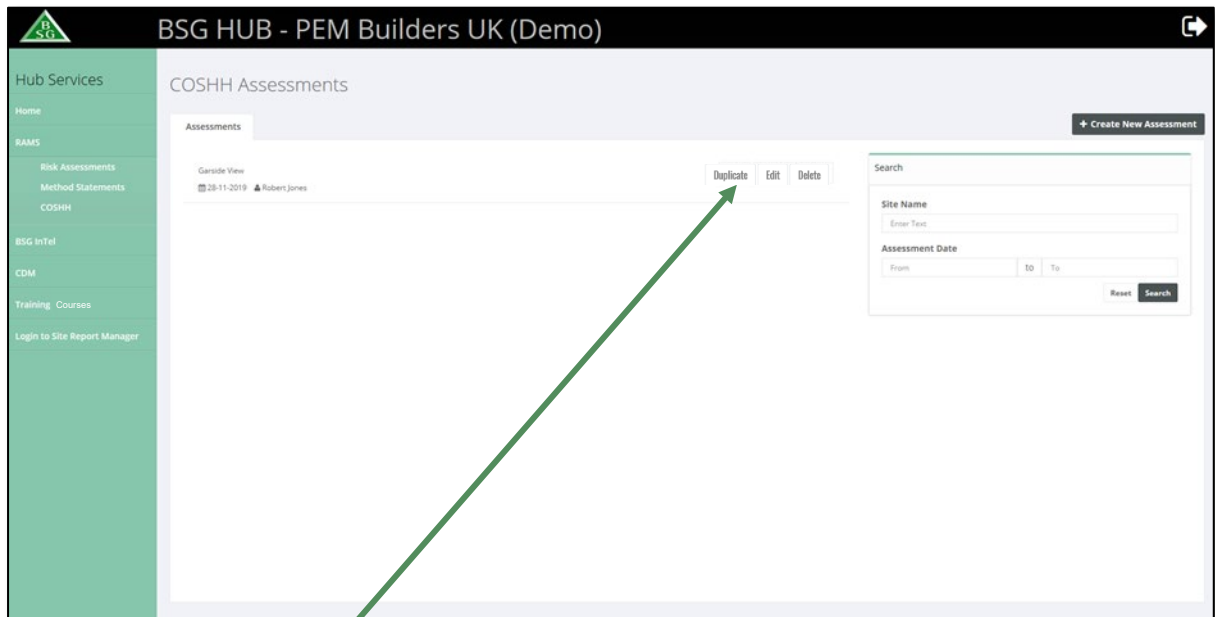
To remove the assessment, click on **Delete**

5.4 How to edit an existing COSHH assessment

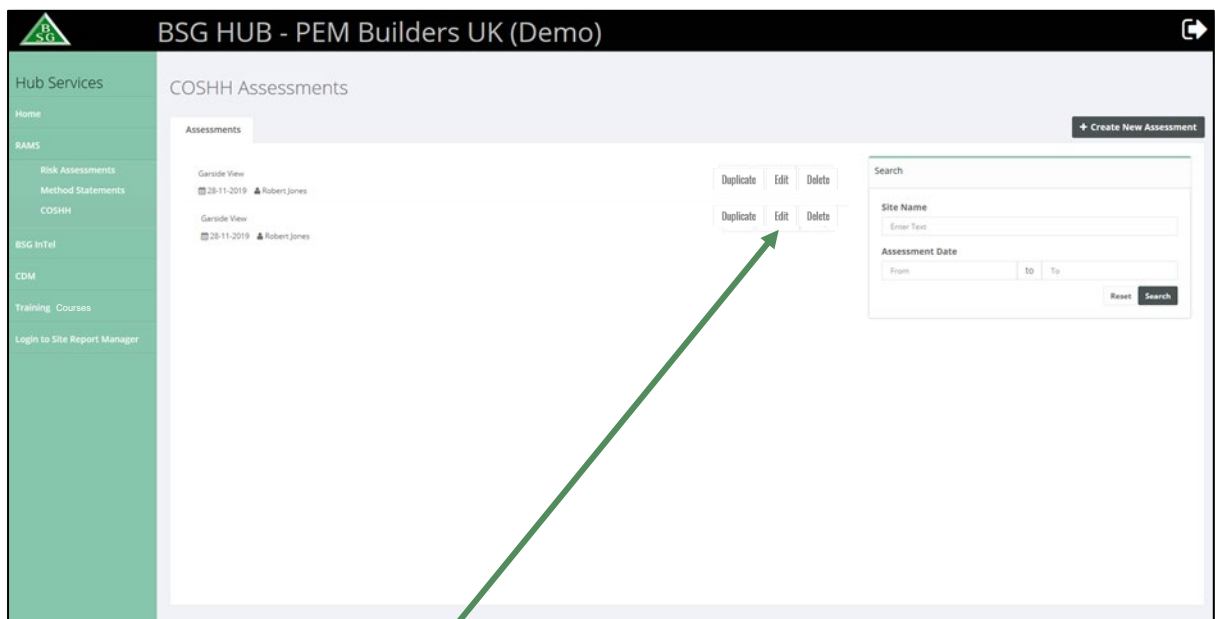


Clicking **Edit** will allow you to go back into the assessment and make any changes

5.5 How to duplicate a COSHH assessment



1. Assessments can be duplicated by pressing **Duplicate**



2. Click **Edit** to easily use an assessment for a similar site

5.6 How to search for a COSHH assessment

The screenshot displays the BSG HUB - PEM Builders UK (Demo) interface. On the left is a green sidebar with 'Hub Services' and a list of links: Home, RAMS, Risk Assessments, Method Statements, COSHH, BSG Intel, CDM, Training Courses, and Login to Site Report Manager. The main header is 'BSG HUB - PEM Builders UK (Demo)' with a BSG logo and a home icon. The main content area is titled 'COSHH Assessments' and features a '+ Create New Assessment' button. Below this is a table with one row showing 'Garside View' with a calendar icon, the date '28-11-2019', and the name 'Robert Jones'. To the right of the table are 'Duplicate', 'Edit', and 'Delete' buttons. A search panel is overlaid on the right side of the table, containing a 'Search' title, a 'Site Name' field with a placeholder 'Enter Text', an 'Assessment Date' section with 'From' and 'To' date pickers, and 'Reset' and 'Search' buttons. A green arrow points from a text box below to the search panel.

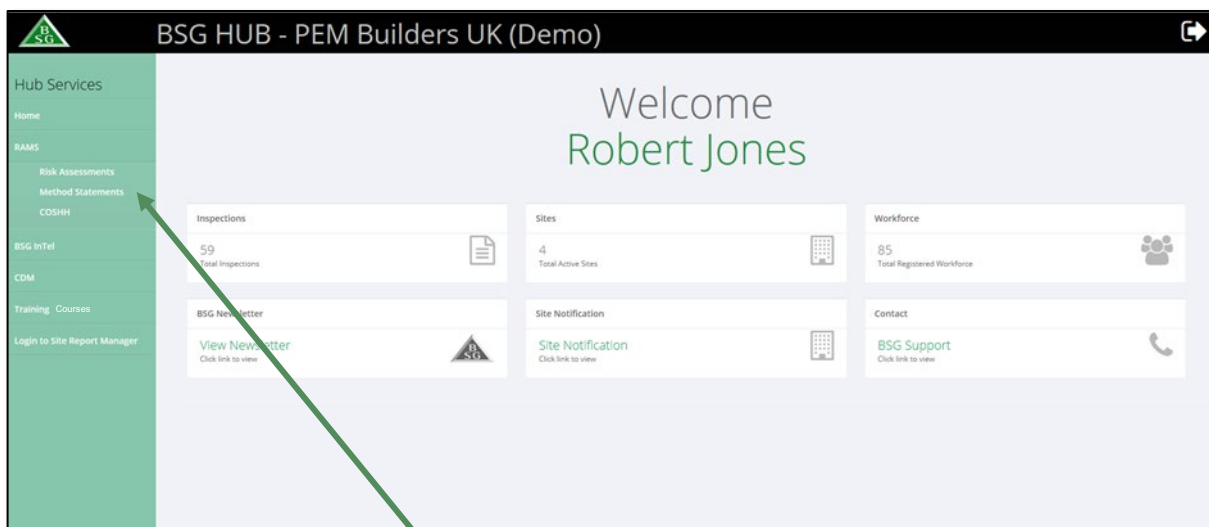
You can use the search panel to locate a saved COSHH assessment by filling in one or more of the fields

6.0 Method Statements

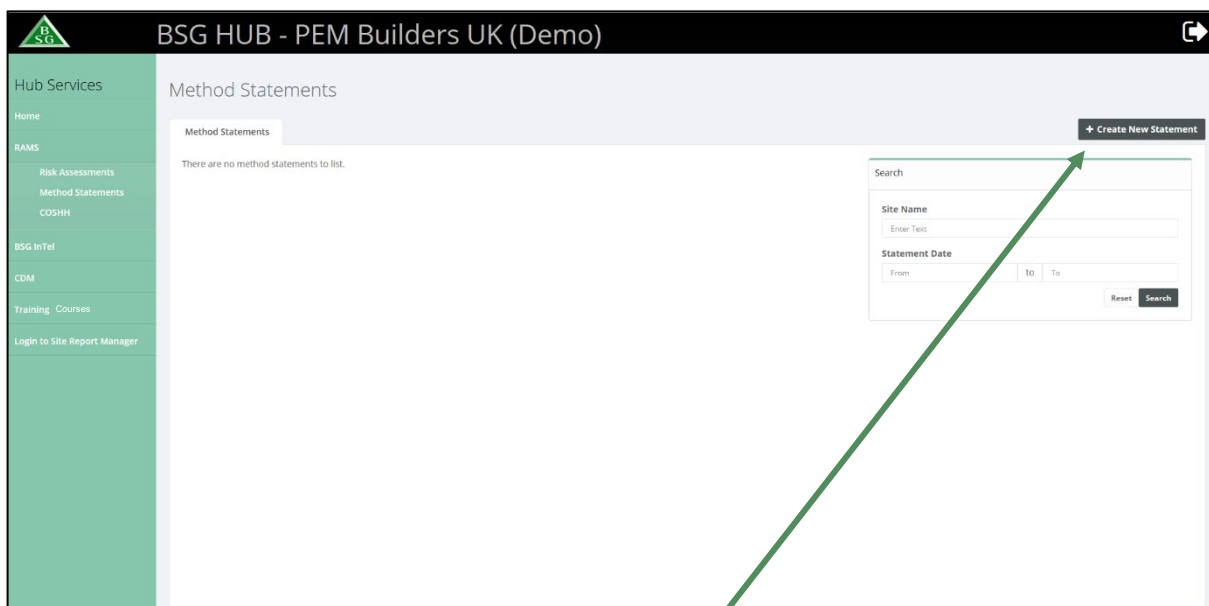
Introduction

Although not a legal requirement Method Statements have become the recognised way of creating a Safe System of Work (SSoW) for tasks that have been evaluated as high or medium risk by risk assessment. This guide gives you a brief overview of how to create, save and method statements.

6.1 How to create a method statement



1. Click on **Method Statements**



2. Click on **Create New Statement**

3. Type in site or job reference here

BSG HUB - PEM Builders UK (Demo)

Hub Services

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BSG inTel

CDM

Training Courses

Login to Site Report Manager

http://bsg.resource-track.co.uk/login.html

Back to Statements

New Method Statement

Statement Details

Your Reference :

Title * :

Location:

Location (Other):

Address 1 * :

Address 2:

County :

Postcode * :

Site Manager * :

Site Manager Telephone * :

Site Manager Email :

Pre-Commencement Checks * :

4. Type the title of the statement here

4. Click on the **Location** tab and pick the relevant site (the sites you have notified to us will appear here)

BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

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CDM

Training Courses

Login to Site Report Manager

http://bsg.resource-track.co.uk/login.html

Back to Statements

New Method Statement

Statement Details

Your Reference :

Title * :

Location:

Location (Other):

Address 1 * :

Address 2:

County :

Postcode * :

Site Manager * :

Site Manager Telephone * :

Site Manager Email :

Pre-Commencement Checks * :

5. If you have not notified us of the site, type the site location here

BSG HUB - PEM Builders UK (Demo)

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Login to Site Report Manager

<http://bsg-resourcetrack.co.uk/login.html>

← Back to Statements

New Method Statement

Statement Details

Your Reference :

Title * :

Location: If required location is not listed in the drop-down menu, continue to "Location (Other)" box below and enter location name

Location (Other):

Address 1 * :

Address 2:

County :

Postcode * :

Site Manager * :

Site Manager Telephone * :

Site Manager Email :

Pre-Commencement Checks * :

6. Type in the site address

7. Type in Site Manager/Supervisor details

8. Type in any checks to be carried out prior to work commencing i.e. Scaffold complete, access to work area clear etc

Pre-Commencement Checks * :

Description of Work * :

Sequence of Work * :

Plant Required * :

Site Specific Hazards * :

Access to Work area * :

Amendments and additional information:

9. Type in a brief description of task to be carried out

Pre-Commencement Checks *:	
Description of Work *:	
Sequence of Work *:	
Plant Required *:	
Site Specific Hazards *:	
Access to Work area *:	
Amendments and additional information:	

10. Type in the order in which the work will be carried out from attending site induction to clearing site or area of work

11. Type in a list of any plant required i.e. Mobile alloy tower, diesel powered generator etc.

12. Type in any site-specific hazards i.e. Occupied premises, asbestos present etc.

13. Type in details of access to work area i.e. crossing points with moving plant, access scaffold etc.

Pre-Commencement Checks *:	
Description of Work *:	
Sequence of Work *:	
Plant Required *:	
Site Specific Hazards *:	
Access to Work area *:	
Amendments and additional information:	

Pre-Commencement Checks *:	
Description of Work *:	
Sequence of Work *:	
Plant Required *:	
Site Specific Hazards *:	
Access to Work area *:	
Amendments and additional information:	

14. Leave blank at the initial stage for any extra information to be added during final briefing

15. Click to upload risk assessments, COSHH assessments, permits and any Pre Construction Information

Relevant information supplied by Client / Principal Contractor (please enter NA if not applicable, max file size 2MB)

→ **Drop files** to upload
(or click)

Emergency Procedures

1. Stop work immediately
2. Remove all personnel from danger area
3. If emergency involves structural problems contact Contract Manager
4. If emergency involves injury to persons or other property, follow Company safety procedures.

Personnel Involved

Title	People

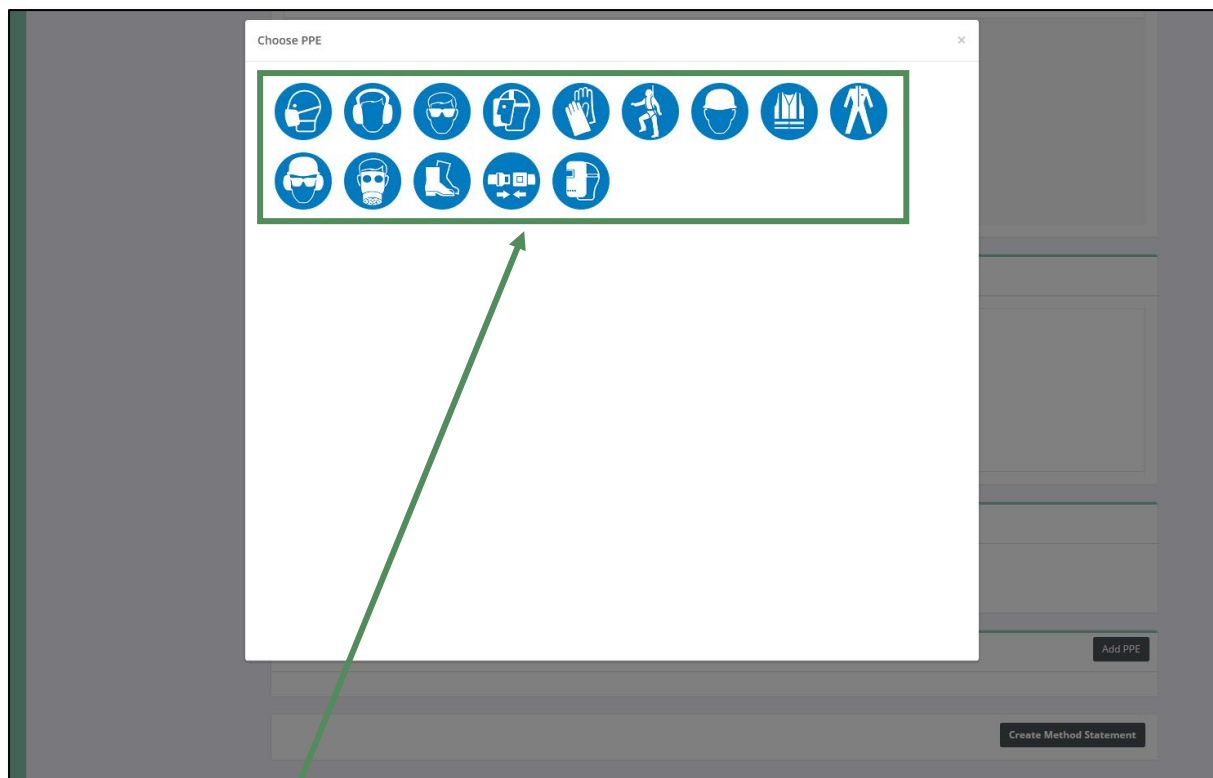
16. Add any site-specific emergency procedures

The screenshot shows a web interface with a file upload section at the top containing three files: 'brick dustB002168.' (0.1 MiB), 'Common-cement-msds-Aug-2018.pdf' (0.2 MiB), and 'Diesel CoSH Assessment.d' (59 KiB). Below this is a section titled 'Emergency Procedures' with a text area containing a list of instructions: '1. Stop work immediately', '2. Remove all personnel from danger area', '3. If emergency involves structural problems contact Contract Manager', and '4. If emergency involves injury to persons or other property, follow Company safety procedures.' Below the emergency procedures is a section titled 'Personnel Involved' with two input fields: 'Title' and 'People'.

17. Add the titles and names of personnel carrying out the work

This screenshot shows the 'Personnel Involved' section with 'Title' and 'People' input fields. Below this is a section titled 'PPE' with a table structure. At the bottom right of the PPE section is a button labeled 'Add PPE'. At the very bottom of the form is a button labeled 'Create Method Statement'.

18. Click on **Add PPE**



19. From the information on the relevant assessments, identify the relevant **PPE** item(s) and click on each to upload

20. Click on **Create Method Statement**

Emergency Procedures

1. Stop work immediately
2. Remove all personnel from danger area
3. If emergency involves structural problems contact Contract Manager
4. If emergency involves injury to persons or other property, follow Company safety procedures.

Personnel Involved

Title	People

PPE

Add PPE

Create Method Statement

6.2 How to save and print a method statement

Saving a method statement

The screenshot shows the bottom portion of a web form titled "Emergency Procedures". It includes a text area with four numbered steps: 1. Stop work immediately, 2. Remove all personnel from danger area, 3. If emergency involves structural problems contact Contract Manager, and 4. If emergency involves injury to persons or other property, follow Company safety procedures. Below this is a "Personnel Involved" section with "Title" and "People" input fields. The "PPE" section features six circular icons: safety glasses, hard hat, boots, gloves, face mask, and full-body suit, with an "Add PPE" button to the right. At the bottom, there is a checkbox labeled "I have read and understand the requirements of this Method Statement." which is checked. To the right of the checkbox are three buttons: "Save Statement", "Print", and "Save to PDF".

1. To save your statement, click on Save Assessment (you can save at any time throughout the process)

This screenshot is identical to the one above, showing the bottom section of the "Emergency Procedures" form. It highlights the "I have read and understand the requirements of this Method Statement." checkbox and the "Save to PDF" button with green callout boxes and arrows.

2. Tick the **Acknowledgement** box

3. Click on **Save to PDF** to save the method statement to your computer

1 of 3

PEM Builders UK (Demo)

Method Statement Title:	Bricklaying
Document Reference:	MS 993

This Method Statement has been produced to assist the site staff to carry out an operation safely and efficiently. It is therefore essential that all relevant information is passed onto and understood by those carrying out the work.

Note: No variation or deviation of this Method Statement will be made without the agreement of the Contracts Manager/Supervisor.

Company Name:	PEM Builders UK (Demo)
Address:	MS 993
Contract Name:	Beckwith House
Address:	Silver Street Devon EX13 5AF
Site Manager:	Simon Matthews
Contact Details:	Phone: 07727 123456 Email: simin@pem.co.uk

- Relevant information supplied by Client / Principal Contractor**
N/A
- Pre-Commencement Checks**
Access clear
Footings complete and cured
- Description of Work**
Laying Bricks and blocks from DPC to first scaffold lift
- Sequence of Work**
qwerew
asdfsdfg
sdfghjkl
mnbvcxz

4. Click on the save icon (this may differ depending what web browser you are using)

1 of 3

PEM Builders UK (Demo)

Save As

This PC > C:\OSHH

Name	Date modified	Type	Size
2019	31/10/2019 11:06	File folder	
Lime	02/07/2015 10:44	File folder	
2019	22/02/2019 11:51	File folder	
New folder	31/10/2019 11:05	File folder	
BSG Temporary	11/06/2014 19:28	File folder	
COSHH	13/01/2012 11:54	PDF File	79 KB
HUB	11/07/2012 13:08	PDF File	80 KB
121_CEMEX_Health_Safety_ProductSafety...	08/05/2012 11:40	PDF File	21 KB
Bostik_Finley_Decorators_Caulk_COSH...	16/02/2017 13:42	PDF File	104 KB
brick-aud02188.COSHH-Data.pdf	22/11/2019 10:24	PDF File	223 KB
Caulk MSDS.pdf	31/10/2019 11:03	PDF File	45 KB
Cement-Plasterciser-Dye-4TRADE-Mont...	28/11/2019 10:46	PDF File	185 KB
Common-cement-muds-Aug-2018.pdf	12/02/2015 09:00	PDF File	16 KB
COSHH-Handwood.pdf	13/01/2017 11:58	PDF File	1 502 KB

File name: untitled.pdf

Save as type: PDF (*.pdf)

Save Cancel

out an operation safely
sed onto and understood

without the agreement of the

- Pre-Commencement Checks**
Access clear
Footings complete and cured
- Description of Work**
Laying Bricks and blocks from DPC to first scaffold lift
- Sequence of Work**
qwerew
asdfsdfg
sdfghjkl
mnbvcxz

5. Select a file on your computer and click **Save**

Printing a method statement

The screenshot shows a web form for creating a Method Statement. It has three main sections: 'Emergency Procedures' with a list of four steps, 'Personnel Involved' with input fields for 'Title' and 'People', and 'PPE' with a row of six icons (safety glasses, hard hat, boots, gloves, mask, and full-body suit) and an 'Add PPE' button. At the bottom, there is a checkbox labeled 'I have read and understand the requirements of this Method Statement.' and three buttons: 'Save Statement', 'Print', and 'Save to PDF'.

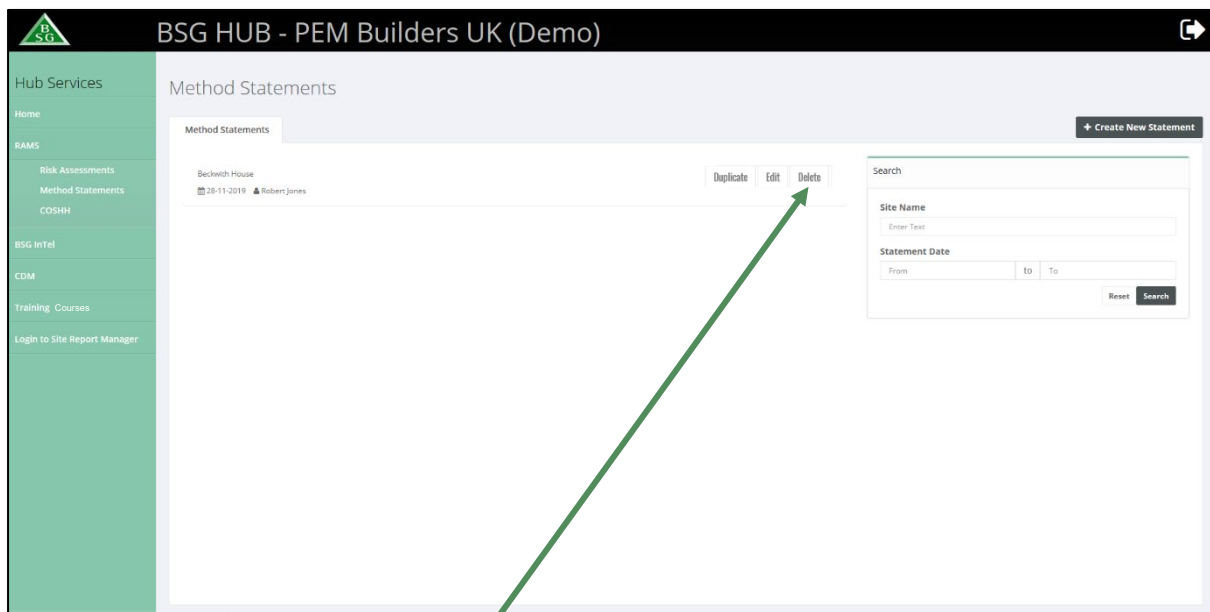
1. Tick the **Acknowledgement** box

2. Click on **Print** to print a hard copy

This screenshot shows the 'New Method Statement' form within the 'BSG HUB - PEM Builders UK (Demo)' interface. A sidebar on the left contains navigation links like 'Home', 'RAMS', 'Risk Assessments', 'Method Statements', 'COSH1', 'BSG InTel', 'CDM', 'Training Courses', and 'Login to Site Report Manager'. The main form area is titled 'New Method Statement' and includes a 'Back to Statements' link. The form itself is titled 'Statement Details' and contains various input fields: 'Your Reference' (with a 'Reference' placeholder), 'Title *', 'Location' (with a dropdown menu), 'Location (Other)', 'Address 1 *', 'Address 2', 'County', 'Postcode *', 'Site Manager *', 'Site Manager Telephone *', 'Site Manager Email', and 'Pre-Commencement Checks *'. A green arrow points from the 'Back to Statements' link to a callout box.

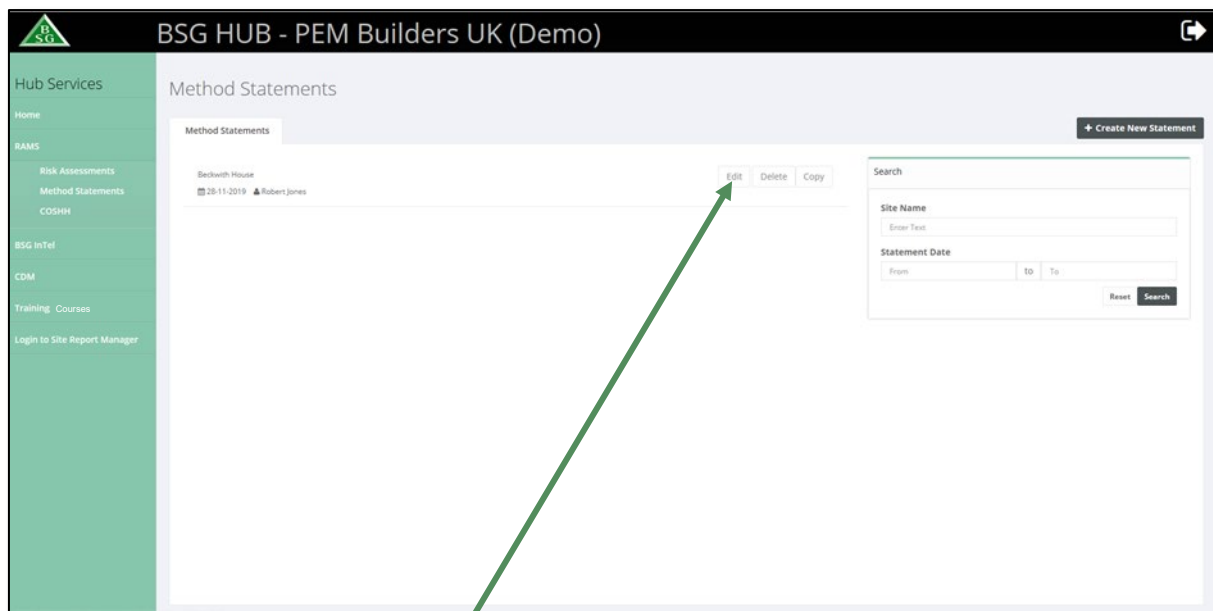
3. When complete, click on **Back to Statements**

6.3 How to delete a method statement



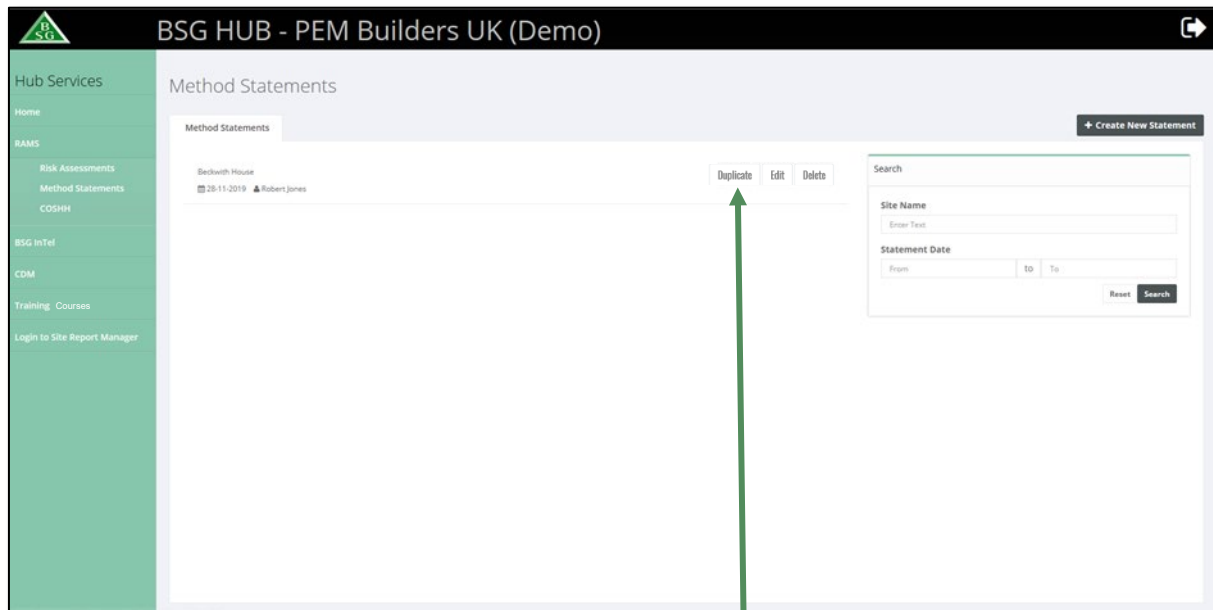
To remove the statement,
click on **Delete**

6.4 How to edit an existing method statement

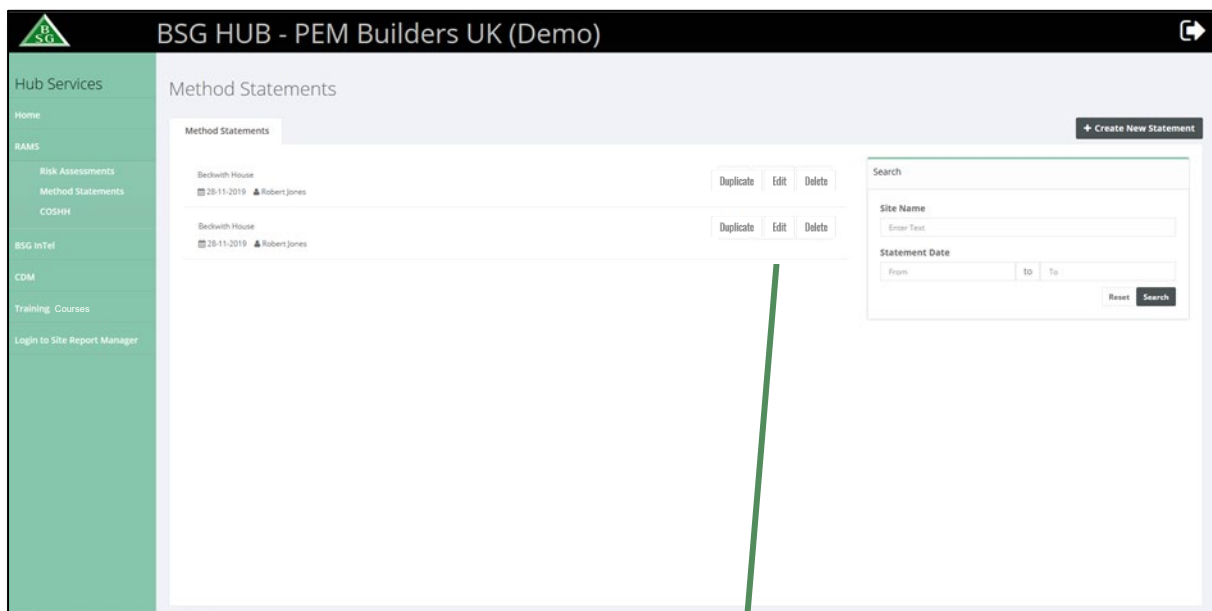


Clicking **Edit** will allow you to go back into
the statement and make any changes

6.5 How to duplicate a method statement



1. Statements can be duplicated by pressing **Duplicate**



2. Click **Edit** to easily use a statement for a similar site

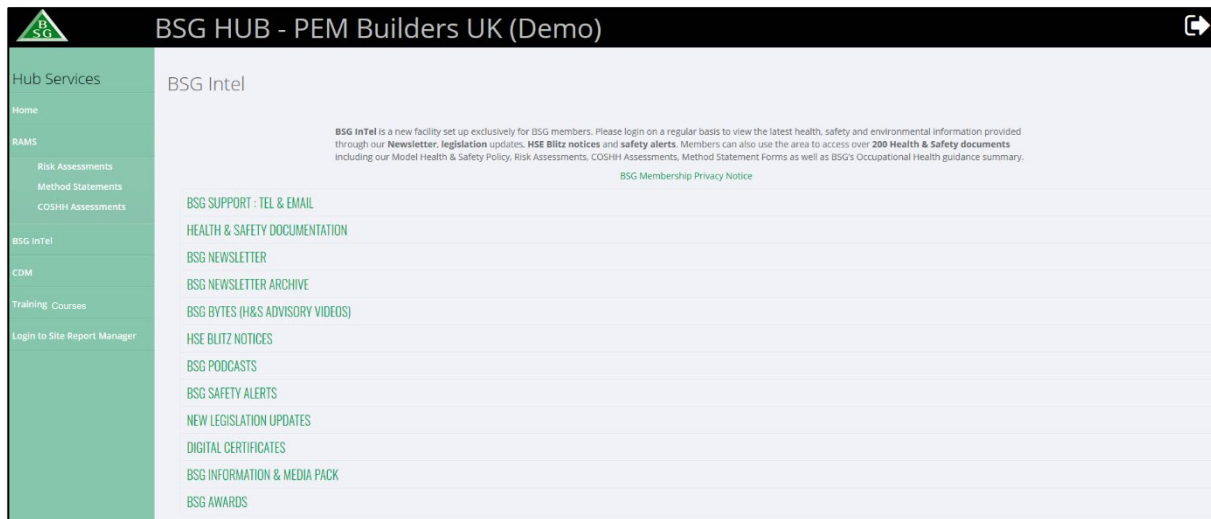
6.6 How to search for a method statement

The screenshot displays the BSG HUB - PEM Builders UK (Demo) interface. On the left is a green sidebar with navigation links: Home, RAMS, Risk Assessments, Method Statements, COSHH, BSG InTel, CDM, Training Courses, and Login to Site Report Manager. The main content area is titled 'Method Statements' and features a '+ Create New Statement' button in the top right. Below the title, there's a search panel with the following fields: 'Site Name' (with a placeholder 'Enter Text'), 'Statement Date' (with 'From' and 'To' sub-fields), and 'Reset' and 'Search' buttons. A green arrow points from a text box below to the search panel. The main content area shows a table with one entry: 'Bedwith House' with a date of '28-11-2019' and a user 'Robert Jones'. Action buttons 'Duplicate', 'Edit', and 'Delete' are visible next to the table entry.

You can use the search panel to locate a saved method statement by filling in one or more of the fields

7.0 BSG InTel


BSG InTel is a facility set up exclusively for BSG Members. View the latest health, safety and environmental information provided through our **Newsletter**, **legislation** updates, **HSE Blitz notices** and **safety alerts**. Members can also use the area to access over **200 Health & Safety documents** including our Model Health & Safety Policy, Risk Assessments, COSHH Assessments, Method Statement Forms as well as BSG's Occupational Health guidance summary.



- New Legislation Updates
- Digital Certificates
- BSG Information & Media Pack
- BSG Awards

8.0 CDM

List of BSG's CDM services available to help companies fulfil their legal requirements.



BSG HUB - PEM Builders UK (Demo)

Hub Services

Home

RAMS

Risk Assessments

Method Statements

COSHH Assessments

BSG InTel

CDM

Training Courses

Login to Site Report Manager

CDM COMPLIANCE CONSULTANT (CDMC)

At the **Building Safety Group (BSG)** we understand that Principal Designers, Principal Contractors and Clients will need a support mechanism in place to meet their obligations under the new CDM 2015 regulations. This is why BSG has created a new role where it will act as an appointed CDM Compliance Consultant (CDMC), to help all parties fulfil their legal requirements.

WHAT IS THE ROLE OF A CDM COMPLIANCE CONSULTANT (CDMC) ?

BSG's role as **CDM Compliance Consultant (CDMC)** will be to ensure that all CDM Duty Holders (Principal Designers, Principal Contractors and Clients), give due consideration to the health and safety of those who build the structure and those who will maintain and use the structure once complete.

BSG CDM COMPLIANCE CONSULTANT (CDMC) PACKAGE

Appointing a **CDM Compliance Consultant (CDMC)** will save time by allowing CDM duty holders to focus on their primary roles, leaving BSG to ensure that you become and remain compliant under the new regulations. Our aim will be to get more Health and Safety pre-planning into construction projects.

The package that we have developed will cover everything required to make sure that all CDM duty-holders comply with CDM 2015 legislation and protect their company's professional reputation.

Our CDMC Services:

BSG's **CDM Compliance Consultant (CDMC)** will-

- Advise the 'Project Team' on the responsibilities placed on the duty holders - Client, Principal Designer, Designers, Principal Contractor and Contractors
- Assist with preparation of the Construction Phase Plan
- Coordinate the risk assessment process during the design stage
- Aid in the appointment of competent and best qualified suppliers, Designers and Contractors
- Assist with preparation of the Health and Safety file
- Advise on the suitability of project documentation
- Identify relevant information for inclusion and assist in its creation
- Ensure that the HSE is notified as required
- Ensure compliance with all current Health, Safety and Environmental legislation throughout the project

For further information about BSG's CDM support services, please contact: buildingsafetygroup@bsgtd.co.uk

9.0 Training

View BSG's full range of construction health, safety and environmental training courses at UK venues or available to run at your premises.

The screenshot displays the BSG HUB - PEM Builders UK (Demo) website. The header features the BSG logo and the title "BSG HUB - PEM Builders UK (Demo)". A left-hand navigation menu lists various services including Hub Services, Home, RAMS, Risk Assessments, Method Statements, COSHH Assessments, BSG Intel, CDM, Training Courses, and Login to Site Report Manager. The main content area is titled "BSG TRAINING" and includes a "15% DISCOUNT FOR BSG MEMBERS ON ALL COURSES" banner. Below this, a paragraph describes the range of training courses offered. A section titled "CHOOSE THE RIGHT COURSE FOR YOU" lists various training topics: ASBESTOS, CITB, CITY AND GUILDS, FIRE SAFETY, FIRST AID, MANAGEMENT COURSES, NEBOSH, OCCUPATIONAL HEALTH, OPERATIVE, PLANT / MACHINERY, and WORKING AT HEIGHT.

BSG HUB - PEM Builders UK (Demo)

BSG TRAINING

15% DISCOUNT FOR BSG MEMBERS ON ALL COURSES

We run a full range of construction health, safety and environmental training courses at our venues throughout the UK or at your premises. We can also deliver bespoke training courses to meet your exact requirements. At BSG, we are always seeking to grow our training service and will be continuing to add new courses over the year. If you can't see what you are looking for please contact us. We are more than happy to discuss your needs and help in any way we can. And remember, if you are a BSG member you will be offered significant discounts for all of the courses that we provide. [Please call 0200 204 9080 to book your course.](#)

CHOOSE THE RIGHT COURSE FOR YOU

- ASBESTOS
- CITB
- CITY AND GUILDS
- FIRE SAFETY
- FIRST AID
- MANAGEMENT COURSES
- NEBOSH
- OCCUPATIONAL HEALTH
- OPERATIVE
- PLANT / MACHINERY
- WORKING AT HEIGHT

10.0 Site Report Manager

If you receive site inspections, you will wish to access Site Report Manager. This will allow you to view your site inspection reports and produce statistical information relating to non-compliances found and accidents recorded during site inspections.

This requires a separate Company username and password. Please contact the person from your company registered as the main contact with us for approved access and refer to the Site Report Manager User Guide.

