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The Building Safety Group

BSG Hub & RAMS User Guide

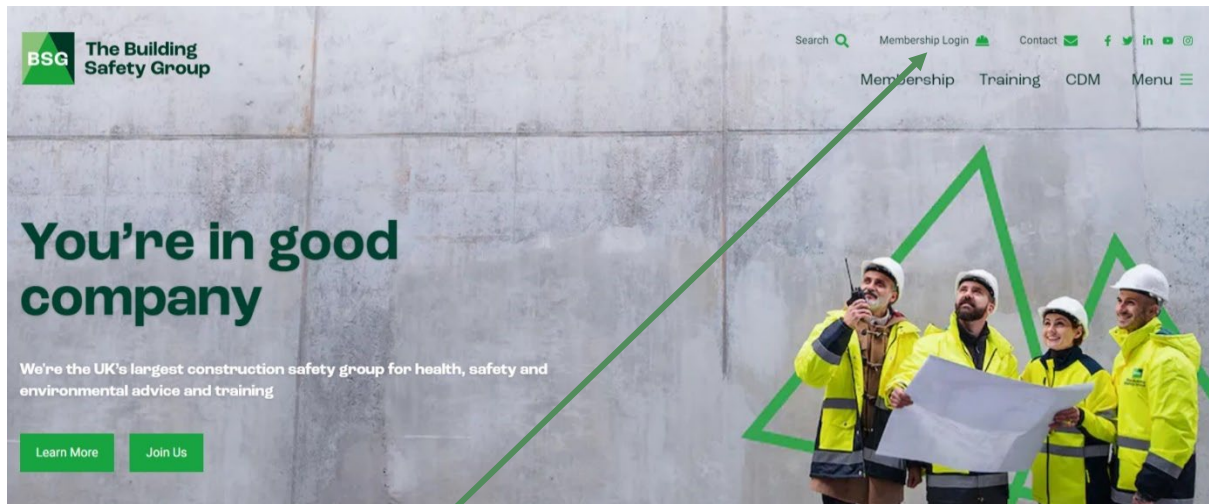
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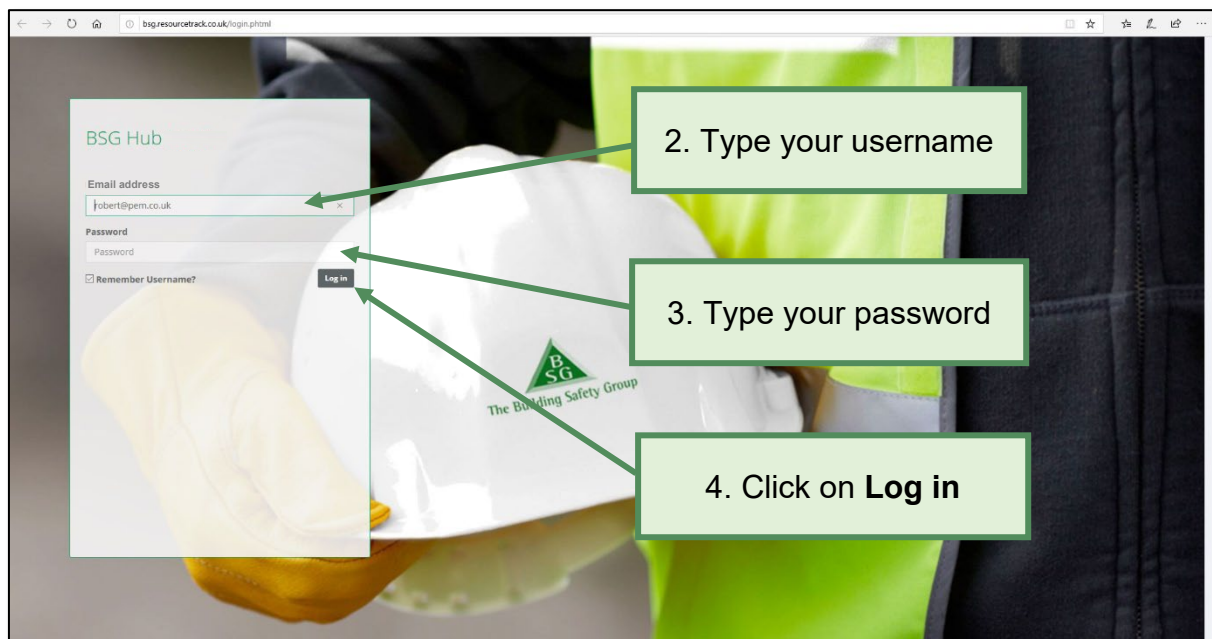
1.0 Logging In

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



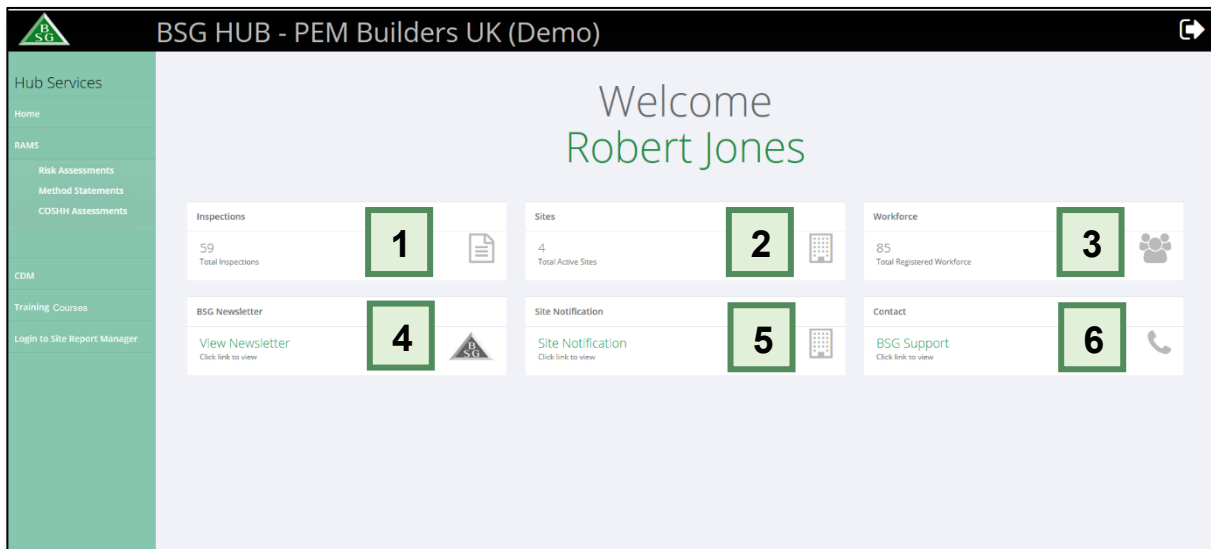
1. Click on Membership Login







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.



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:

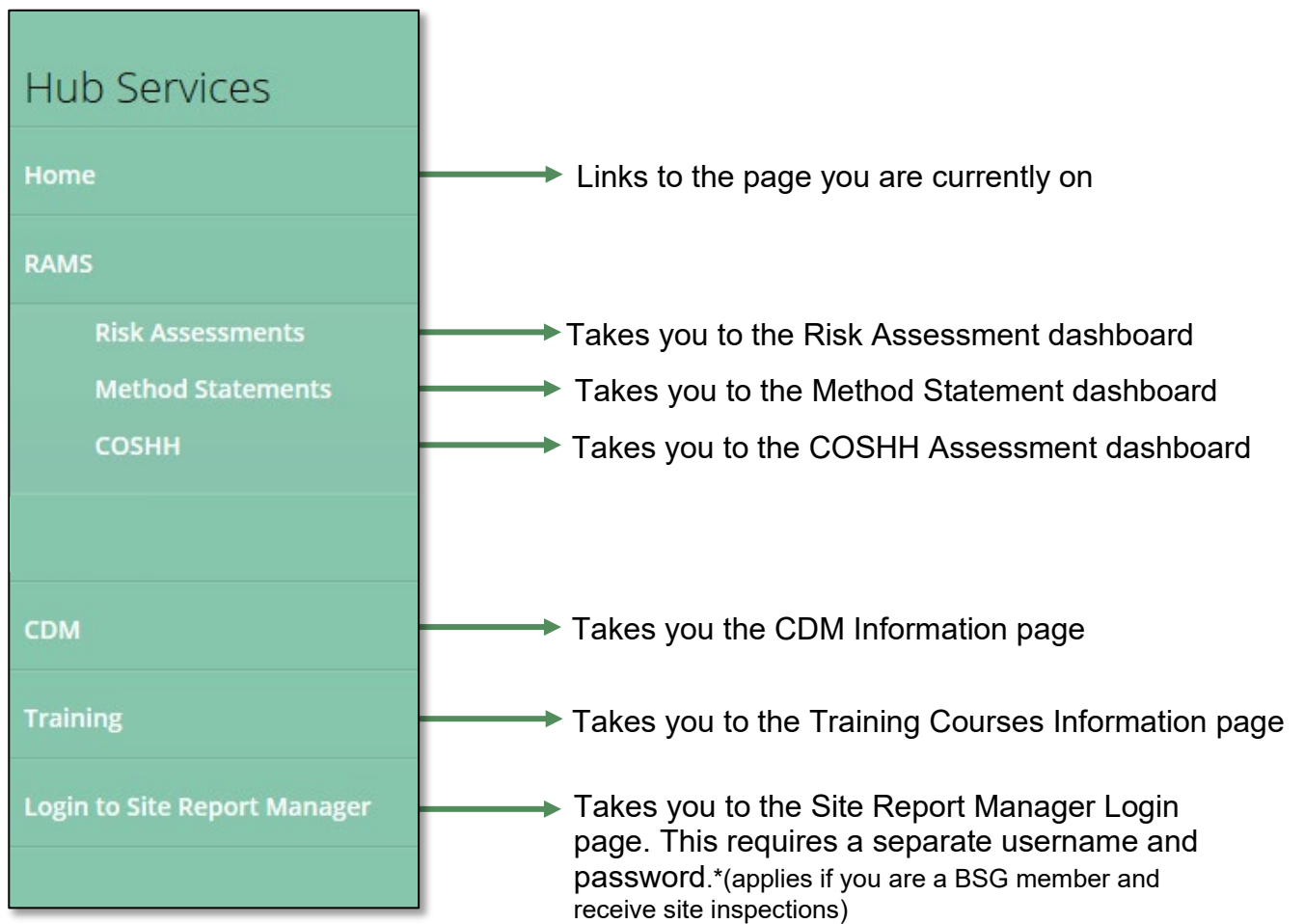


- 1** Tells you how many site inspections we have carried out for you during the current subscription period* 
- 2** Tells you how many sites you currently have registered with us* 
- 3** Tells you the size of your workforce registered with us** 
- 4** Clicking on the BSG logo icon takes you to our Newsletter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

* applies to BSG members who receive site inspections

** applies to BSG members

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 115 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.

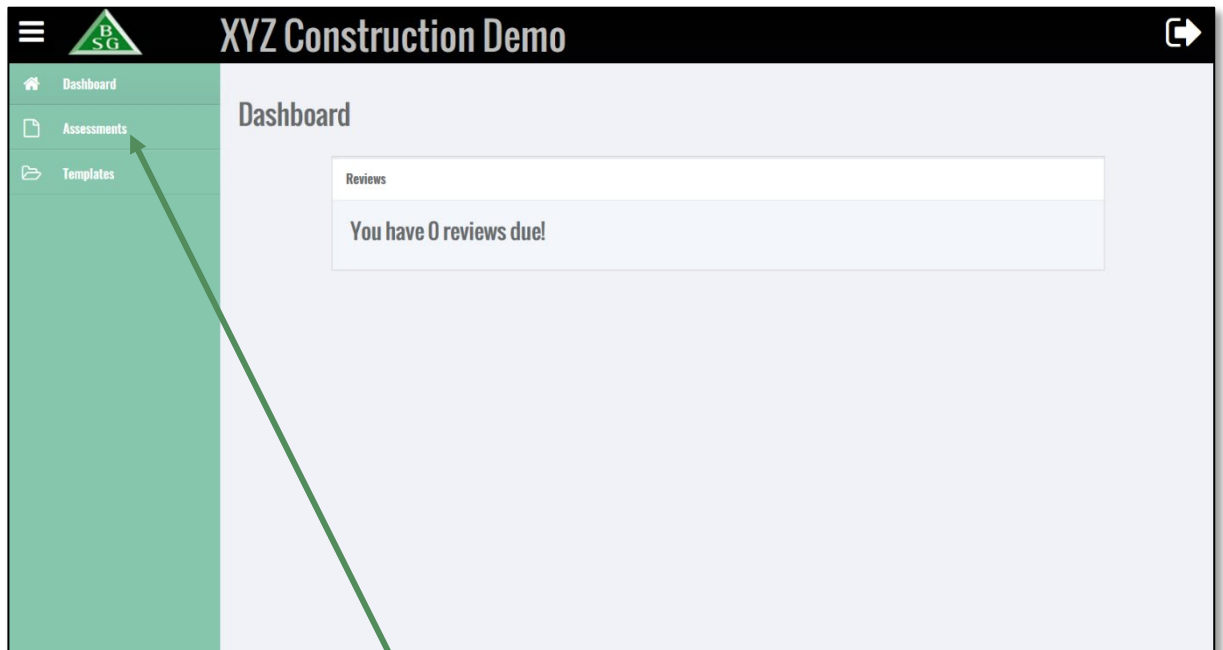


Templates – You may use the pre-configured templates to match your work operations or edit templates accordingly as required.

Risk assessments that need reviewing will appear here

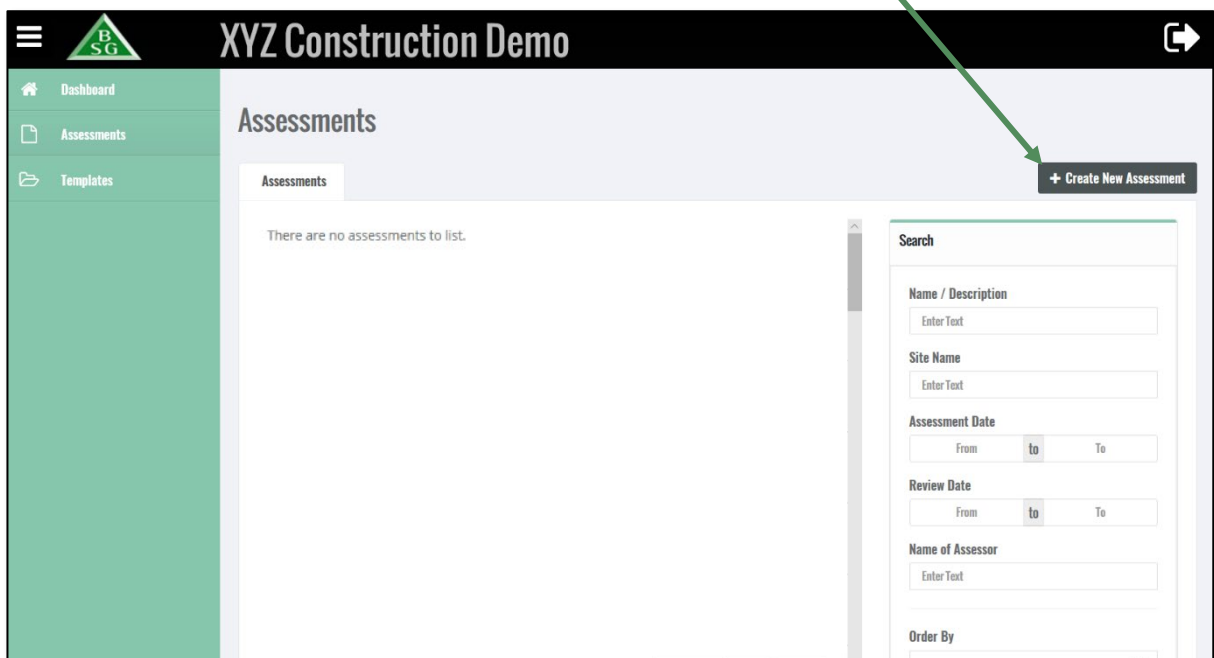
Assessments	Duplicate	Edit	Delete
Activities: Exposure to asbestos - XYZ Construction demo XYZ Construction demo 04-12-2021 10:00 AM			
Activities: Man Lifting Work - Mixed Mechanical Engineering Mixed Mechanical Engineering 05-11-2021 10:00 AM			
Activities: Man Lifting Work - Marlow Methodist Church Marlow Methodist Church 05-11-2021 10:00 AM			
Activities: Man Lifting Work - Test Test 05-11-2021 10:00 AM			
Activities: Man Lifting Work - Test 123 Test 123 05-11-2021 10:00 AM			
Tasks: Working at Height using stilts Bath 04-01-2020 10:00 AM			

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

The screenshot shows the 'New Assessment' form in the XYZ Construction Demo system. The form is titled 'New Assessment' and has a 'Back to Assessments' link. The 'Assessment Details' section includes the following fields:

- Assessment Type:** A dropdown menu with a downward arrow, highlighted by a green box and an arrow from the instruction above.
- Location:** A dropdown menu with the text 'If required location is not listed in the drop down menu, continue to "Location (Other)" box below' and a downward arrow.
- Location (Other):** A text input field labeled 'Location Name'.
- Assessment Name:** A text input field labeled 'Assessment Name'.
- Assessor:** A text input field containing 'Ben Jones'.
- People at Risk:** A list of checkboxes:
 - Site Personnel
 - Client Personnel
 - General Public
 - Other

A 'Create Assessment' button is located at the bottom right of the form.

The screenshot shows the 'New Assessment' form in the XYZ Construction Demo system. The 'Assessment Type' dropdown menu is open, displaying a list of templates. The list includes:

- 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

A green box highlights the list, and an arrow points to it from the instruction below.

4. Scroll down and pick a relevant risk assessment template

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

5b. **FMB users:** please type the site location name and address here

The screenshot shows the 'New Assessment' form. The 'Assessment Type' dropdown is set to 'Working at Height: Mobile Alloy Towers'. The 'Location' dropdown is set to 'If required location is not listed in the drop down menu, continue to "Location (Other)" box below'. The 'Location (Other)' text box is empty. The 'Assessment Name' text box contains 'Working at Height: Mobile Alloy Towers'. The 'Assessor' text box contains 'Ben Jones'. The 'People at Risk' section has four checkboxes: 'Site Personnel', 'Client Personnel', 'General Public', and 'Other', all of which are currently unchecked. A 'Create Assessment' button is located at the bottom right of the form.

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

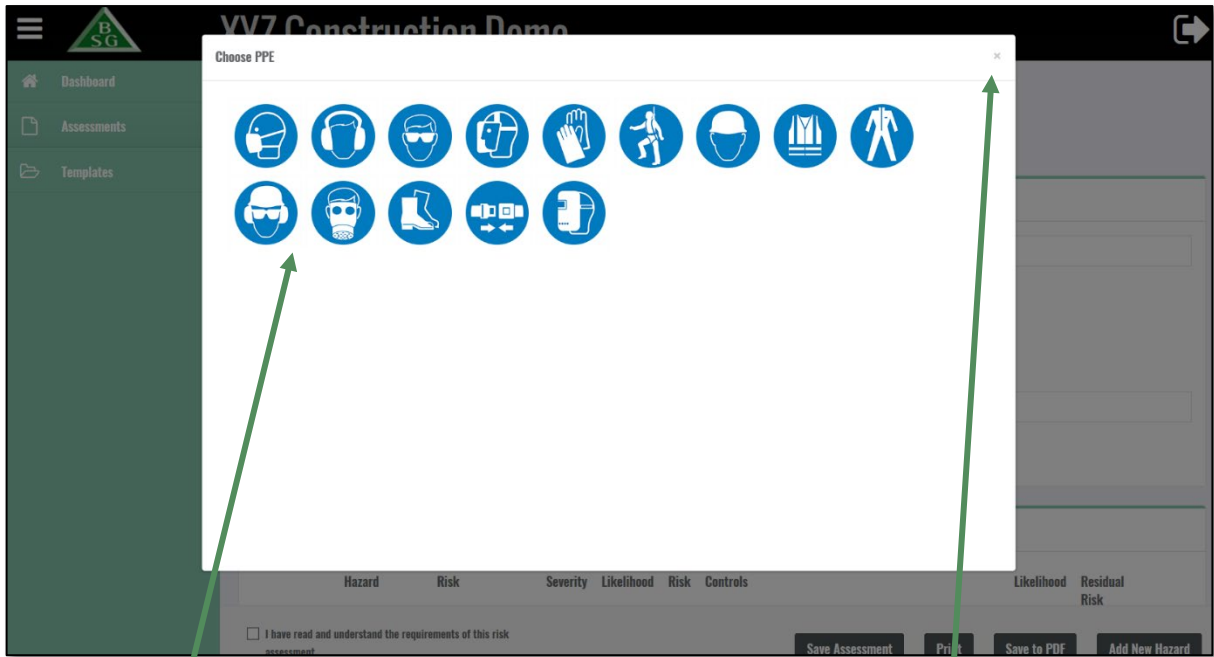
7. Select the **People at Risk**

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

The screenshot shows the 'Assessment' form. The 'Assessment Name' text box is populated with 'Working at Height: Mobile Alloy Towers - Marraum Limited'. The 'People at Risk' section has two checked checkboxes: 'Site Personnel' and 'Client Personnel'. The 'Review Date' text box is empty and contains the placeholder 'DD-MM-YYYY'. An 'Add PPE' button is located below the 'Review Date' field. Below the form is a table for 'Hazards' with columns for Hazard, Risk, Severity, Likelihood, Risk Controls, Likelihood, and Residual Risk. At the bottom right, 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'.

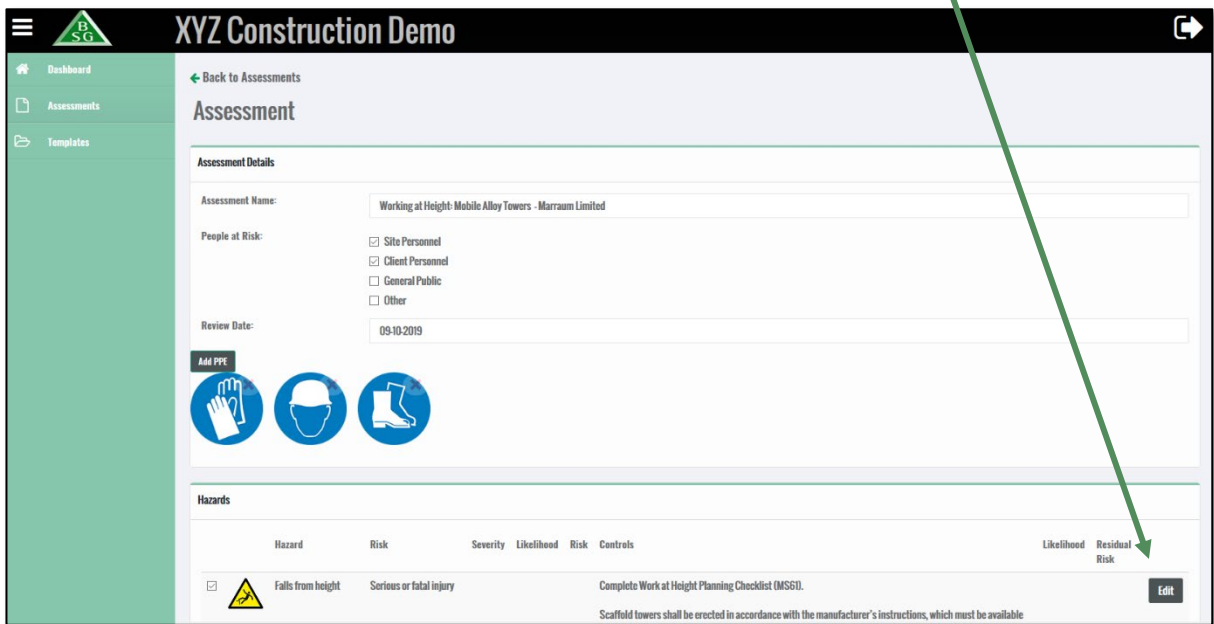
10. Click on **Add PPE**

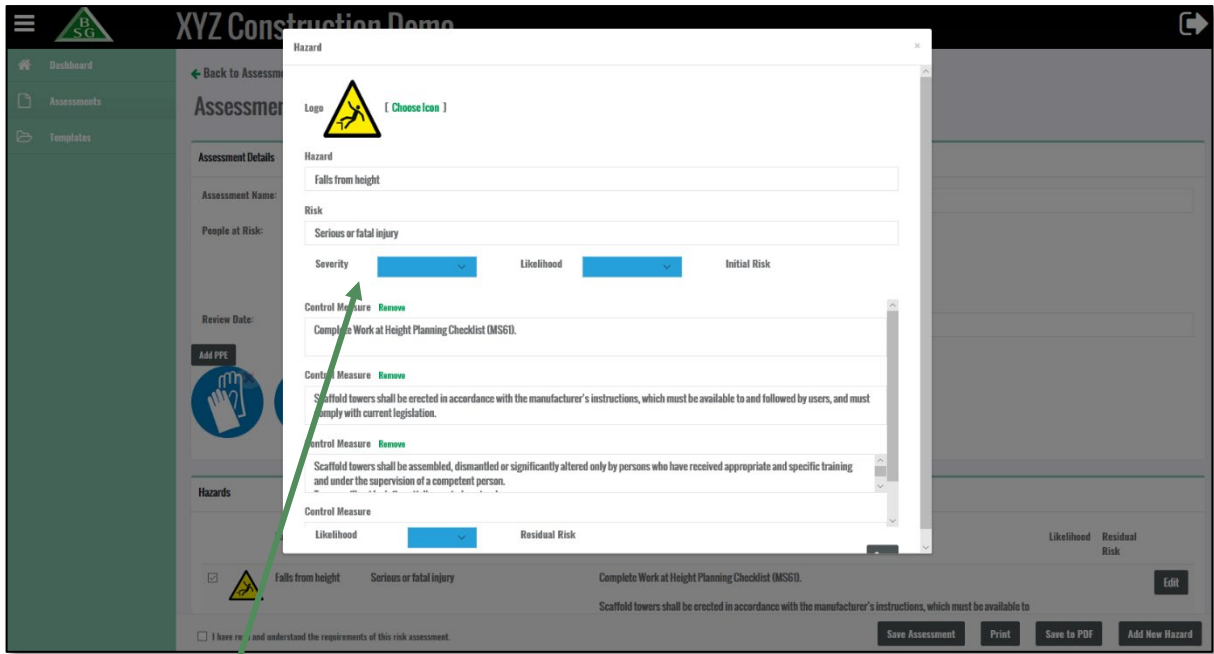


11. Click on each icon as required (the icons will be automatically added to the risk assessment)

12. Click on **Close**

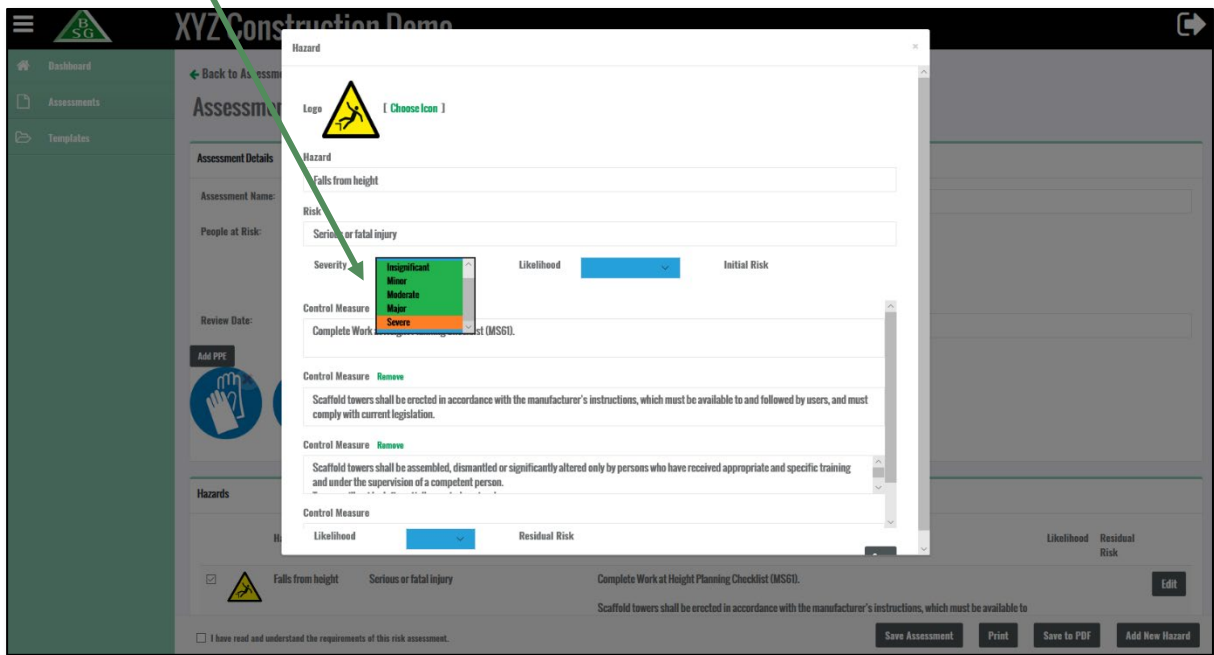
13. Click on the **Edit** tab of the first suggest Hazard

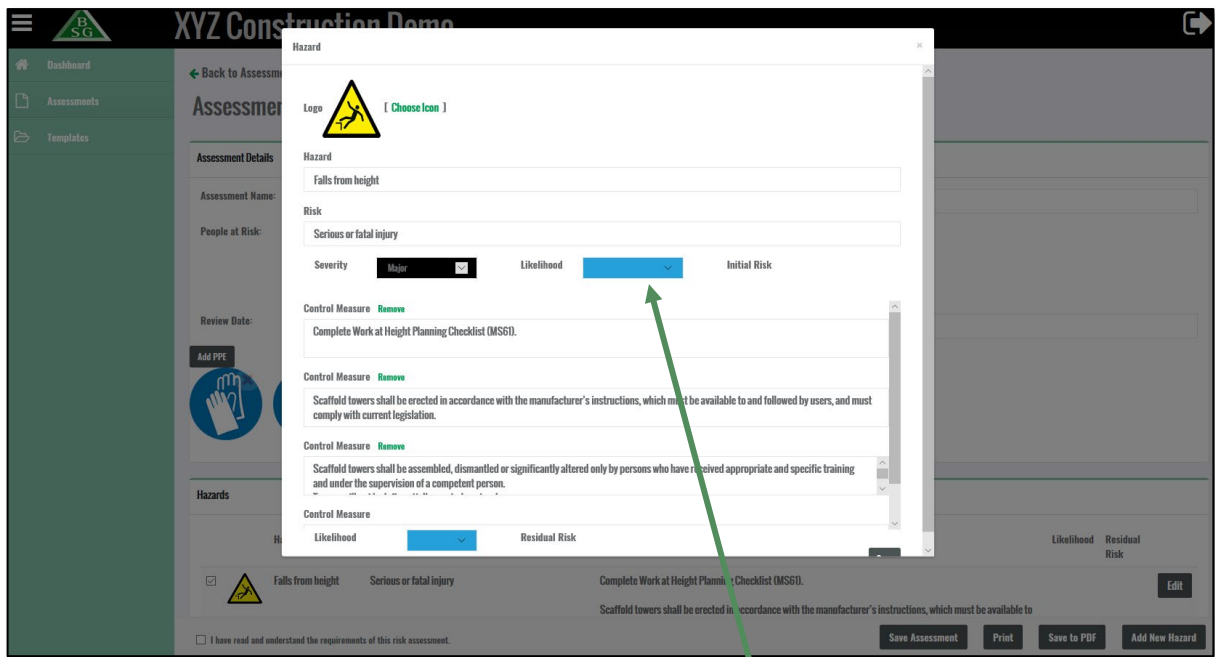




14. Click on the **Severity** tab

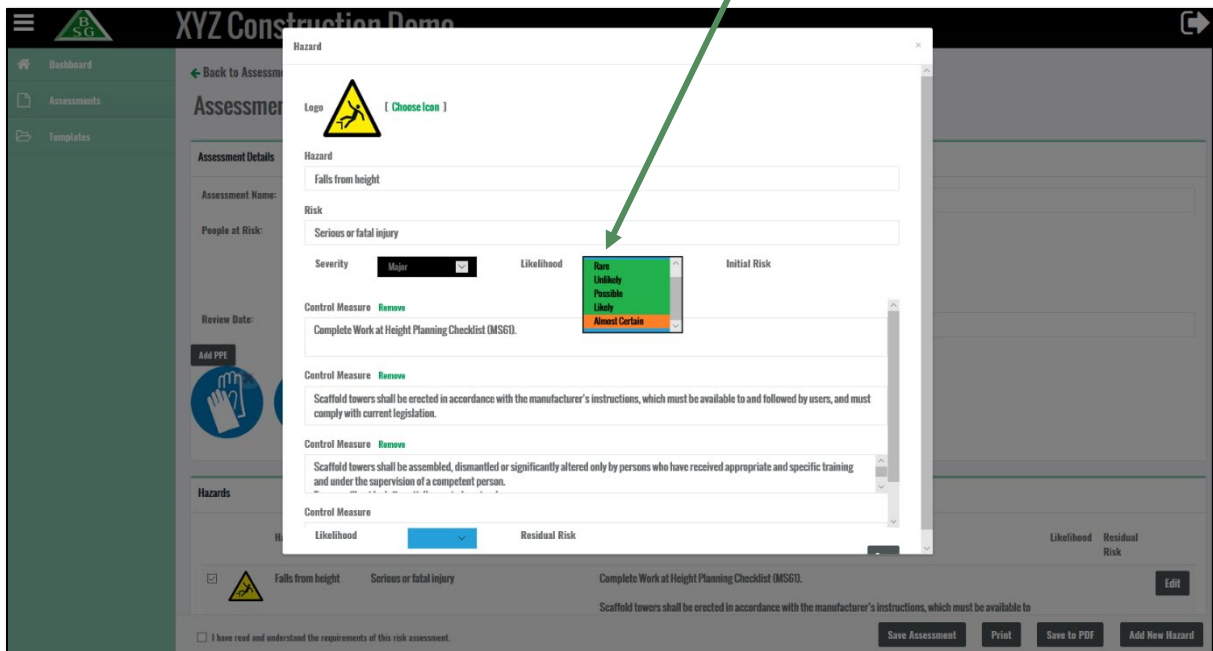
15. Taking what you know about the task to be carried out, evaluate the level of harm that could occur without any control measures in place

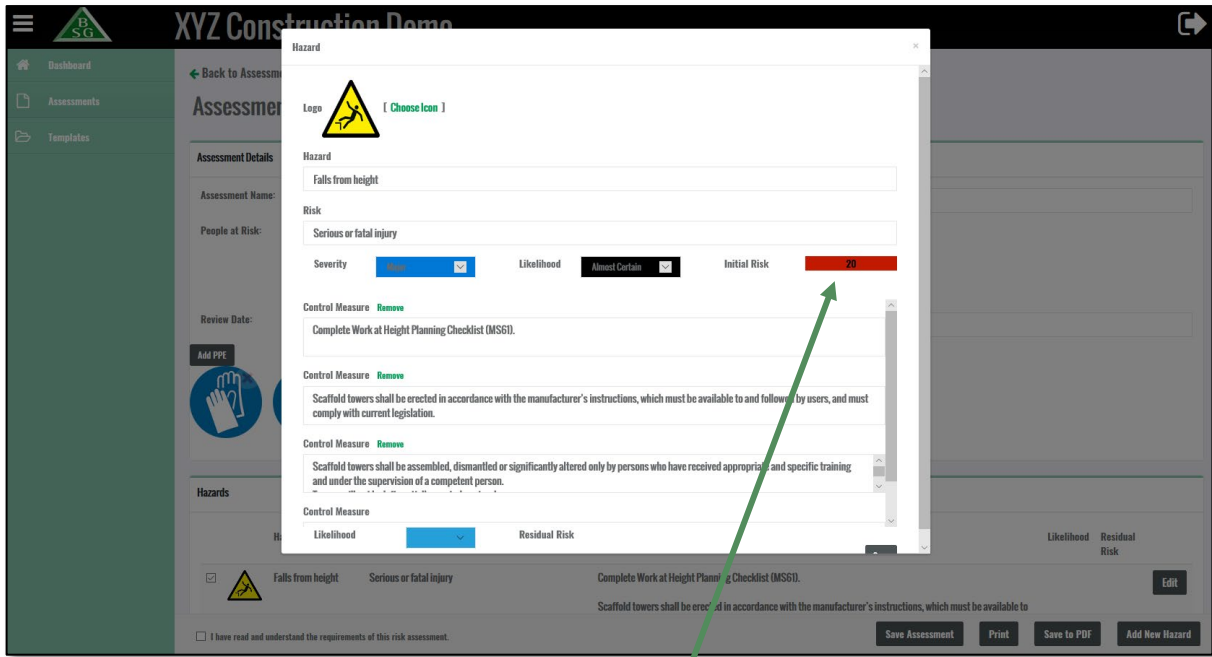




15. Click on the **Likelihood** tab

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



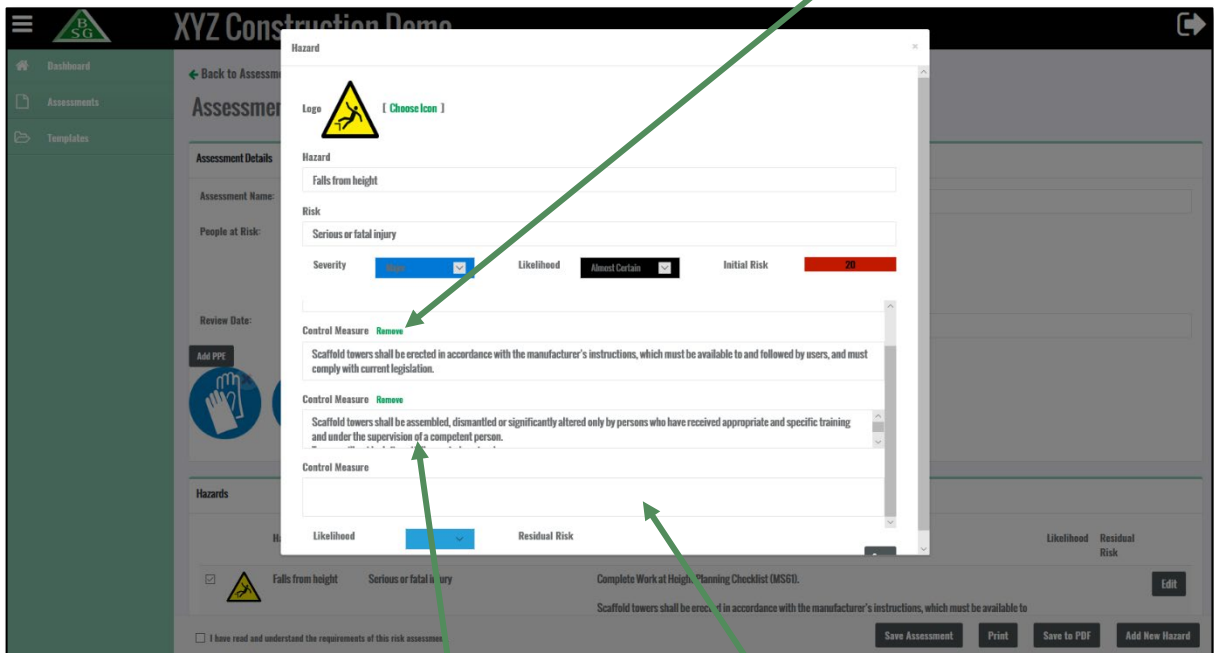


17. The initial risk rating for the hazard without any control measures in place will appear here

BSG Risk Assessment Matrix

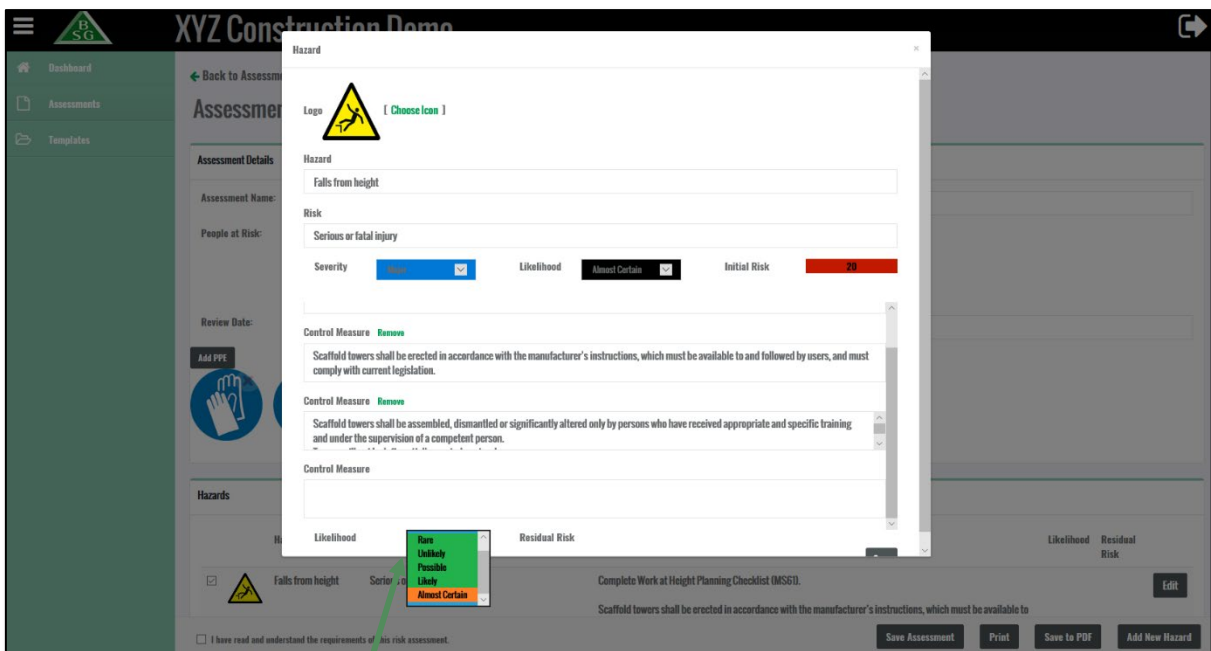
Likelihood	Insignificant	Minor	Moderate	Major	Severe
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

18. Review suggested control measures. If they are not relevant, click remove



19. Repeat the process on other suggested control measures

20. With your knowledge of the task to be carried out, add extra control measures if required



21. Taking what you know about the task to be carried out, re-evaluate the likelihood of that harm occurring taking into account the control measures you have applied







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

23. Click **Save**

24. Repeat the process for the other suggested 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
<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		
<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.		
<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.		

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)

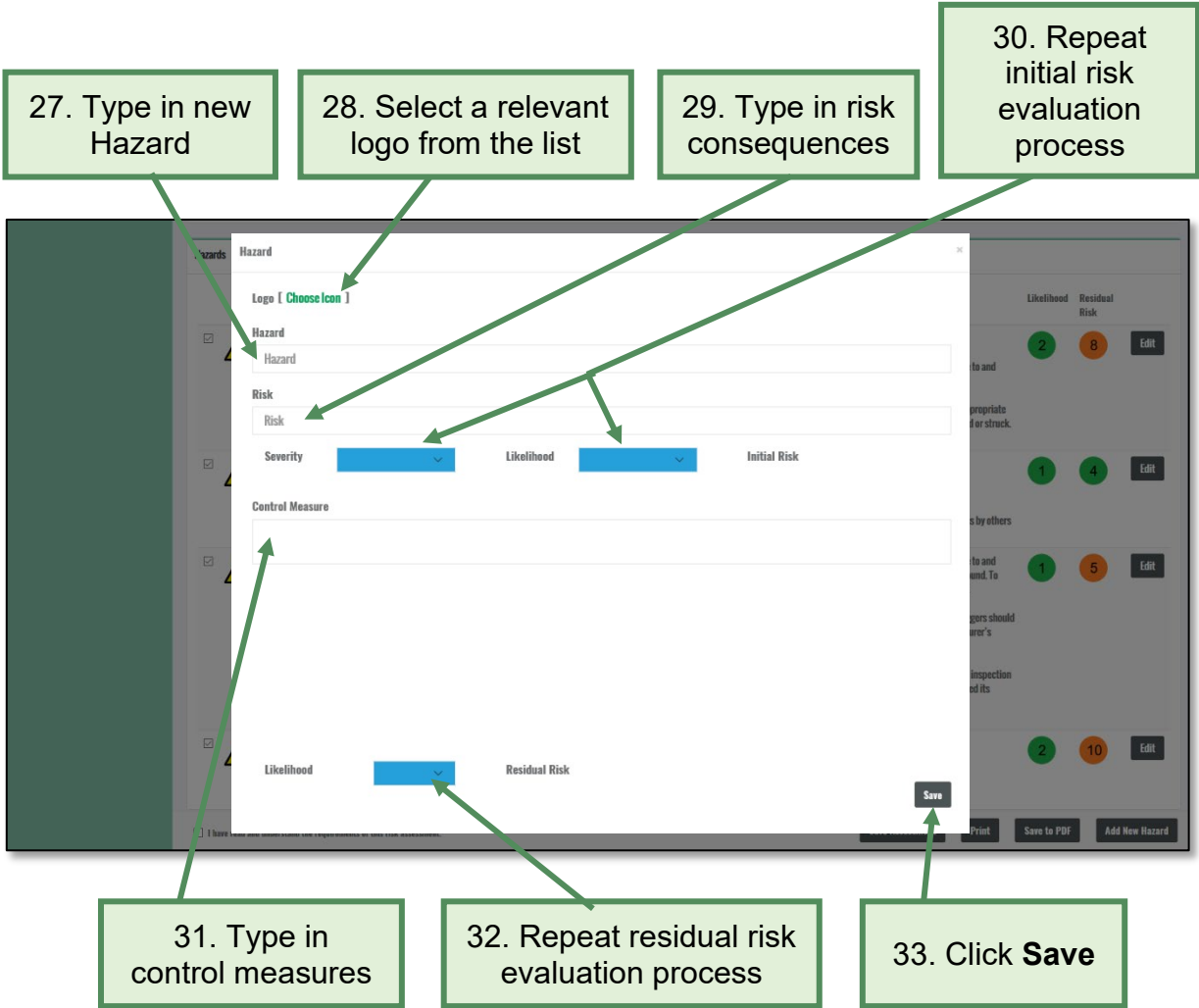
26. Click **Add New Hazard** if a hazard you have identified does not appear on the suggested list

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			Edit
							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).			Edit
<input 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



4.2 How to save and print a risk assessment

The screenshot shows the 'Assessment' form with the following details:

- Assessment Name:** Working at Height-Mobile Alloy Towers - Marraum Limited
- People at Risk:** Site Personnel, Client Personnel, General Public, Other (all checked)
- Review Date:** 09-10-2019
- Add PPE:** Three icons for a hard hat, safety boots, and work gloves.
- Hazards Table:**

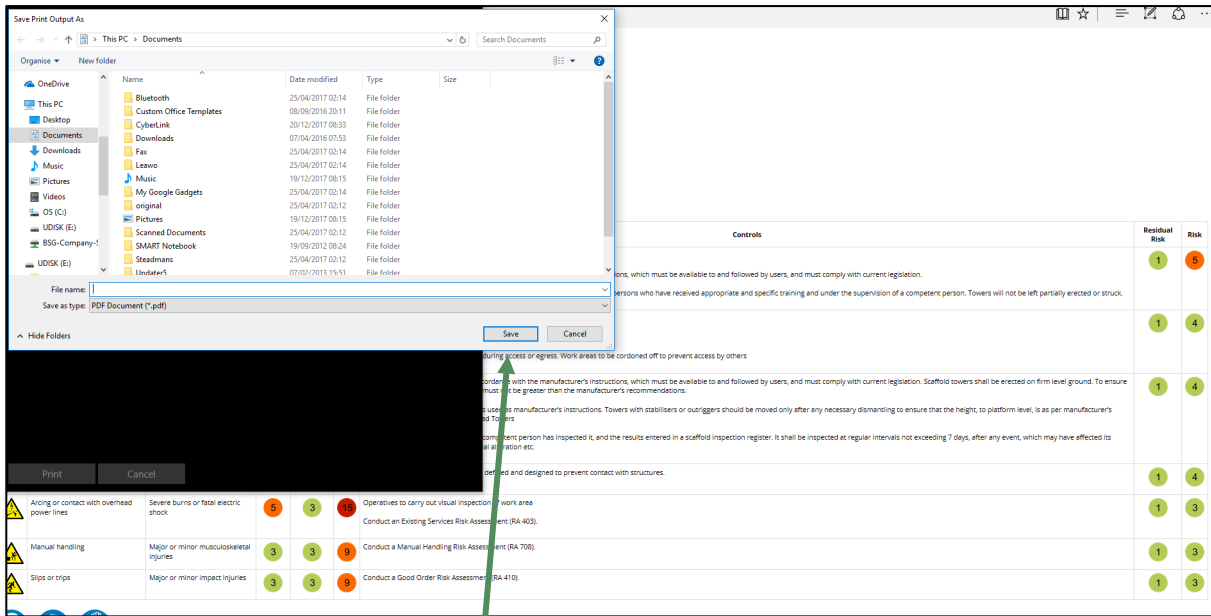
Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
<input checked="" type="checkbox"/> Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MS01). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must 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
- Footer:** I have read and understand the requirements of this risk assessment. Buttons: 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)

This screenshot is identical to the one above, but with a green arrow pointing to the 'Save as PDF' button in the footer.

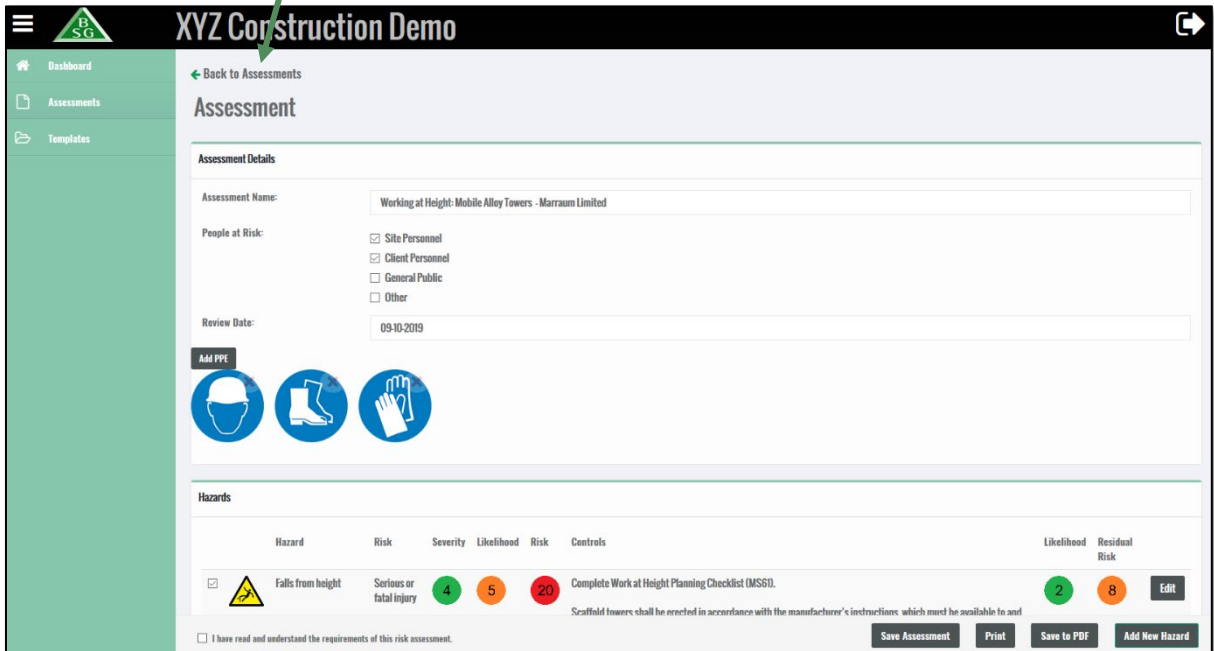
2. Tick the **Acknowledgement** box

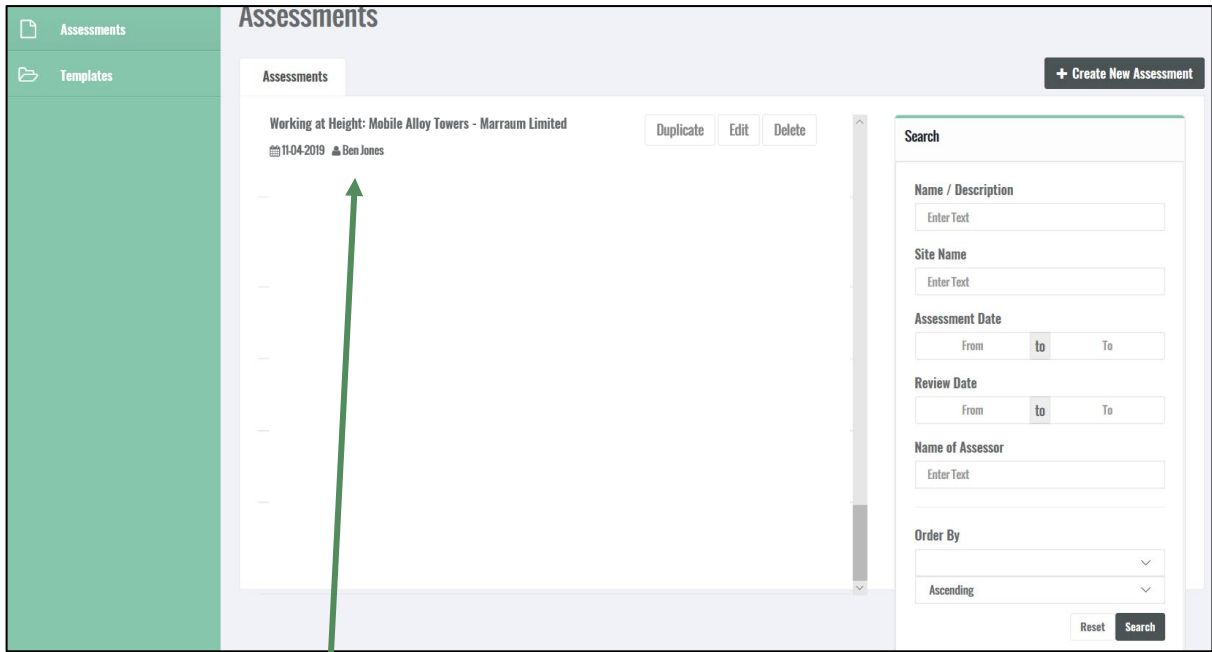
3. Click on **Save as PDF** to save the risk assessment to your computer



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

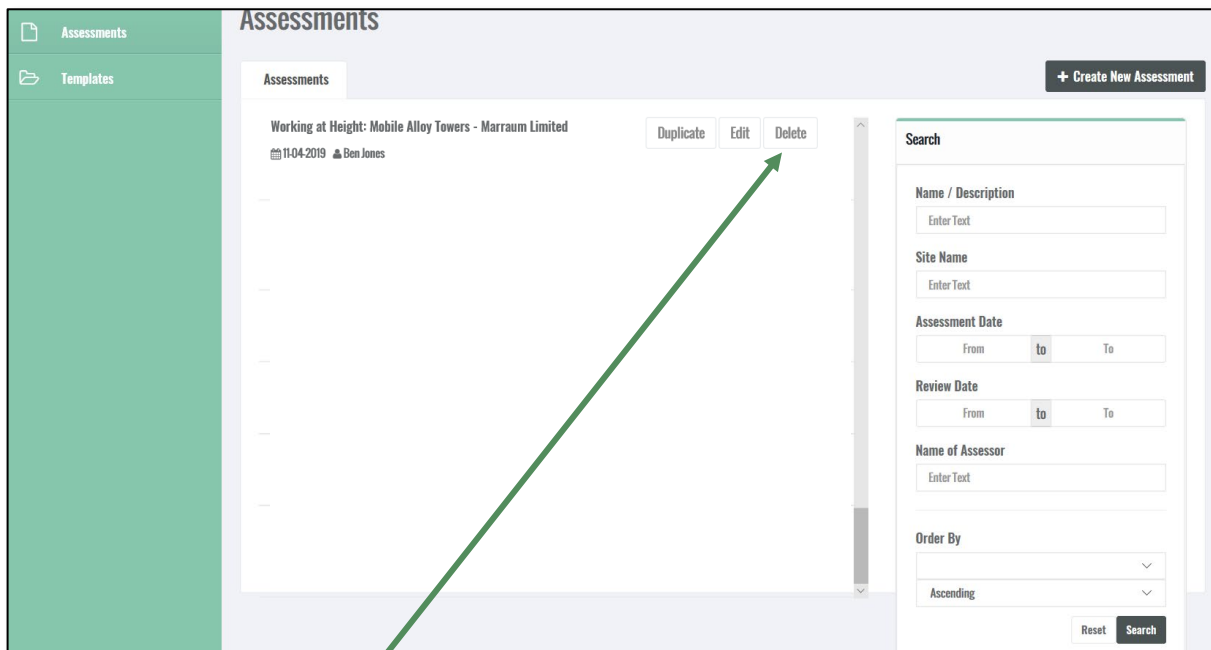
5. When complete, click on **Back to Assessments**





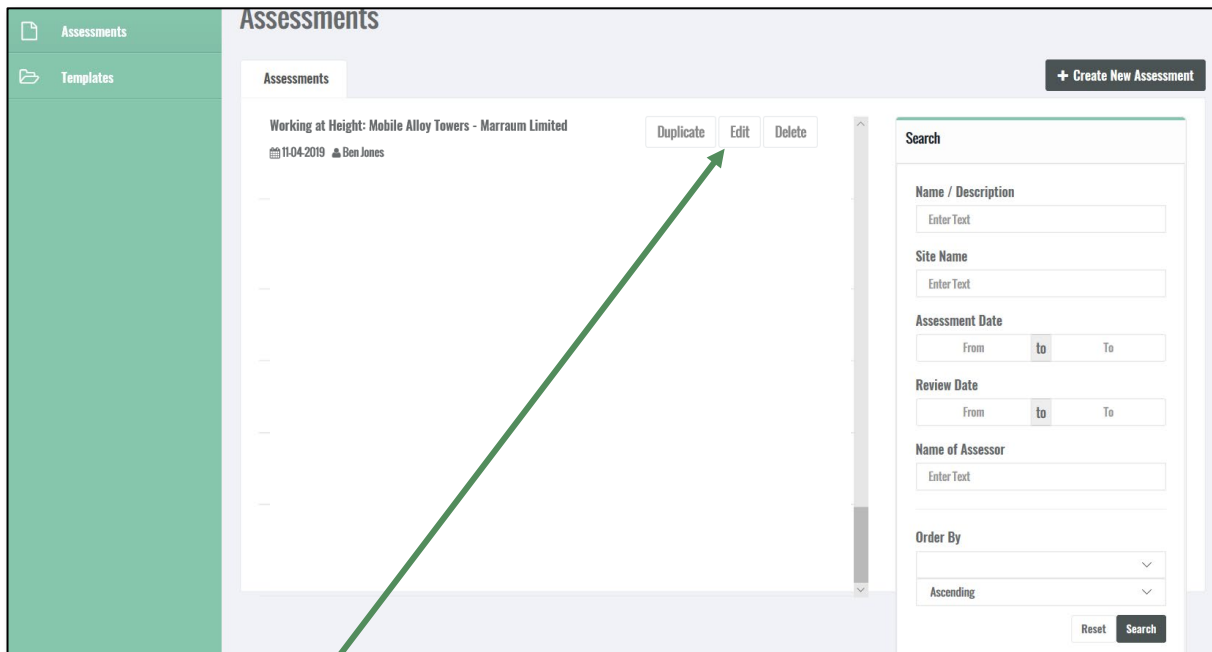
6. You will be able to find all your saved risk assessments here

4.3 How to delete your risk assessment



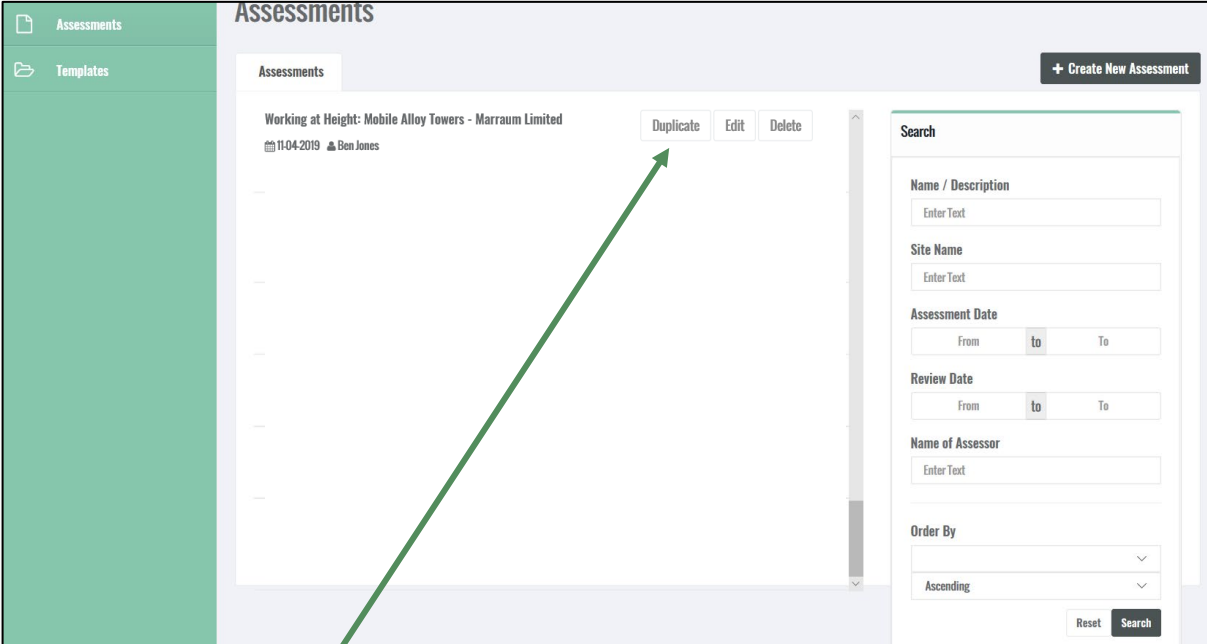
To remove the risk assessment, click on **Delete**

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

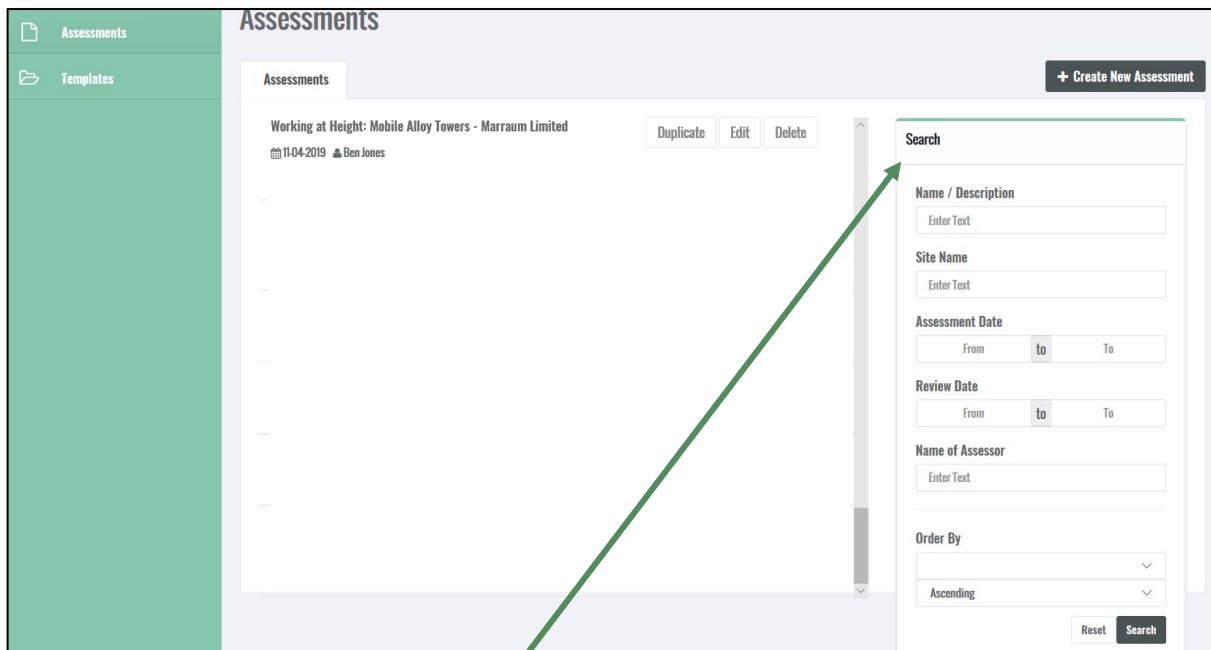
4.5 How to duplicate a risk assessment



The screenshot displays the 'Assessments' section of a software interface. On the left, there is a green sidebar with 'Assessments' and 'Templates' options. The main area shows a list of assessments, with one entry titled 'Working at Height: Mobile Alloy Towers - Marraum Limited' dated '11-04-2019' by 'Ben Jones'. To the right of this entry are three buttons: 'Duplicate', 'Edit', and 'Delete'. A green arrow points from a text box below to the 'Duplicate' button. On the right side of the interface, there is a search panel with various filters and a '+ Create New Assessment' button at the top right.

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' page in a web application. On the left, there is a green sidebar with 'Assessments' and 'Templates' options. The main content area is titled 'Assessments' and shows a list of assessments. The first assessment is 'Working at Height: Mobile Alloy Towers - Marraum Limited', dated '11-04-2019' and created by 'Ben Jones'. There are 'Duplicate', 'Edit', and 'Delete' buttons for this assessment. On the right side, there is a search panel with the following fields: 'Name / Description' (text input), 'Site Name' (text input), 'Assessment Date' (date range: From to To), 'Review Date' (date range: From to To), 'Name of Assessor' (text input), and 'Order By' (dropdown menu with 'Ascending' selected). There are 'Reset' and 'Search' buttons at the bottom of the search panel. A green arrow points from the search panel to the main assessment list.

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 also 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.

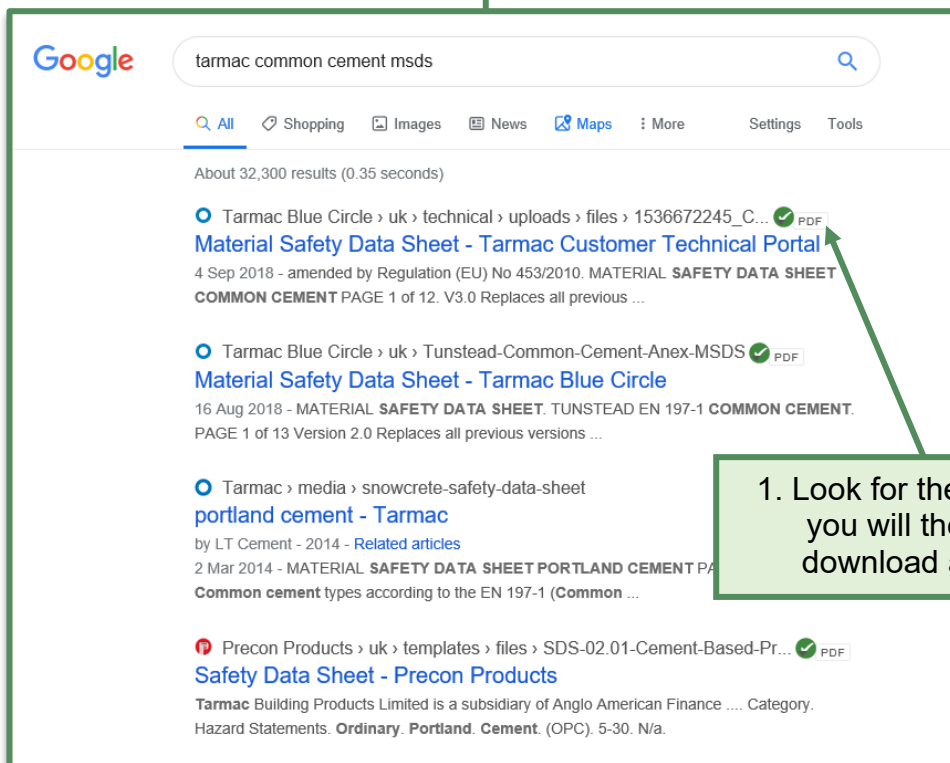
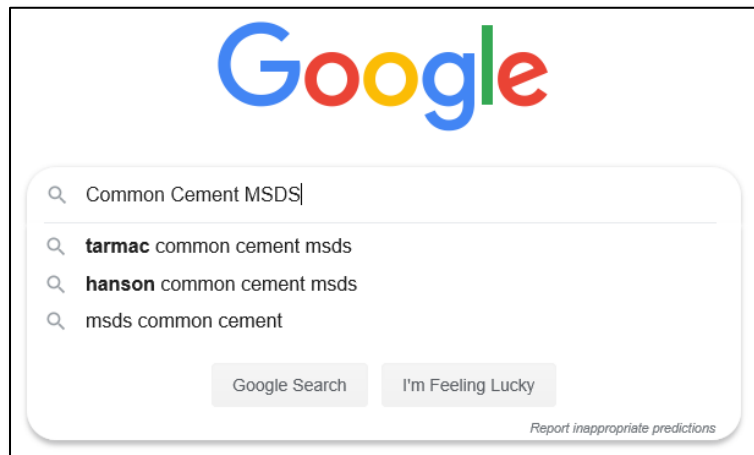
5.0 COSHH Assessments

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.



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

MATERIAL SAFETY DATA SHEET
TUNSTEAD EN 197-1 COMMON CEMENT ANNEX A
Version 1.0 16/08/18
PAGE 1 of 26

Uniclass L621
/ CI/SfB / Yq2 / /
August 2018

SAFETY INFORMATION

ANNEX A: EXPOSURE SCENARIO FOR TUNSTEAD CEMENTS

(CONTAINING CEMENT KILN DUST/ FLUE DUST /

3. Click on the **save** icon

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

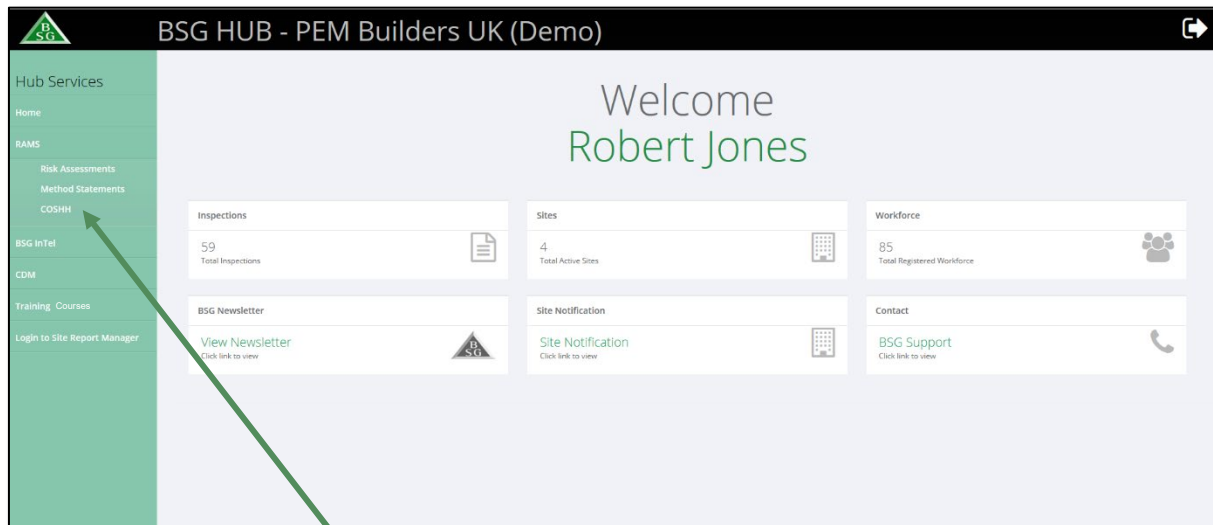
Save As

Name	Date modified	Type	Size
2019	31/10/2019 11:06	File folder	
Lime	02/07/2015 10:44	File folder	
New folder	22/03/2019 11:51	File folder	
2019	31/10/2019 11:05	File folder	
BGG Temporary	11/09/2014 19:08	File folder	
COSH4	13/01/2012 13:54	PDF File	79 KB
HUB	11/07/2012 13:08	PDF File	80 KB
Dropbox	08/05/2012 11:40	PDF File	21 KB
OneDrive	16/03/2017 13:42	PDF File	104 KB
This PC	22/11/2019 10:24	PDF File	323 KB
UDISK (E:)	31/10/2019 11:03	PDF File	45 KB
	29/11/2019 10:46	PDF File	185 KB
	12/02/2015 09:00	PDF File	16 KB
	13/01/2012 11:58	PDF File	1 507 KB

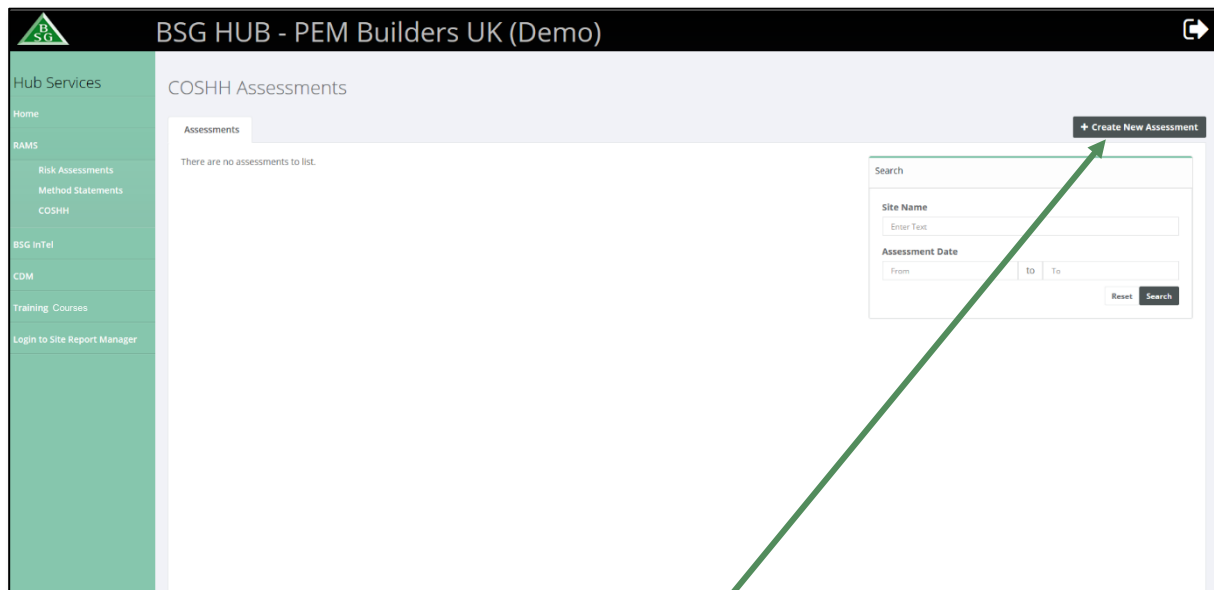
File name: Tunstead Common Cement Annex MSDS.pdf
Save as type: Adobe PDF Files (*.pdf)

Save Cancel

Return to the BSG Hub to create your COSHH assessment



5. Click on **COSHH**



6. Click on **Create New Assessment**

7a. **BSG members:** 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. **FMB users:** please type the site location 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

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:

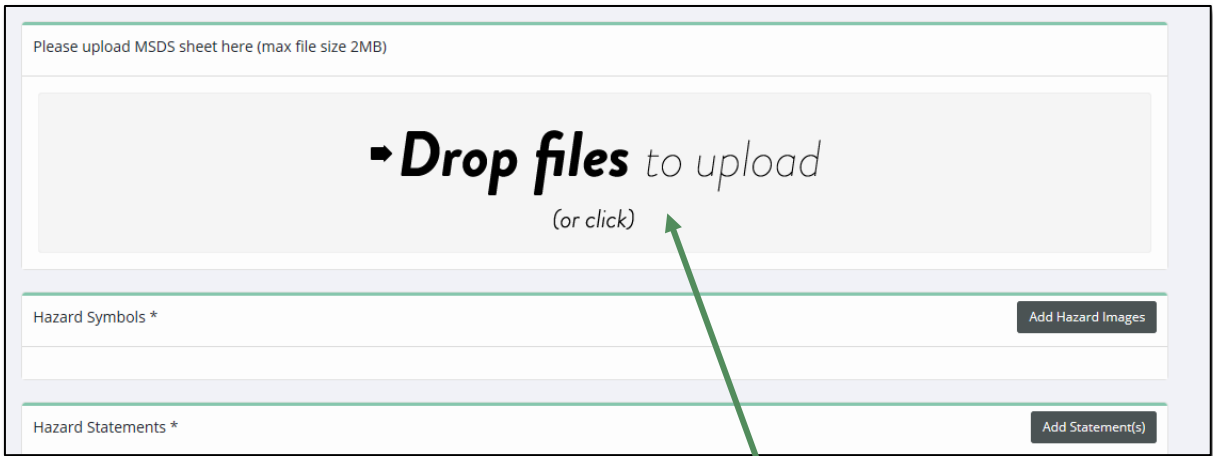
- Site Personnel
- Client Personnel
- General Public
- Other

Composition *: (Refer to MSDS Sheet)

Workplace Exposure Limits (WEL) *:

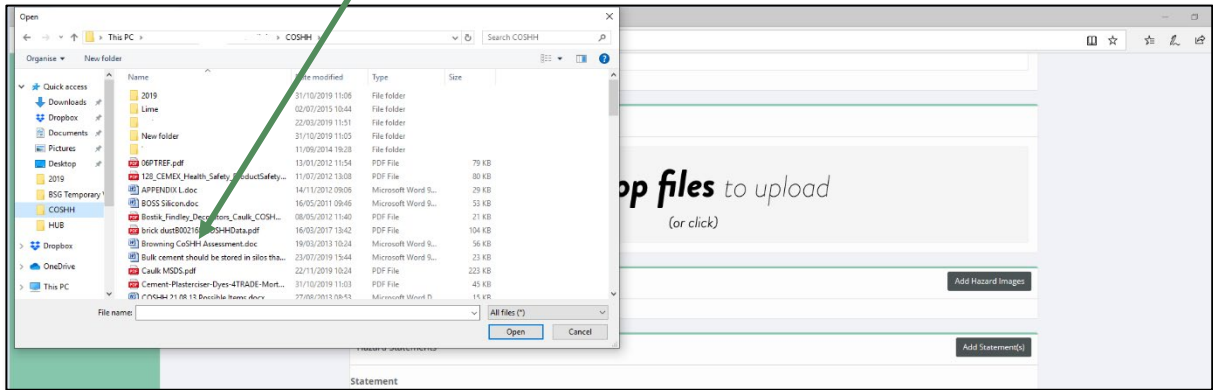
Review Date:

11. Set date for review of assessment



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



Hazard Symbols *

Add Hazard Images

Hazard Statements *

Add Statement(s)

Statement

Precaution Statements *

Add Statement(s)

Statement

Evaluation of Initial Risk

Low
 Moderate
 High


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

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 X

- 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	
Statement Remove	

Hazard Symbols *

Add Hazard Images



Hazard Statements *

Add Statement(s)

Statement

Precaution Statements *

Add Statement(s)

Statement

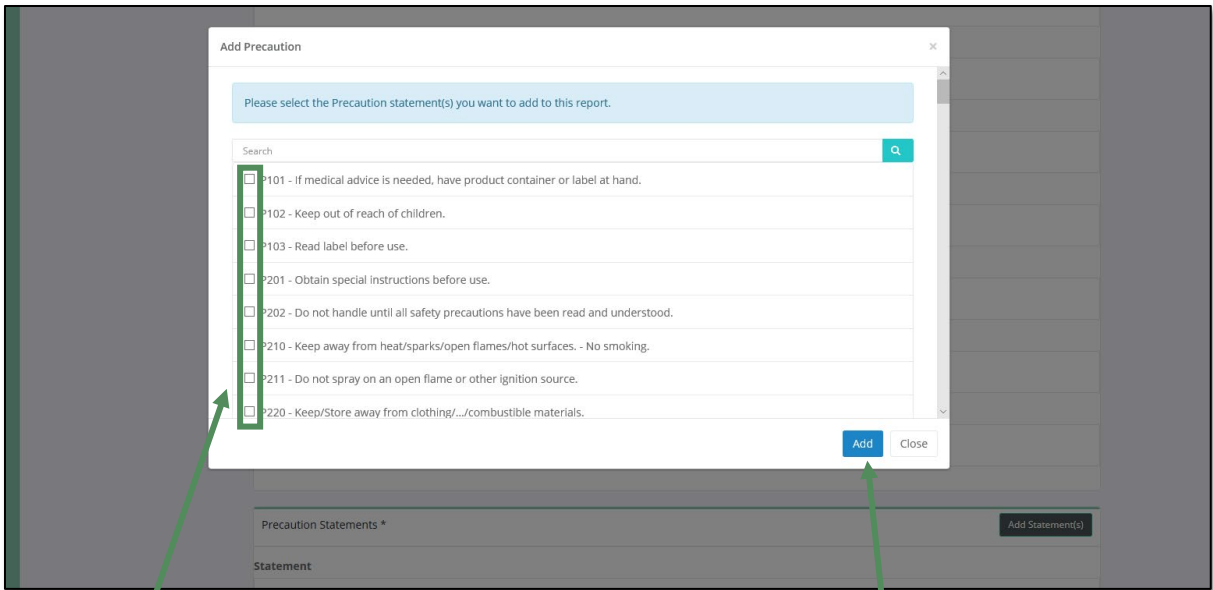
Evaluation of Initial Risk

Low

Moderate

High

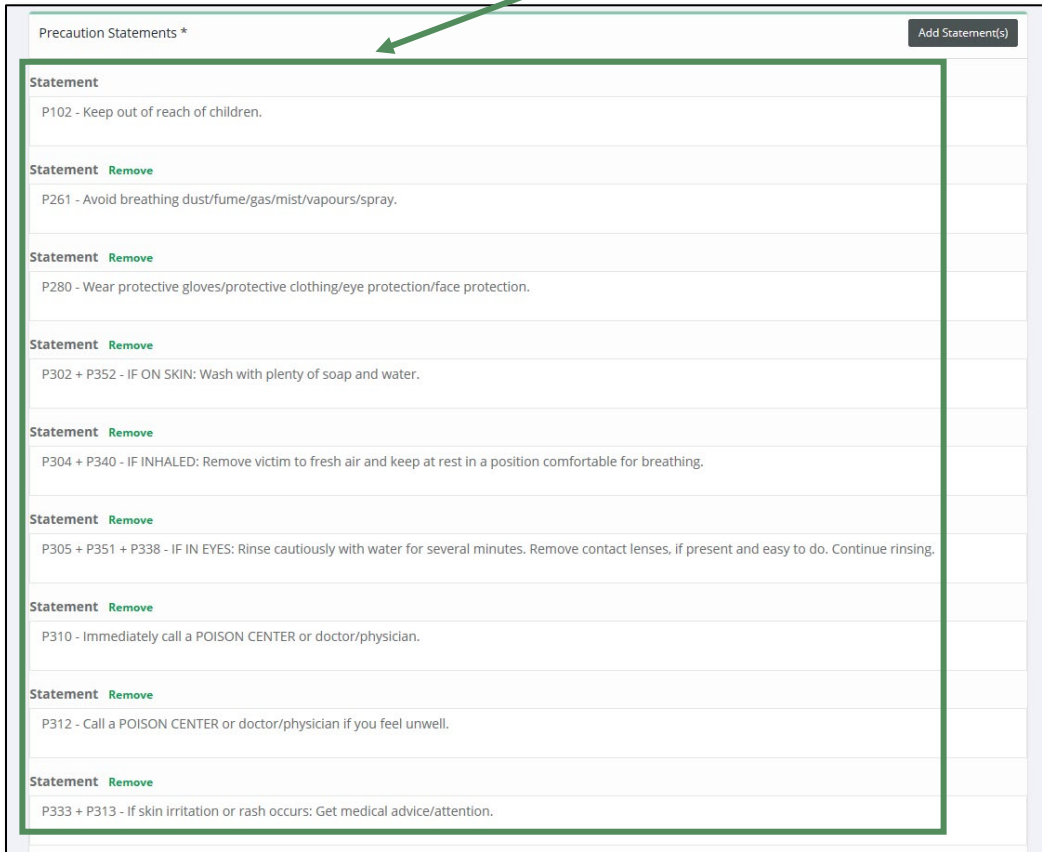
21. Click on **Add Precautionary Statements**



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





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

Hazard S

Hazard Images

Hazard S

Statement(s)

Statement

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 form for risk assessment. At the top, there is a section for 'PPE' with an 'Add PPE' button and four circular icons representing safety gear: goggles, gloves, boots, and a mask. Below this is the 'Level of Residual Risk' section, which has three radio button options: 'Low' (selected), 'Moderate', and 'High'. The 'Additional' section contains two questions: 'Health surveillance required:' with 'Yes' and 'No' radio buttons (where 'No' is selected), and 'Permit to work or Method Statement required:' with 'Yes' and 'No' radio buttons (where 'No' is selected). At the bottom right of the form is a 'Create Assessment' button. Green callout boxes with arrows point from the text above to these specific form elements: one to the 'Low' risk option, one to the 'No' option for health surveillance, one to the 'No' option for permit requirements, and one 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)

← 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)

← 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

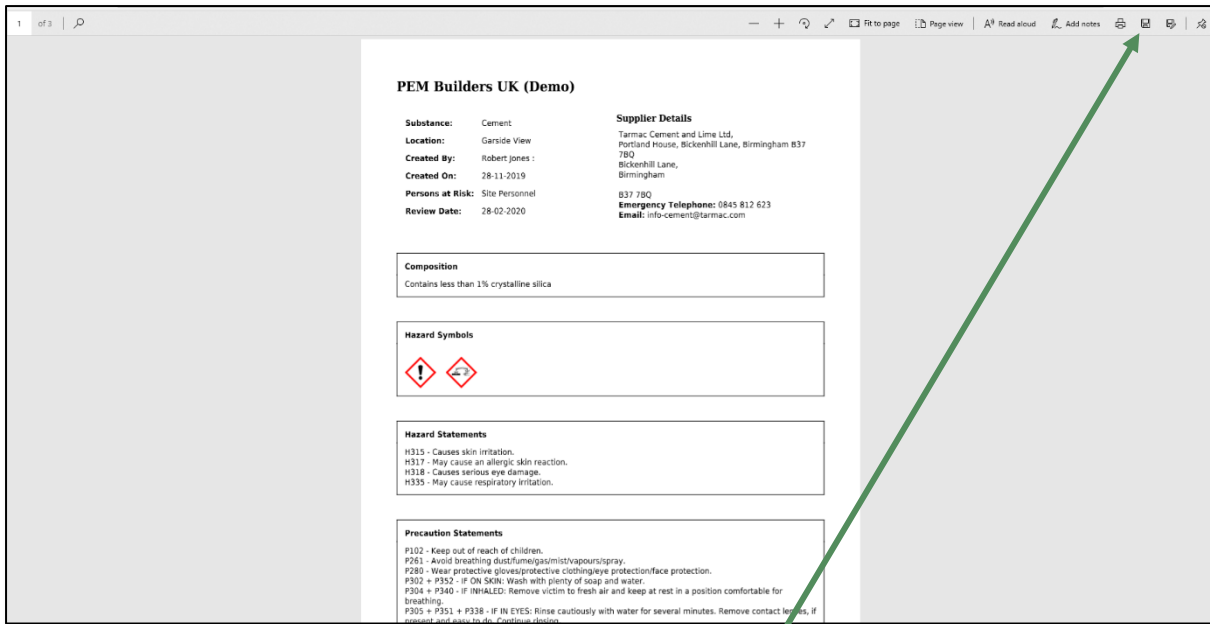
Composition *: Refer to MSDS
Contains less than 1% crystalline silica

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

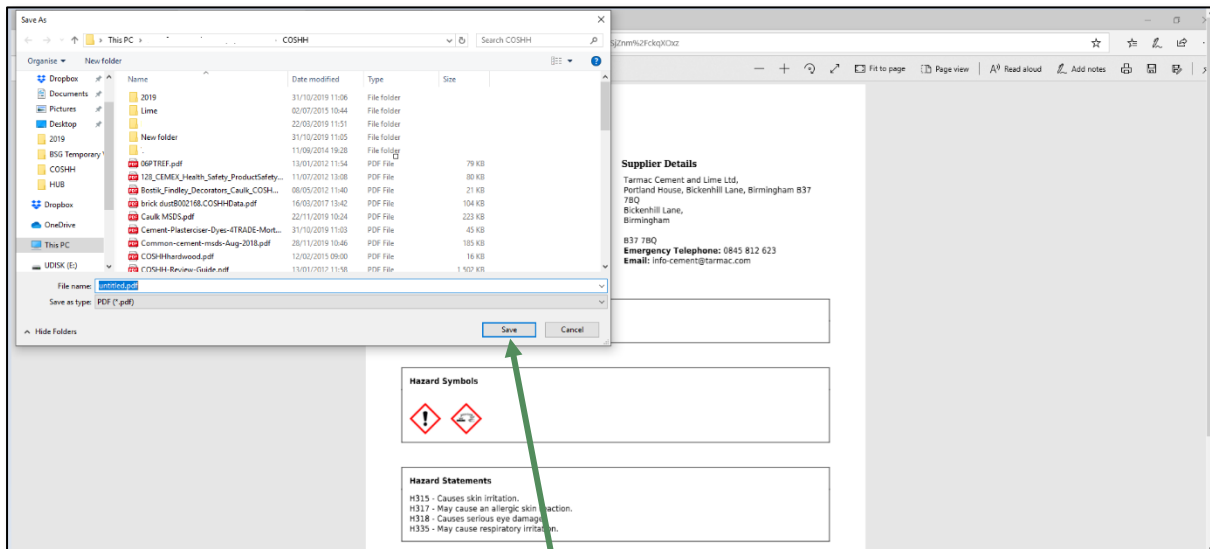
Save Assessment Print Save to PDF

2. Tick the **Acknowledgement** box

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



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



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

Printing a COSHH Assessment:

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

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**

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

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

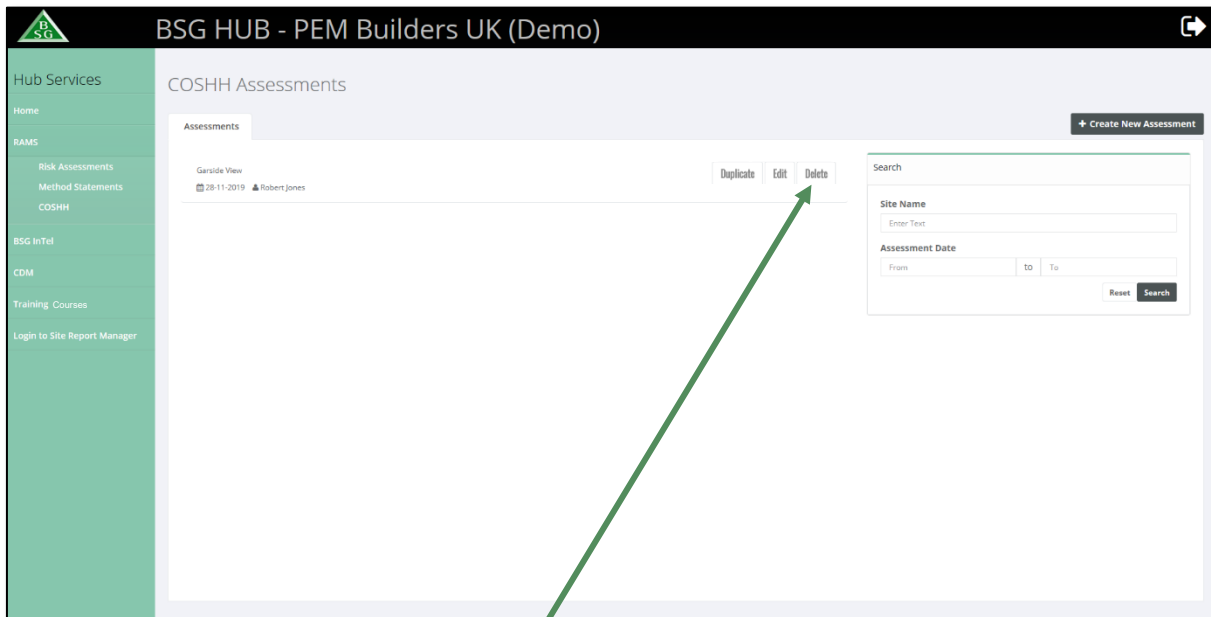
Other

Composition *: Contains less than 1% crystalline silica

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

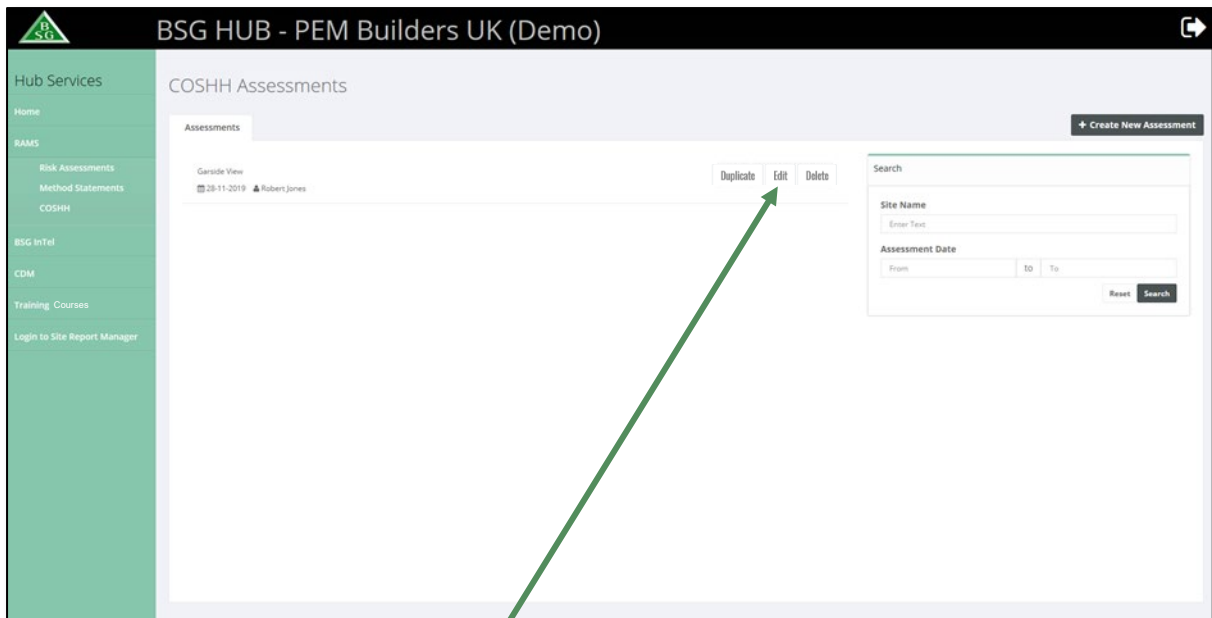
Save Assessment Print Save to PDF

5.3 How to delete a COSHH assessment



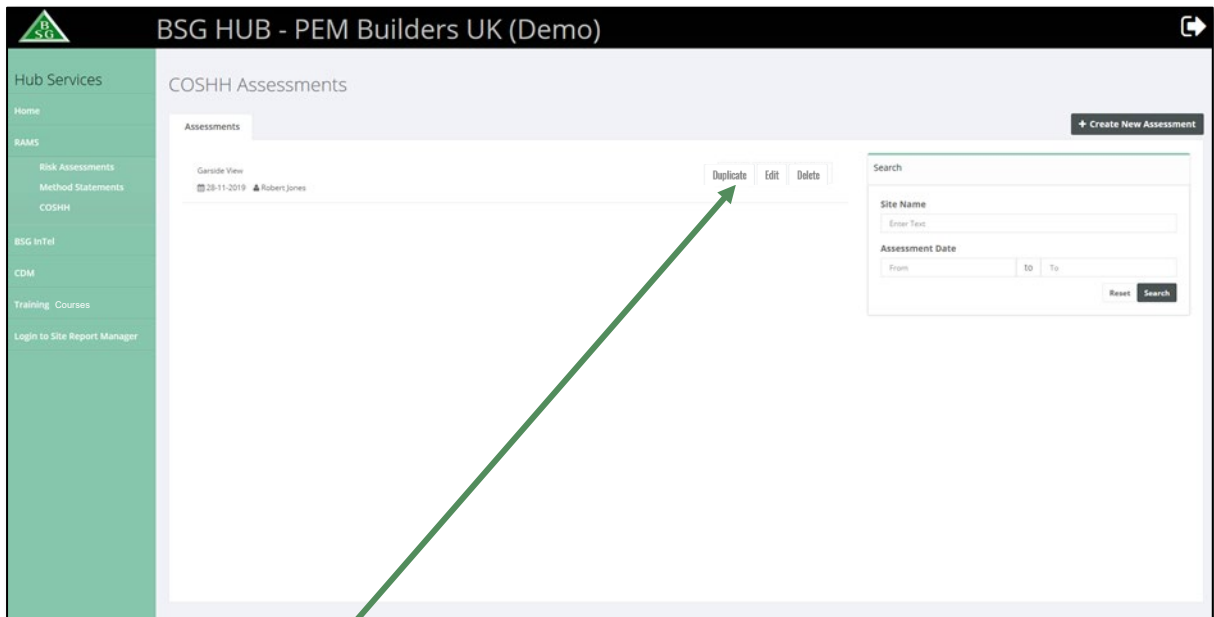
To remove the assessment, click on **Delete**

5.4 How to edit an existing COSHH assessment

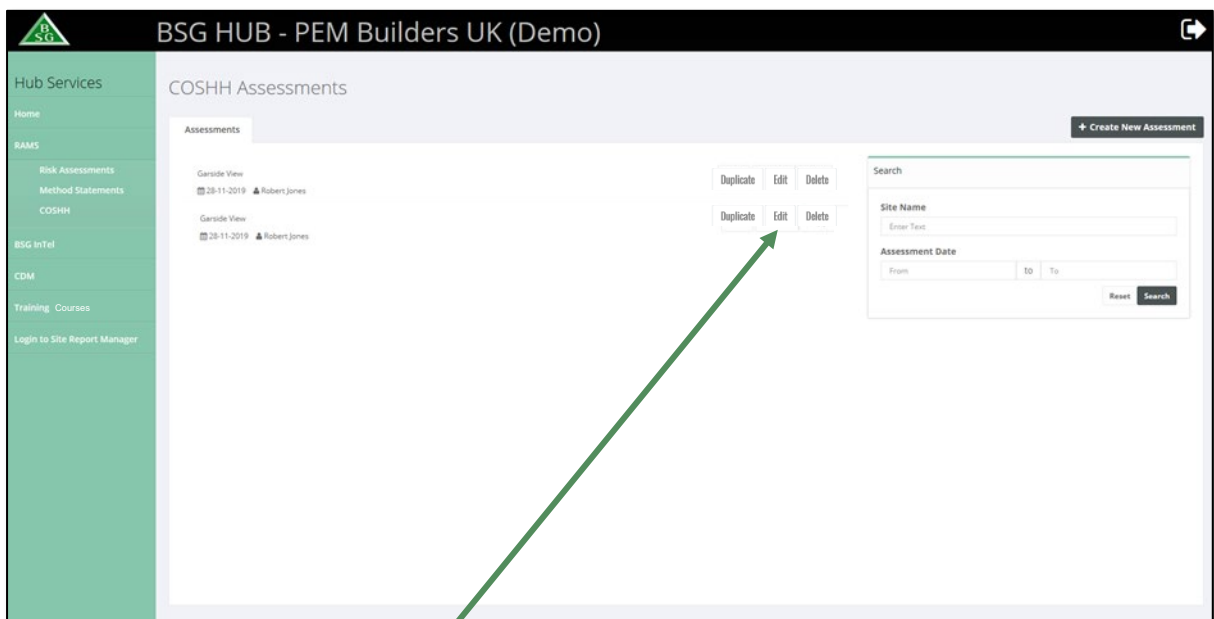


Clicking **Edit** will allow you to go back into the assessment and make any changes

5.5 How to duplicate a COSHH assessment

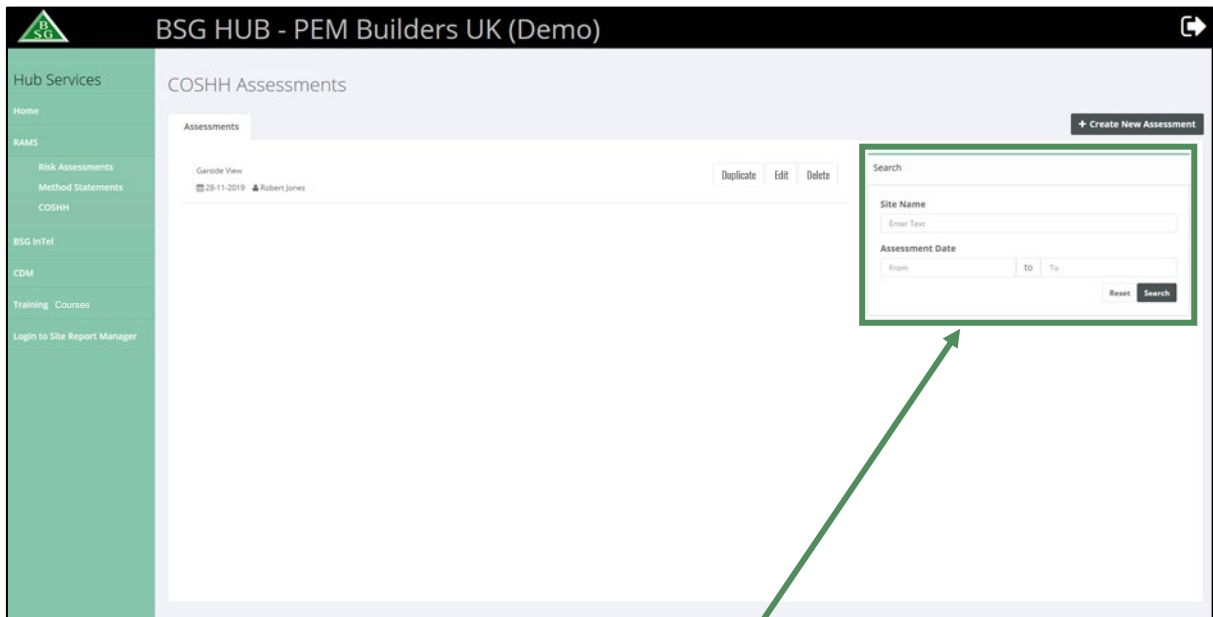


1. Assessments can be duplicated by pressing **Duplicate**



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

5.6 How to search for a COSHH assessment



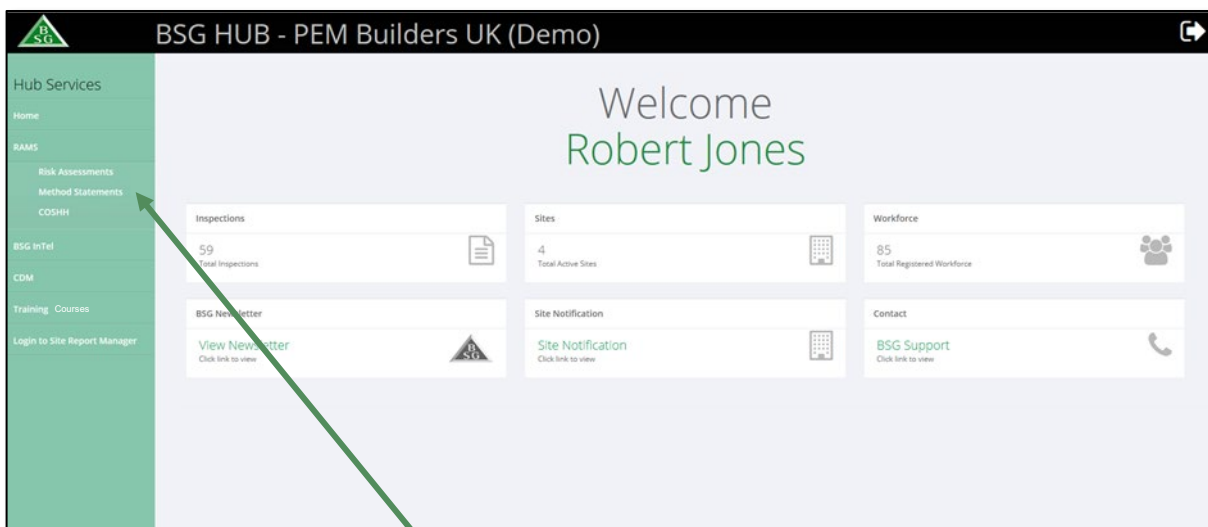
You can use the search panel to locate a saved COSHH assessment by filling in one or more of the fields

6.0 Method Statements

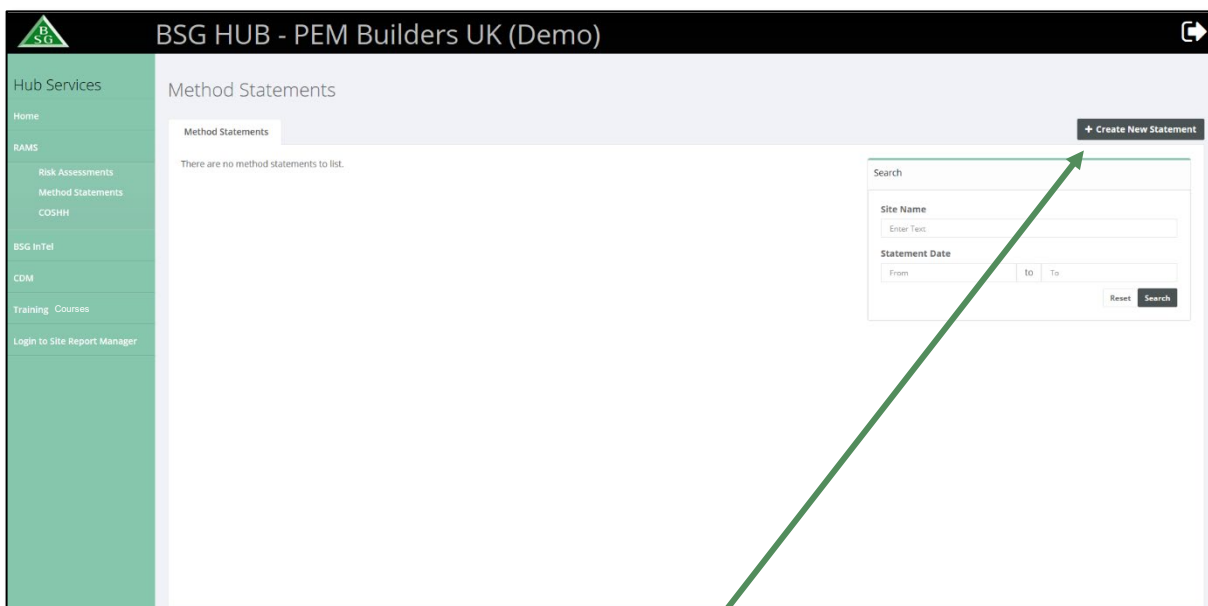
Introduction

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

Home

RAMS

Risk Assessments

Method Statements

COSHH

BSG InTel

CDM

Training Courses

Login to Site Report Manager

http://bsg.resource-track.co.uk/login.php.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. **BSG members:** 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

http://bsg.resource-track.co.uk/login.php.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. **FMB users:** please type the site location 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 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 * :

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 20MB)

→ 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

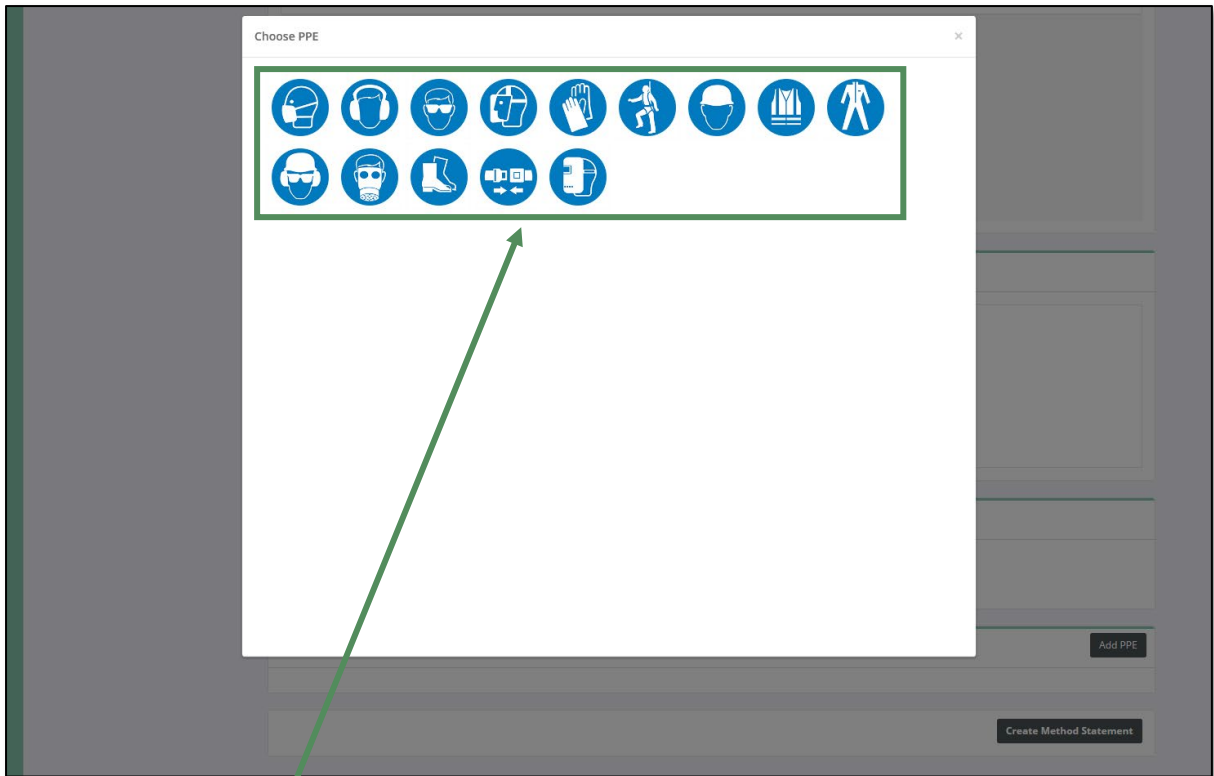
16. Add any site-specific emergency procedures

The screenshot shows a file upload area at the top with three files: 'brick dustB002168.' (0.1 MiB), 'Common-cement-msds-Aug-2018.pdf' (0.2 MiB), and 'Diesel CoSF Assessment.d' (59 KiB). Below this is the 'Emergency Procedures' section, which contains a list of four 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. At the bottom is the 'Personnel Involved' section with two input fields labeled 'Title' and 'People'.

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

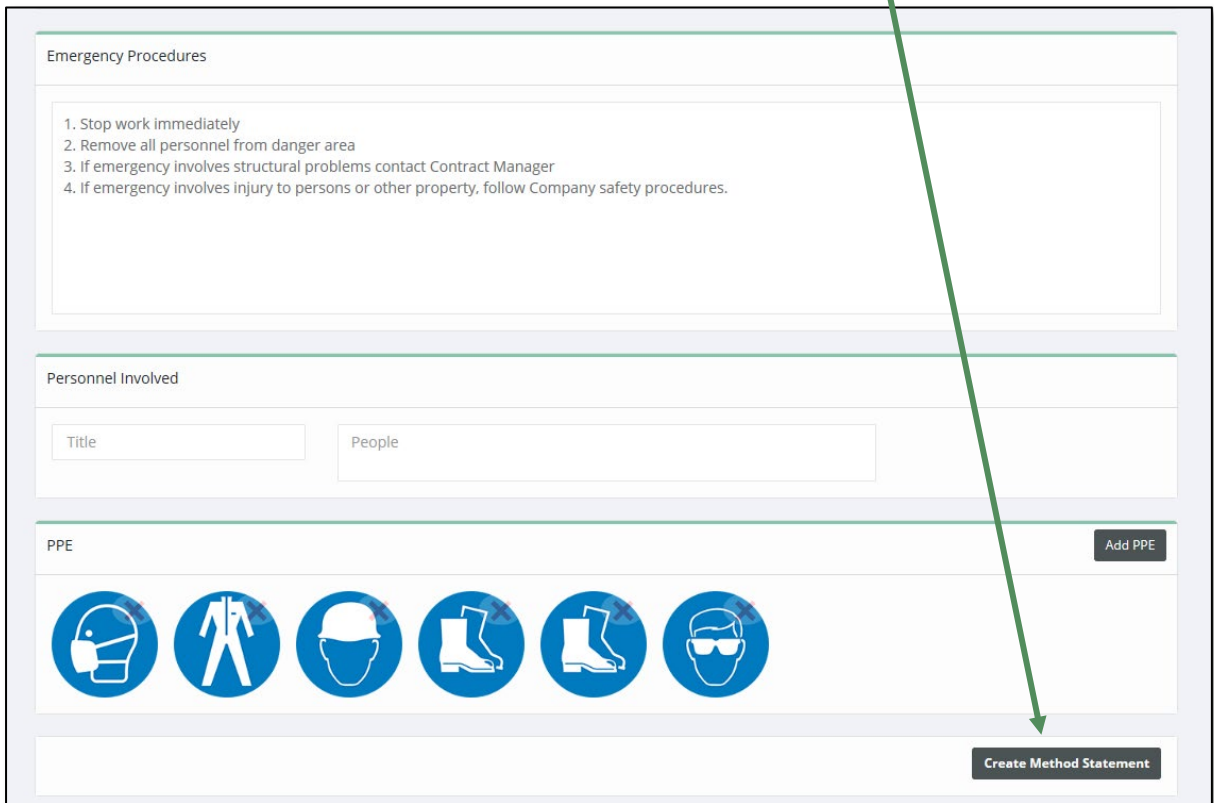
The screenshot shows the 'Personnel Involved' section with 'Title' and 'People' input fields. Below this is the 'PPE' section, which is currently empty. At the bottom right of the PPE section is an 'Add PPE' button. At the bottom right of the entire form is a 'Create Method Statement' button.

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**



6.2 How to save and print a method statement

Saving a method statement

The screenshot shows a web form titled 'Emergency Procedures'. It contains a text area with the following instructions:

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.

Below the text area is a 'Personnel Involved' section with two input fields: 'Title' and 'People'. Underneath is a 'PPE' section with an 'Add PPE' button and six circular icons representing different types of personal protective equipment: safety glasses, a hard hat, safety boots, work gloves, a respirator mask, and a full-body protective suit.

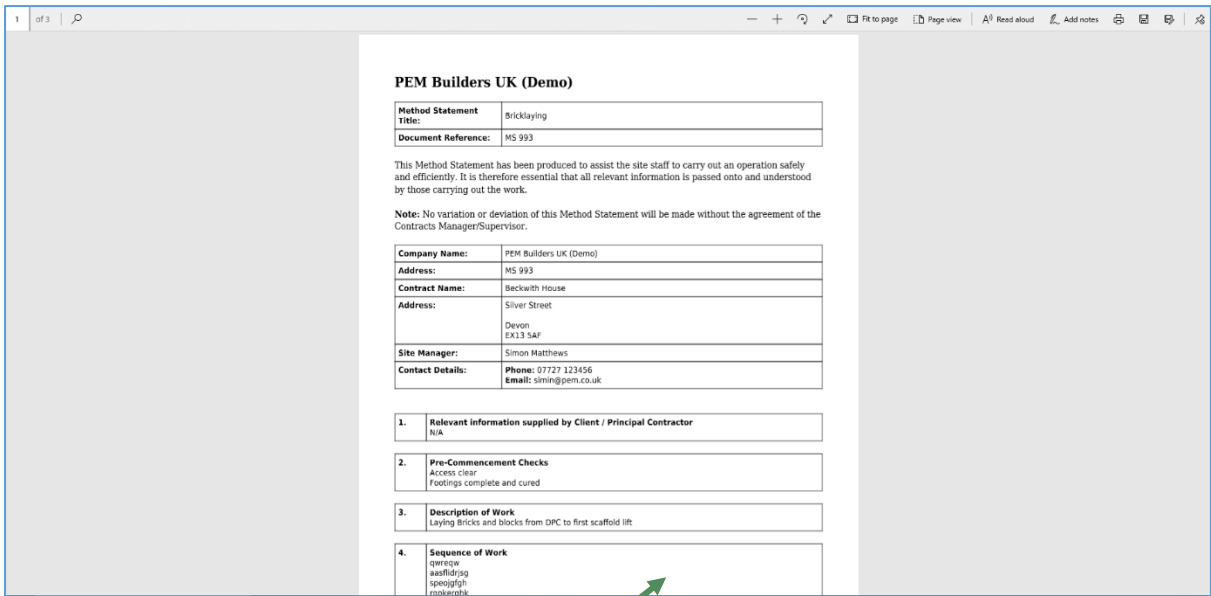
At the bottom of the form, there is a checkbox labeled 'I have read and understand the requirements of this Method Statement.' which is checked. To the right of the checkbox are three buttons: 'Save Statement', 'Print', and 'Save to PDF'. The 'Save Statement' button is highlighted with a green box and an arrow pointing to it from the instruction below.

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

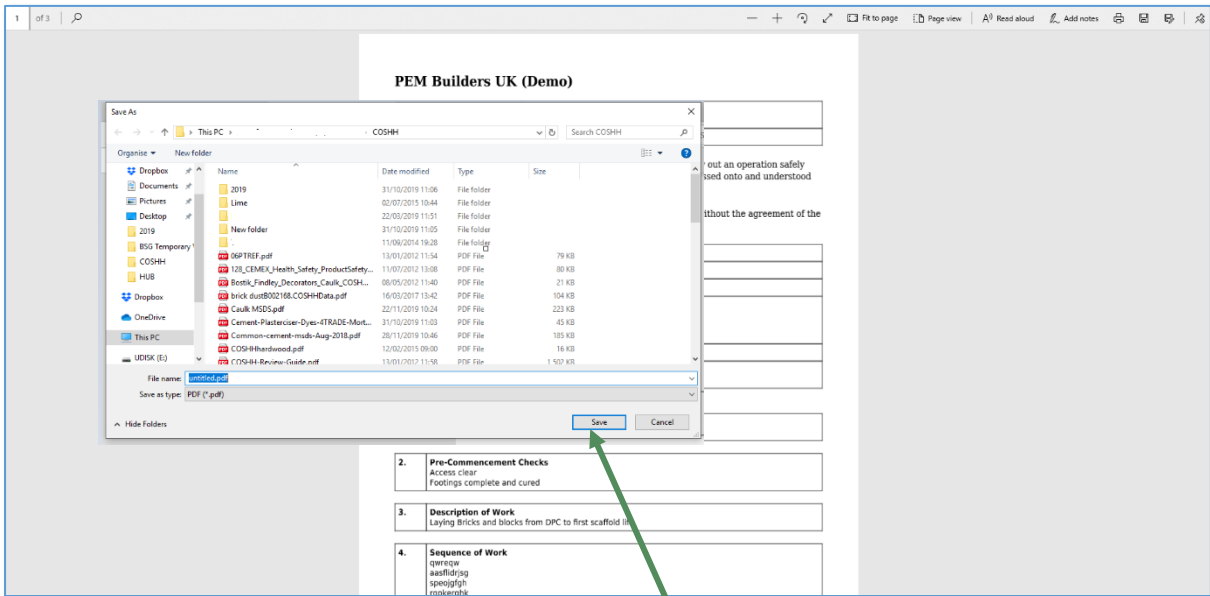
This screenshot is identical to the one above, showing the 'Emergency Procedures' form. In this version, the 'Save to PDF' button at the bottom right is highlighted with a green box and an arrow pointing to it from the instruction below. The 'Save Statement' button is no longer highlighted.

2. Tick the **Acknowledgement** box

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



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



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 is divided into three main sections: 'Emergency Procedures', 'Personnel Involved', and 'PPE'. The 'Emergency Procedures' section contains a list of four 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. The 'Personnel Involved' section has two input fields: 'Title' and 'People'. The 'PPE' section features six circular icons representing different types of Personal Protective Equipment: safety glasses, a hard hat, safety boots, work gloves, a face mask, and a full-body protective suit. Below these sections, there is a checkbox labeled 'I have read and understand the requirements of this Method Statement.' To the right of the checkbox are three buttons: 'Save Statement', 'Print', and 'Save to PDF'.

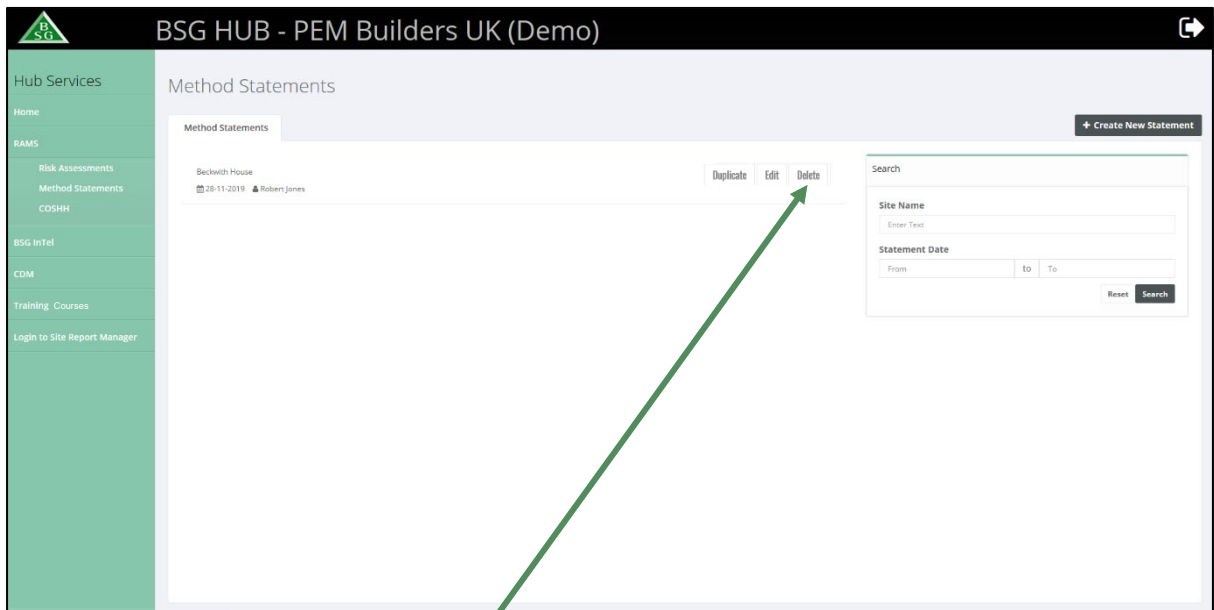
1. Tick the **Acknowledgement** box

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. The page has a dark header with the BSG logo and the text 'BSG HUB - PEM Builders UK (Demo)'. On the left, there is a green sidebar menu with options like 'Home', 'RAMS', 'Risk Assessments', 'Method Statements', 'COSH', 'BSG InTel', 'CDM', 'Training Courses', and 'Login to Site Report Manager'. The main content area is titled 'New Method Statement' and includes a 'Back to Statements' link. The form itself is titled 'Statement Details' and contains several fields: 'Your Reference' (with a dropdown menu), 'Title *', 'Location' (with a dropdown menu and a note: 'If required location is not listed in the drop down menu, continue to "Location (Other)" box below and enter location name'), 'Location (Other)' (with a 'Location Name' field), 'Address 1 *', 'Address 2', 'County *', 'Postcode *', 'Site Manager *', 'Site Manager Telephone *', 'Site Manager Email', and 'Pre-Commencement Checks *'.

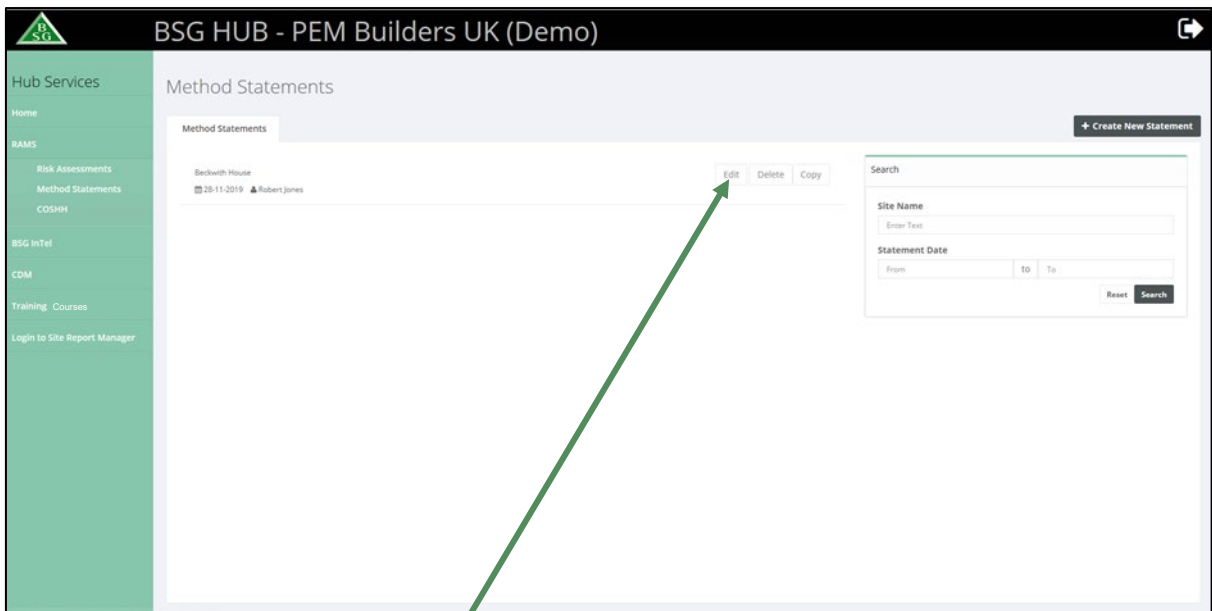
3. When complete, click on **Back to Statements**

6.3 How to delete a method statement



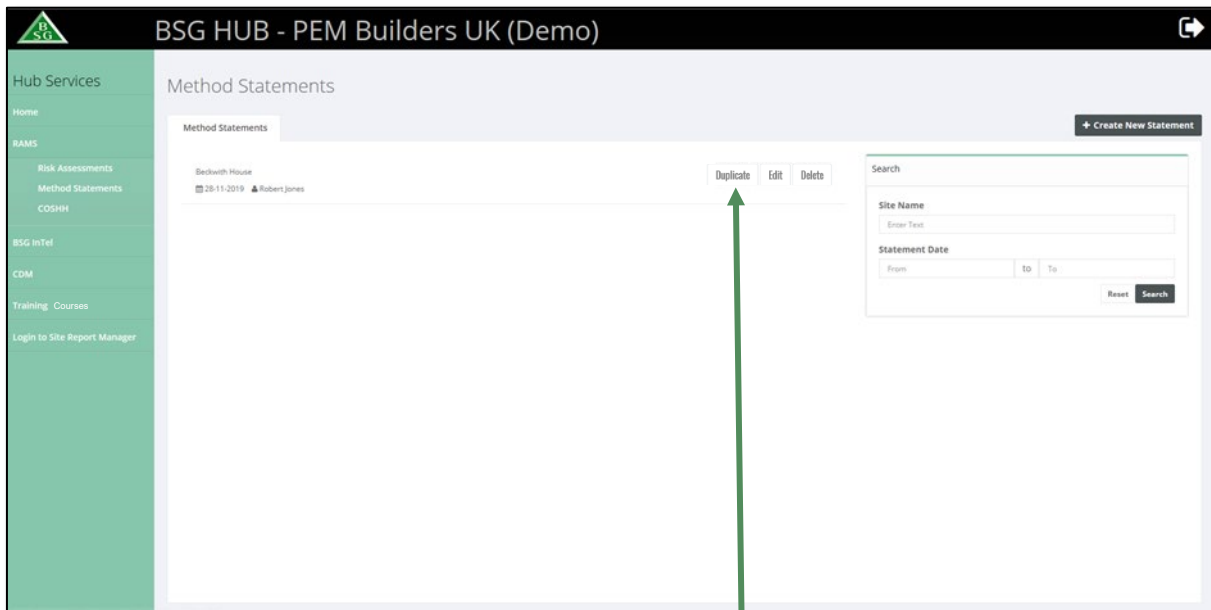
To remove the statement, click on **Delete**

6.4 How to edit an existing method statement

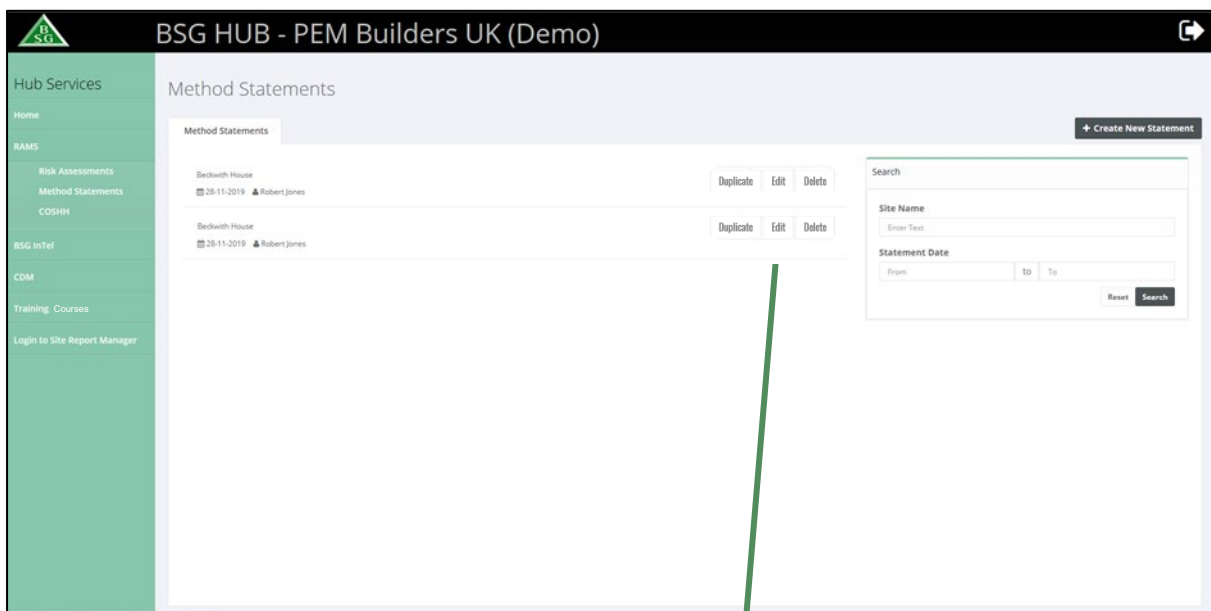


Clicking **Edit** will allow you to go back into the statement and make any changes

6.5 How to duplicate a method statement

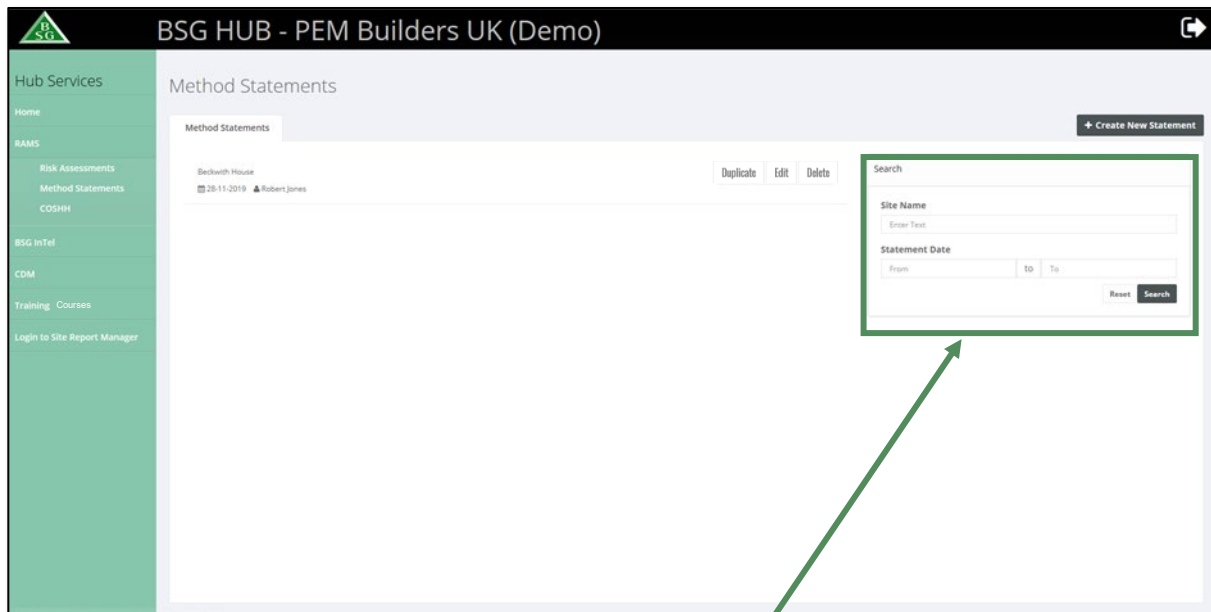


1. Statements can be duplicated by pressing **Duplicate**



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 options: 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. Below this, a table lists a method statement for 'Bedwith House' dated '28-11-2019' by 'Robert Jones', with 'Duplicate', 'Edit', and 'Delete' actions. A search panel is overlaid on the right, containing a 'Site Name' field with a placeholder 'Enter Text', and a 'Statement Date' section with 'From' and 'To' date pickers. 'Reset' and 'Search' buttons are at the bottom of the search panel. A green arrow points from a text box below to the search panel.

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