



*in partnership with*



# **The Building Safety Group**

## **BSG Hub User Guide**

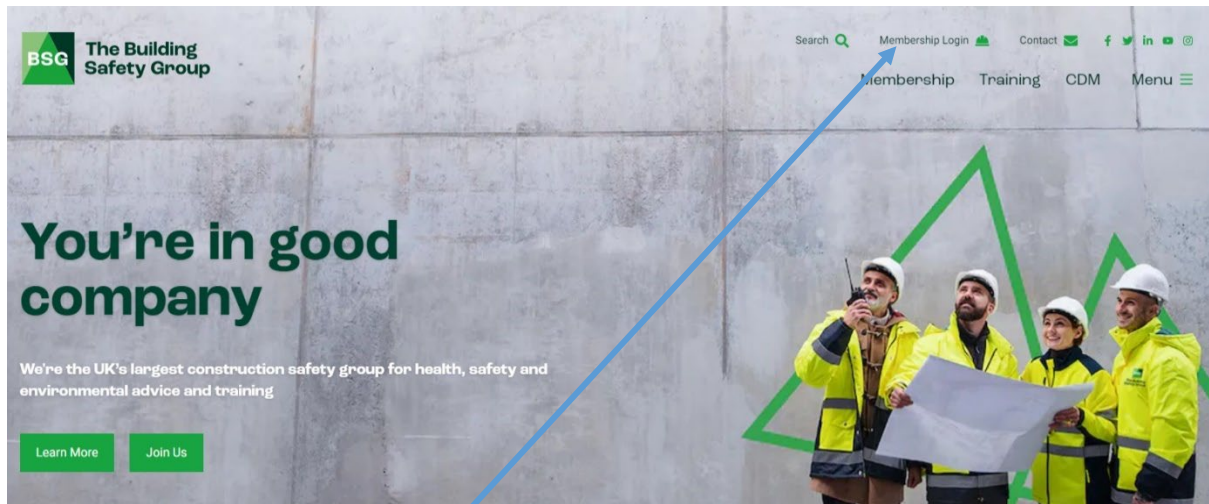
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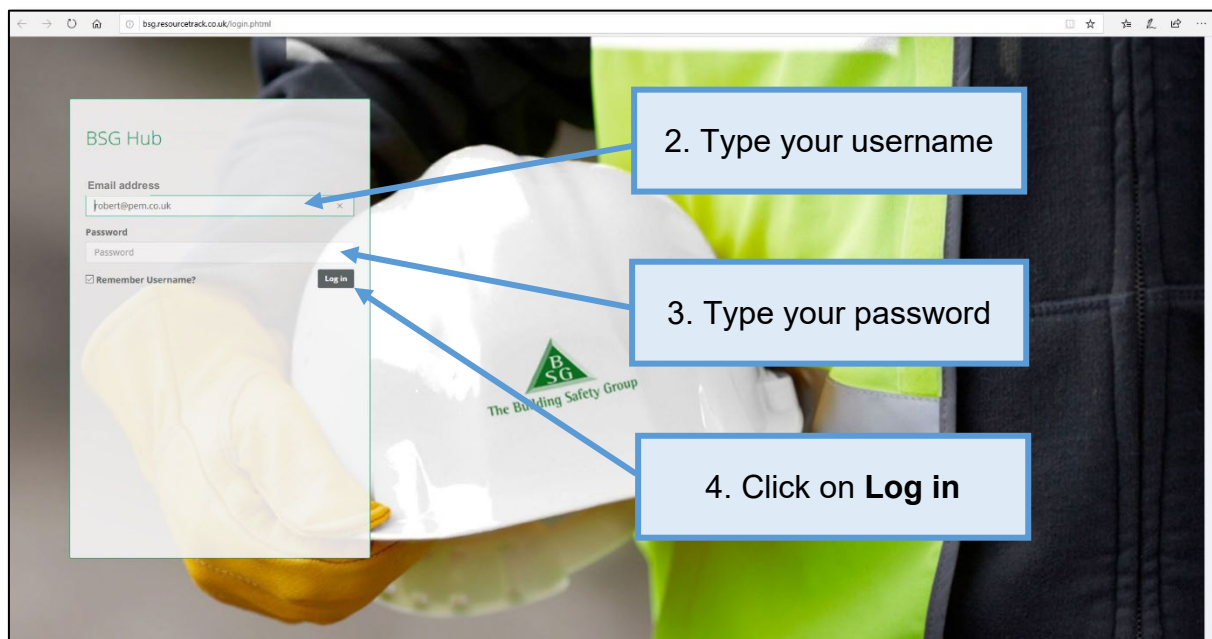
## 1.0 Logging In

In your web browser type [www.bsgltd.co.uk](http://www.bsgltd.co.uk) – you will be taken to the BSG Website Homepage.



1. Click on **Membership**

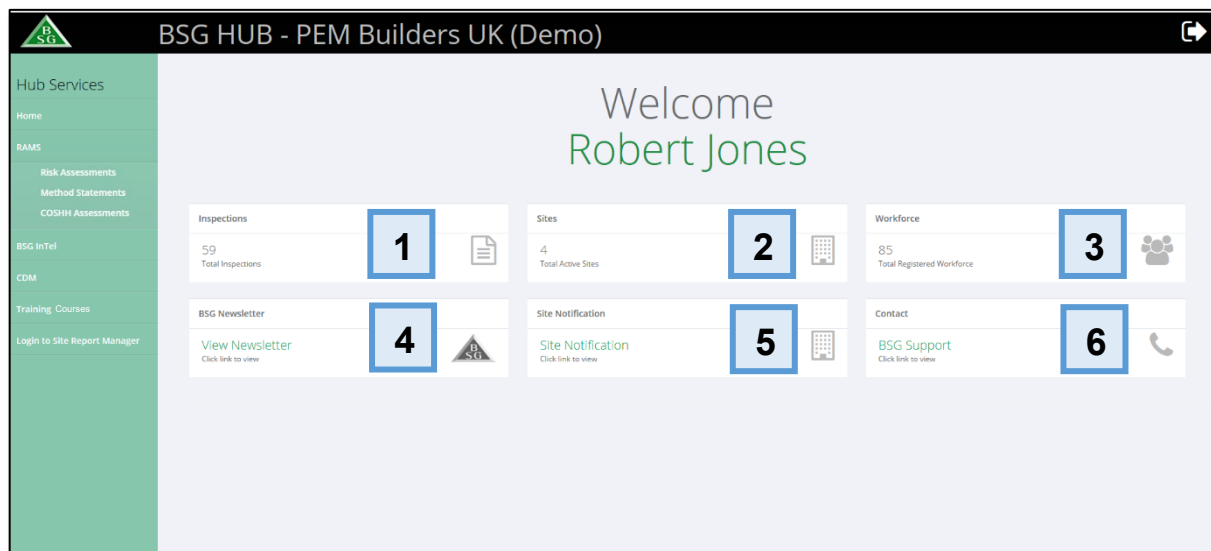
Once clicked on **Membership Login**, this will take you to the login page. Log in using the personal username and password you have been given. If you are not registered to access BSG Hub, please follow this link: <https://bsgltd.co.uk/bsg-software-registration/>. SELECT members will need to register using their SELECT contact details, including their membership number. Once approved, you will be sent an email with your personal login details.









## 2.0 The Home Page

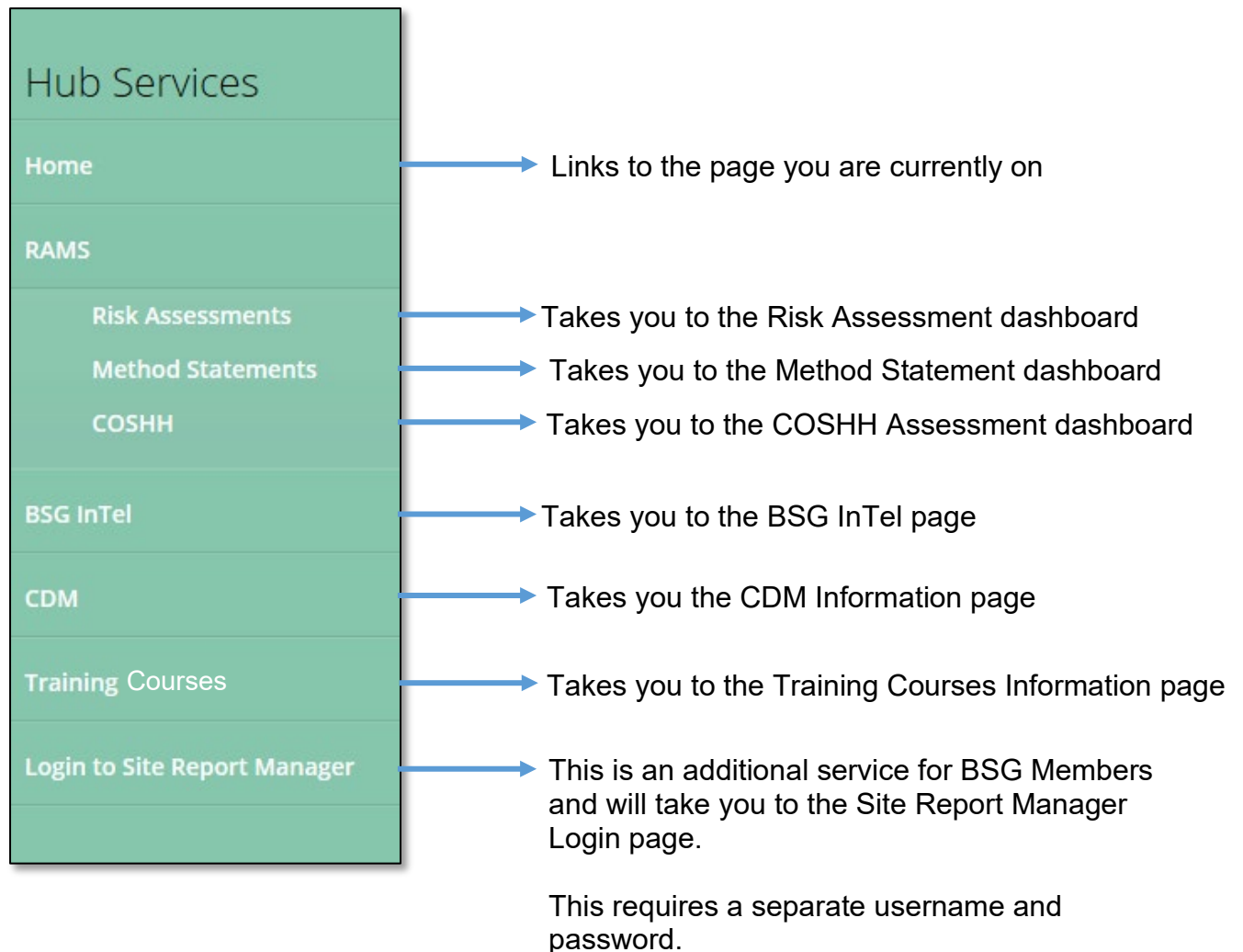
When you log in, you will be taken to the **BSG Hub** home page. If you become a **member** of BSG and receive site inspections you will be able to see the no. of inspections that have taken place during your current subscription period as well as your no. of active sites and total registered work force.

Please see below for details about all information provided on the dashboard.



- 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



## 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.



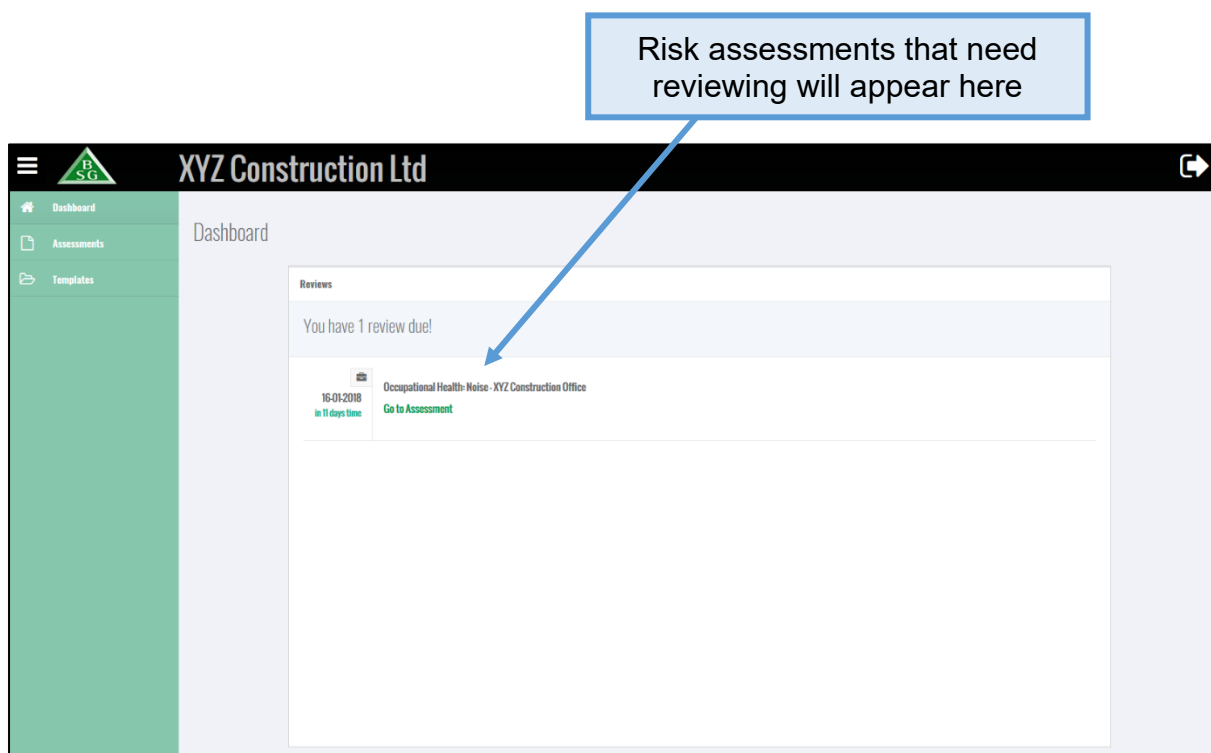
**Dashboard** – The dashboard shows you the assessments that need reviewing. The system will remind you two weeks before the review date.



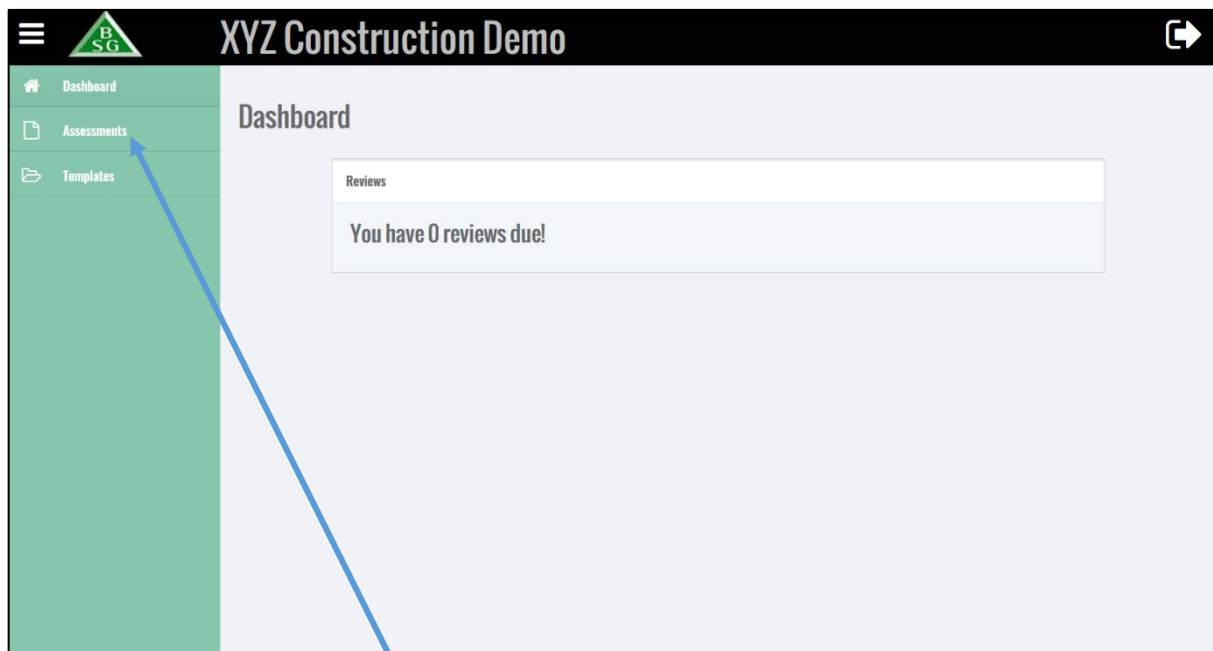
**Assessment** – Risk Assessments can be created and edited here. You will also find all your saved risk assessments here.



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

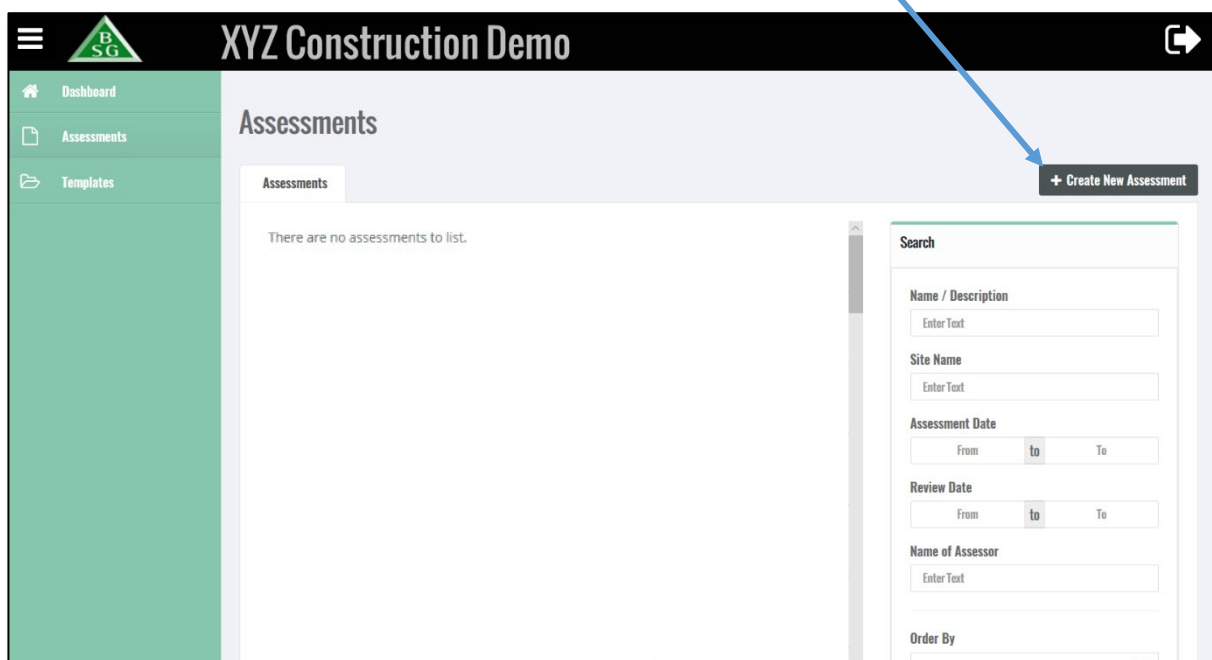


## 4.1 How to create a risk assessment



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 application. The left sidebar contains 'Dashboard', 'Assessments', and 'Templates'. The main form area has a 'Back to Assessments' link and the title 'New Assessment'. The 'Assessment Details' section includes a dropdown for 'Assessment Type', a 'Location' field with a note 'If required location is not listed in the drop down menu, continue to "Location (Other)" box below', a 'Location (Other):' field, an 'Assessment Name' field, an 'Assessor' field with 'Ben Jones', and a 'People at Risk' section with checkboxes for 'Site Personnel', 'Client Personnel', 'General Public', and 'Other'. A 'Create Assessment' button is at the bottom right. A blue arrow points to the 'Assessment Type' dropdown menu.

This screenshot shows the same 'New Assessment' form, but the 'Assessment Type' dropdown menu is open, displaying a scrollable 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', and 'Asbestos: Exposure to Asbestos'. A blue arrow points to the list of templates.

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.

**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

**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

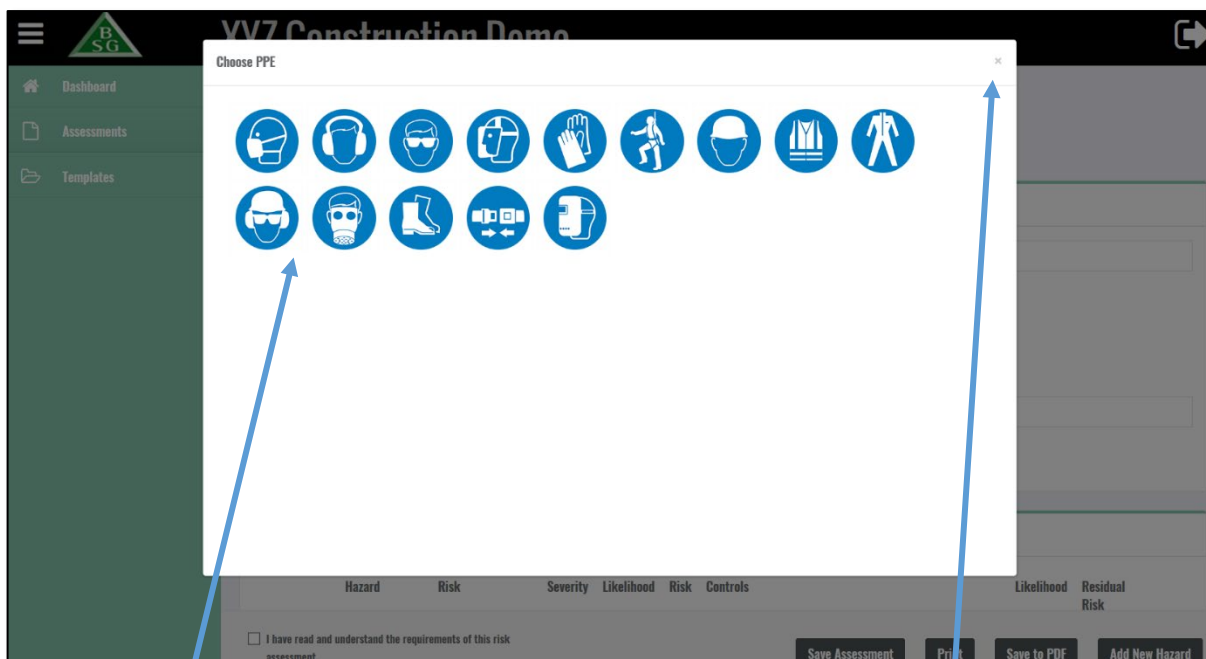
**Add PPE**

**Hazards**

Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
<input type="checkbox"/> I have read and understand the requirements of this risk assessment.							

**Save Assessment** **Print** **Save to PDF** **Add New Hazard**

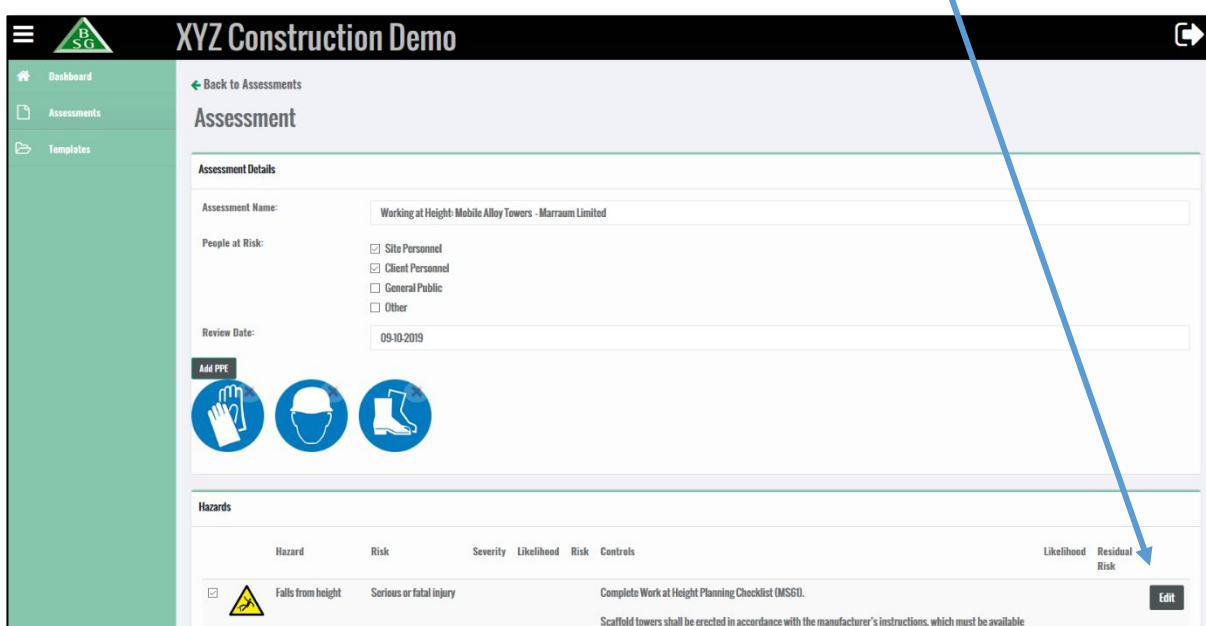
10. Click on **Add PPE**




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

People at Risk

Severity ▼ 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 ▼ 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 ▼ 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 ▼ Residual Risk

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

Save Assessment Print Save to PDF Add New Hazard

**Hazard**

Logo: [ Choose Icon ]

Hazard: Falls from height

Risk: Serious or fatal injury

Severity: Major Likelihood: Initial Risk

Control Measure: Remove  
Complete Work at Height Planning Checklist (MSG0).

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: Residual Risk

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

**Hazard**

Logo: [ Choose Icon ]

Hazard: Falls from height

Risk: Serious or fatal injury

Severity: Major Likelihood: Initial Risk

Control Measure: Remove  
Complete Work at Height Planning Checklist (MSG0).

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: Residual Risk

Save Assessment Print Save to PDF Add New Hazard

The screenshot shows a web application interface for risk assessment. A modal window titled 'Hazard' is open, displaying the following details:

- Hazard:** Falls from height
- Risk:** Serious or fatal injury
- Severity:** High (represented by a lightning bolt icon)
- Likelihood:** Almost Certain (represented by a checkmark icon)
- Initial Risk:** 20 (highlighted in red)
- Control Measures:**
  - Complete Work at Height Planning Checklist (MS61).
  - 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.

A blue arrow points from the 'Initial Risk' value of 20 to a text box below the screenshot.

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

The screenshot shows the 'Hazard' form in the BSG Hub. The form is titled 'Hazard' and has a 'Logo' field with a warning icon. The 'Hazard' field contains 'Falls from height'. The 'Risk' field contains 'Serious or fatal injury'. The 'Severity' field is set to 'High', 'Likelihood' is 'Almost Certain', and 'Initial Risk' is 'High'. The 'Control Measure' field has two entries: '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.' and '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.' Each entry has a 'Remove' button. The background shows the 'Assessment Details' section of the 'XYZ Construction Demo' assessment.

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

The screenshot shows the 'Hazard' form with the 'Likelihood' dropdown menu open. The menu options are 'Rare', 'Unlikely', 'Possible', 'Likely', and 'Almost Certain'. The 'Initial Risk' is 'High'. The 'Control Measure' field has two entries: '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.' and '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.' Each entry has a 'Remove' button. The background shows the 'Assessment Details' section of the 'XYZ Construction Demo' assessment.

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

**Hazard**

Logo: [Choose icon]

Hazard: Falls from height

Risk: Serious or fatal injury

Severity: **High** Likelihood: **Almost Certain** Initial Risk: **20**

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: **Remove**

Likelihood: **Unlikely** Residual Risk: **8**

**Save**







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 (MSG).	2	8	<b>Edit</b>
	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.								
<input checked="" type="checkbox"/>	Materials falling from height	Serious or fatal injury				Toeboards and guardrails will be fitted.			<b>Edit</b>
	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.			<b>Edit</b>
	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.			<b>Edit</b>
<input type="checkbox"/> I have read and understand the requirements of this risk assessment.									
<b>Save Assessment</b> <b>Print</b> <b>Save to PDF</b> <b>Add New Hazard</b>									



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 the following sections:

- Logo [ Choose Icon ]**: A dropdown menu for selecting a logo.
- Hazard**: A text input field for the hazard name.
- Risk**: A section containing:
  - Severity**: A dropdown menu.
  - Likelihood**: A dropdown menu.
  - Initial Risk**: A calculated value.
- Control Measure**: A text input field for describing control measures.
- Likelihood**: A dropdown menu.
- Residual Risk**: A calculated value.

At the bottom right of the form are buttons for **Save**, **Print**, **Save to PDF**, and **Add New Hazard**.

Numbered callouts indicate the following steps:

27. Type in new Hazard
28. Select a relevant logo from the list
29. Type in risk consequences
30. Repeat initial risk evaluation process
31. Type in control measures
32. Repeat residual risk evaluation process
33. Click **Save**

## 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**

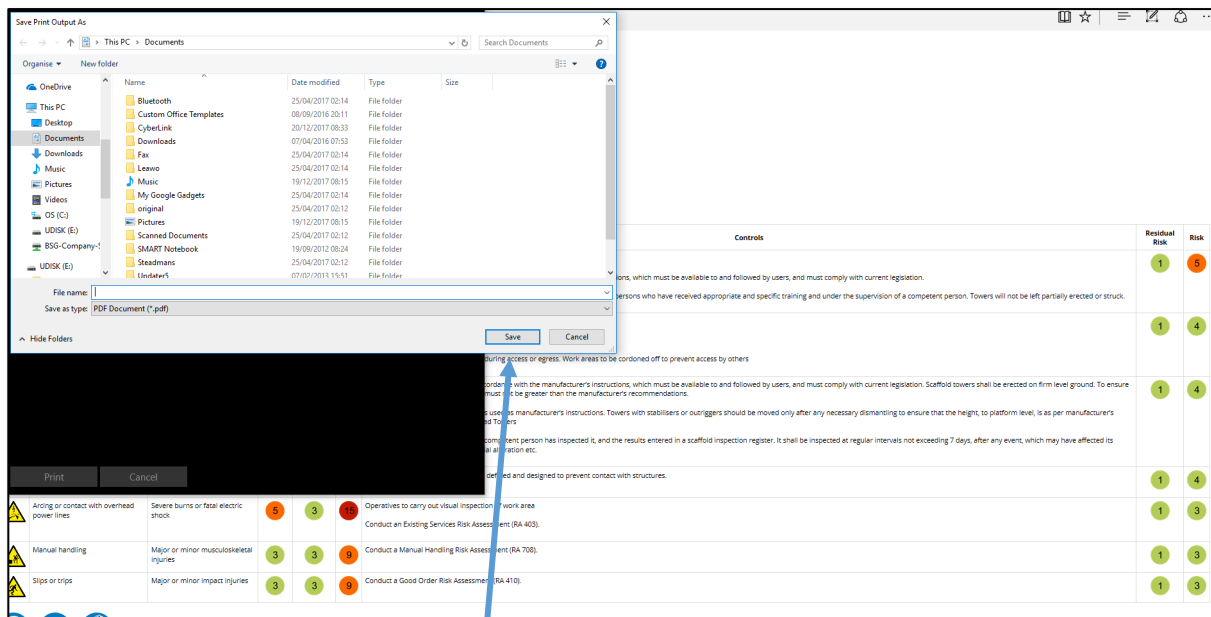
Hazard	Risk	Severity	Likelihood	Risk	Controls	Likelihood	Residual Risk
<input checked="" type="checkbox"/> Falls from height	Serious or fatal injury	4	5	20	Complete Work at Height Planning Checklist (MSG1). Scaffold towers shall be erected in accordance with the manufacturer's instructions, which must 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**

**XYZ Construction Demo**

[Back to Assessments](#)

### Assessment

**Assessment Details**

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

People at Risk:

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

Review Date: 09-10-2019

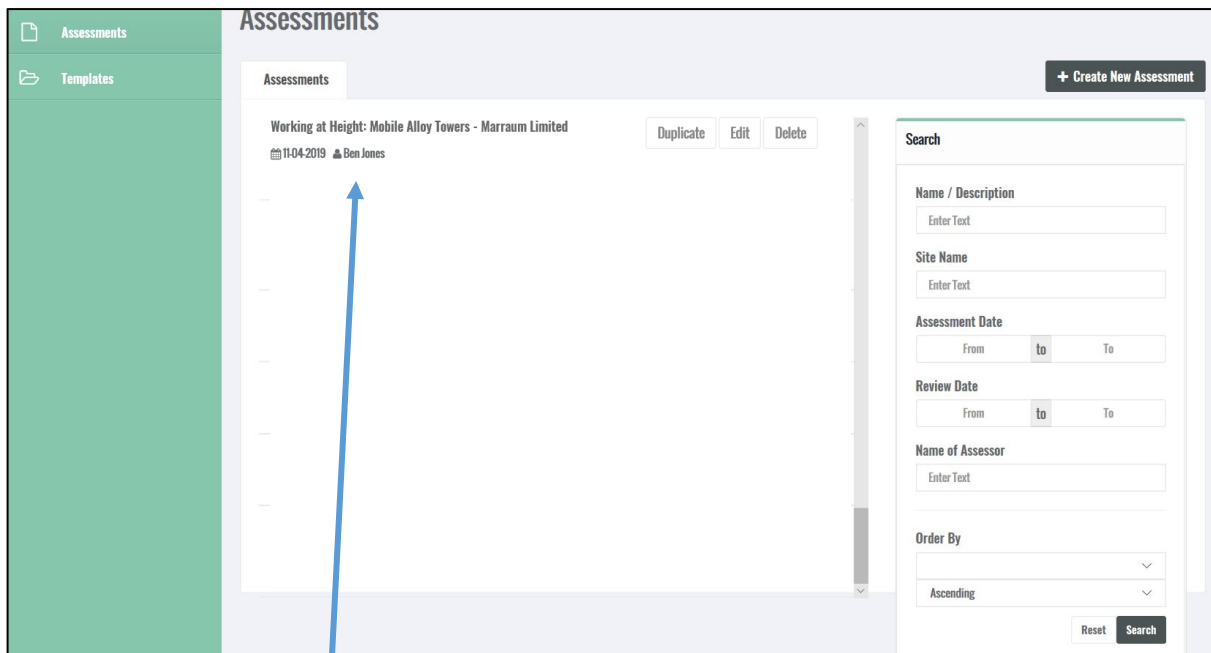
**Add PPE**

**Hazards**

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

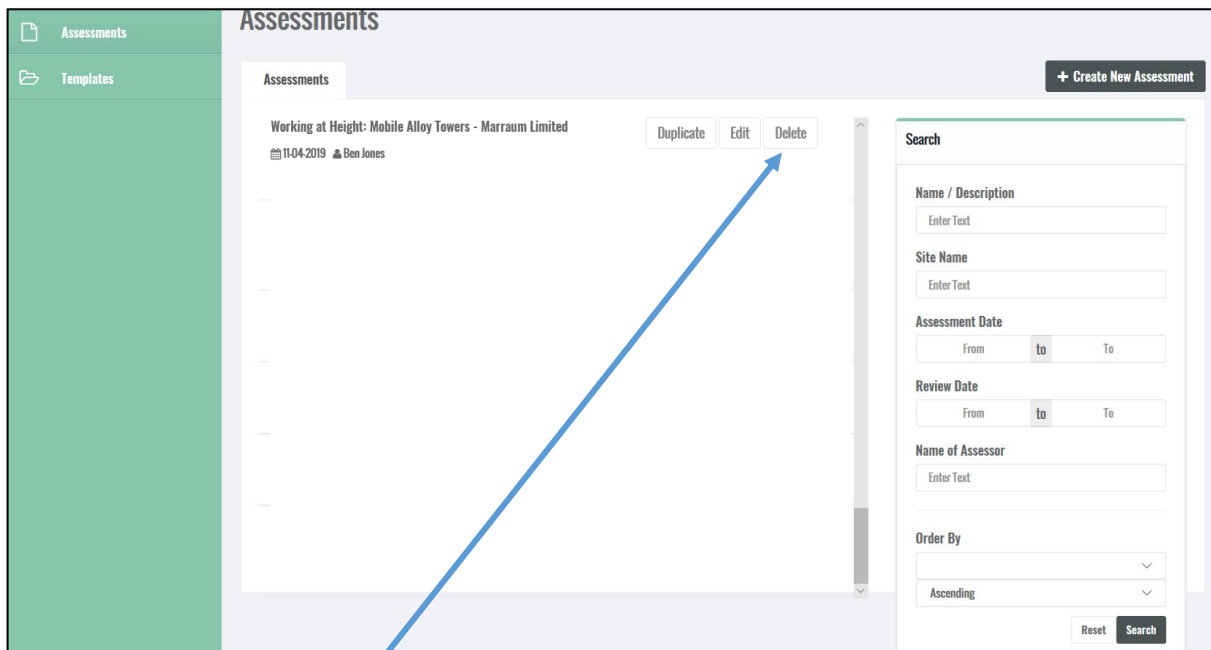
☐ I have read and understand the requirements of this risk assessment.

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



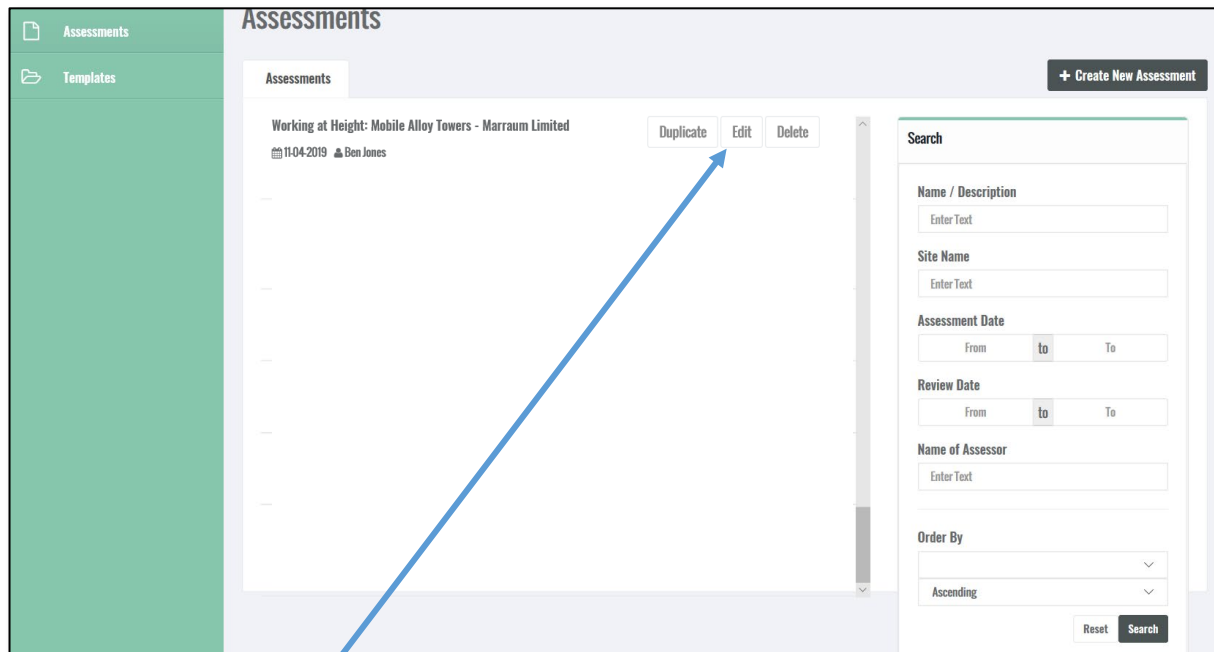
6. You will be able to find all your saved risk assessments here

## 4.3 How to delete your risk assessment



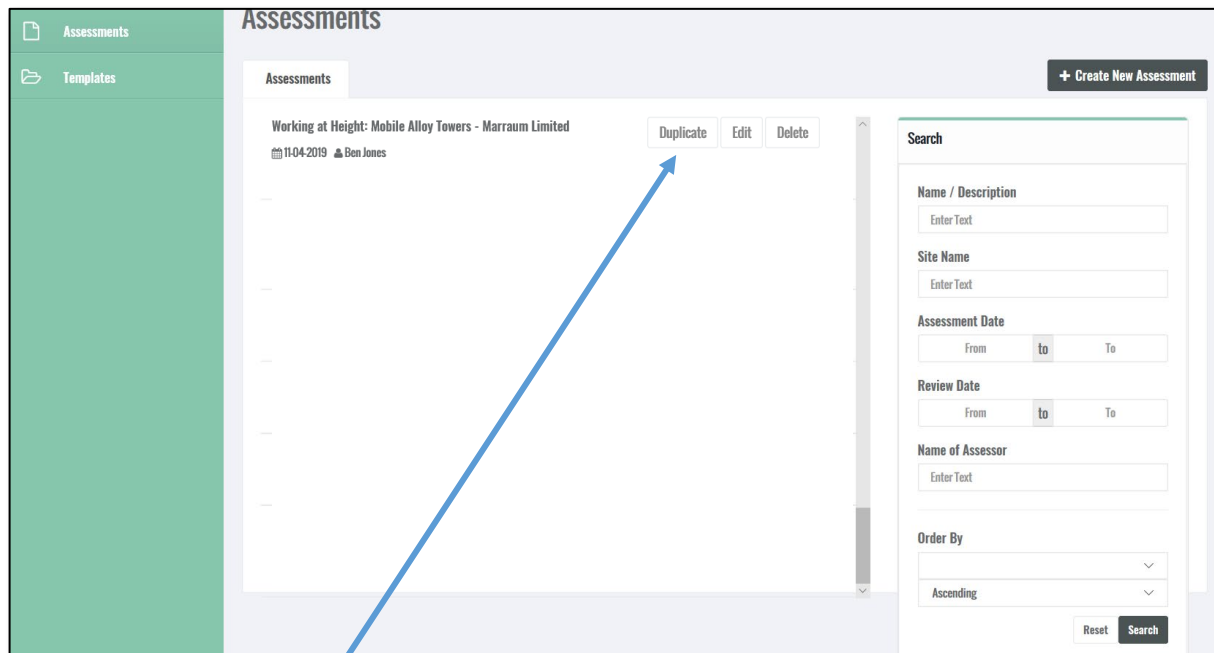
To remove the risk assessment,  
click on **Delete**

## 4.4 How to edit an existing risk assessment



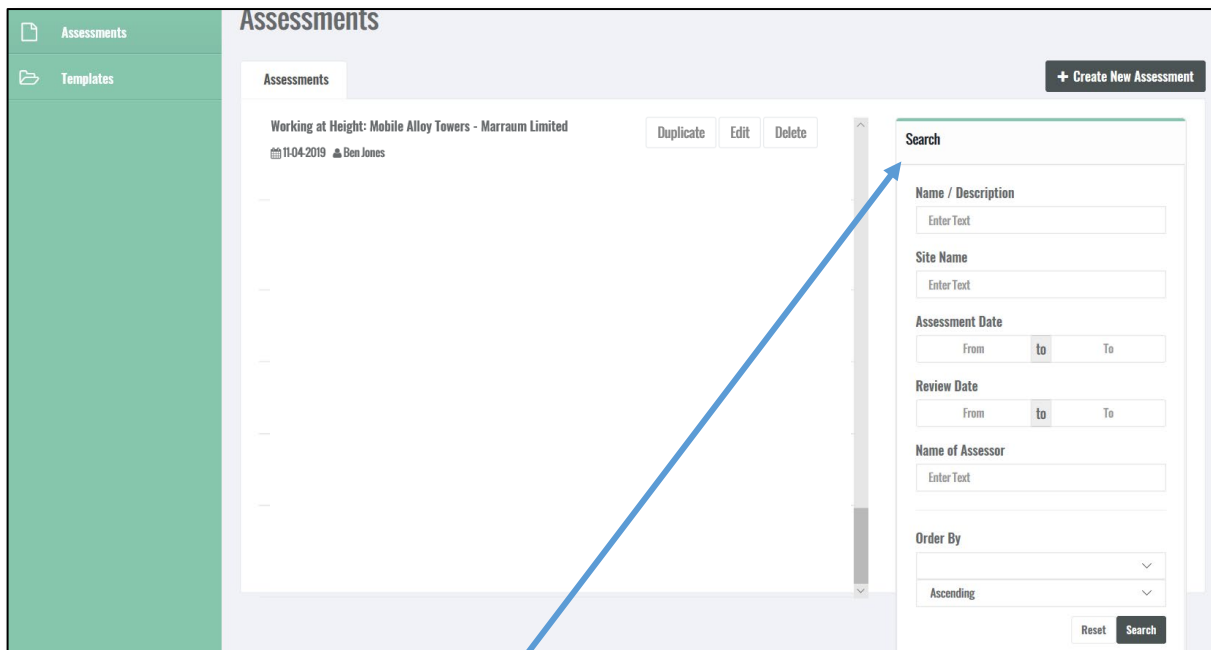
Clicking **Edit** will allow you to go back into the risk assessment and make any changes

## 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 is titled 'Assessments' and contains a table with one entry: 'Working at Height: Mobile Alloy Towers - Marraum Limited', dated '11-04-2019' and by 'Ben Jones'. Action buttons 'Duplicate', 'Edit', and 'Delete' are next to the entry. On the right 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). 'Reset' and 'Search' buttons are at the bottom of the panel. A blue 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



## 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 Google logo and a search bar with the text 'Common Cement MSDS'. Below the search bar are three suggestions: 'tarmac common cement msds', 'hanson common cement msds', and 'msds common cement'. There are buttons for 'Google Search' and 'I'm Feeling Lucky'. A link to 'Report inappropriate predictions' is at the bottom right.

The bottom part shows the search results for 'tarmac common cement msds'. The first result is 'Tarmac Blue Circle > uk > technical > uploads > files > 1536672245\_C... PDF' with a PDF icon. The title is 'Material Safety Data Sheet - Tarmac Customer Technical Portal'. The description is '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 ...'. A blue arrow points from a text box to the PDF icon.

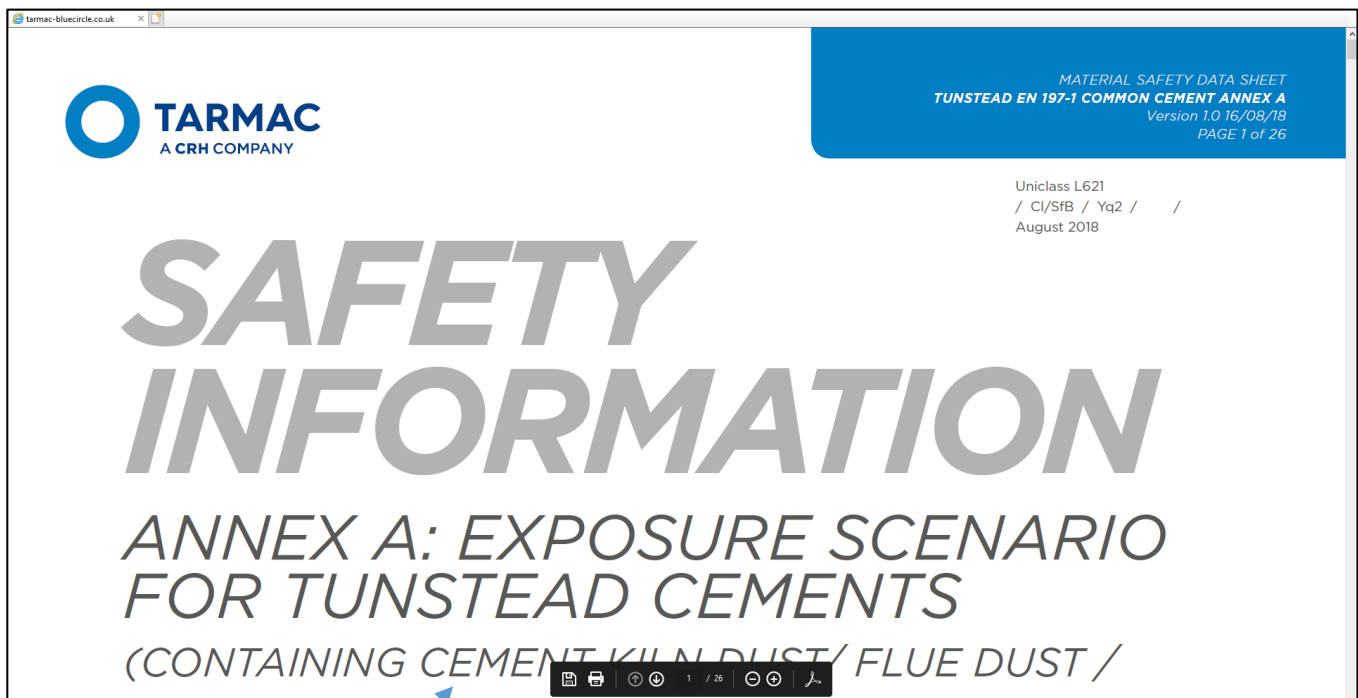
The second result is 'Tarmac Blue Circle > uk > Tunstead-Common-Cement-Anex-MSDS PDF' with a PDF icon. The title is 'Material Safety Data Sheet - Tarmac Blue Circle'. The description is '16 Aug 2018 - MATERIAL SAFETY DATA SHEET. TUNSTEAD EN 197-1 COMMON CEMENT. PAGE 1 of 13 Version 2.0 Replaces all previous versions ...'.

The third result is 'Tarmac > media > snowcrete-safety-data-sheet portland cement - Tarmac' with a PDF icon. The description is '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 ...'.

The fourth result is 'Precon Products > uk > templates > files > SDS-02.01-Cement-Based-Pr... PDF' with a PDF icon. The title is 'Safety Data Sheet - Precon Products'. The description is 'Tarmac Building Products Limited is a subsidiary of Anglo American Finance .... Category. Hazard Statements. Ordinary. Portland. Cement. (OPC). 5-30. N/a.'.

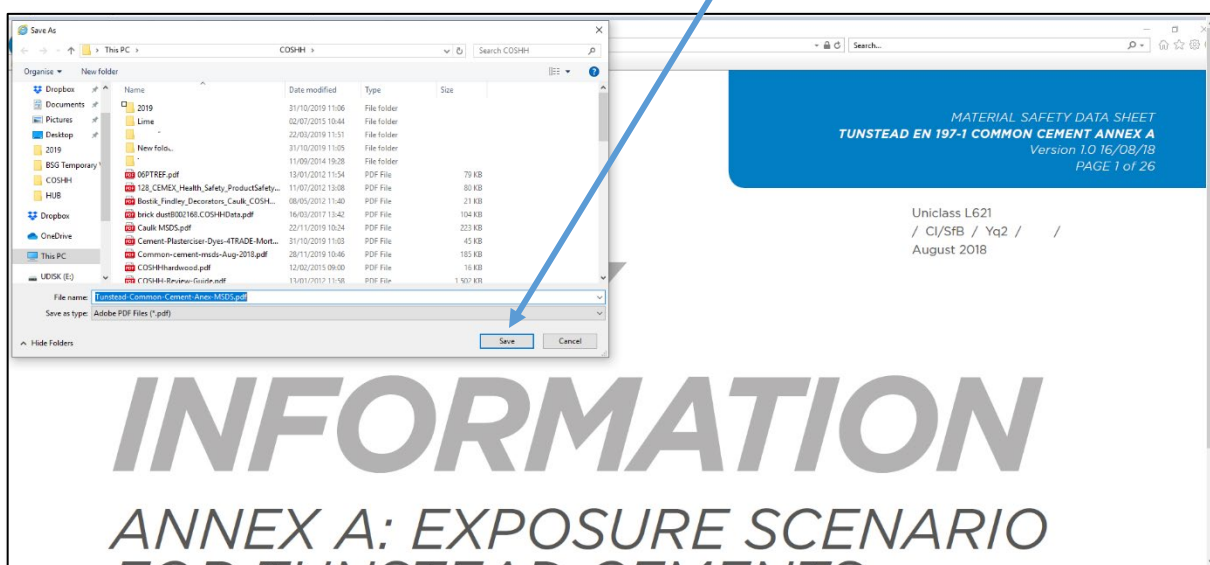
1. Look for the pdf symbol, as you will then be able to download and save this

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

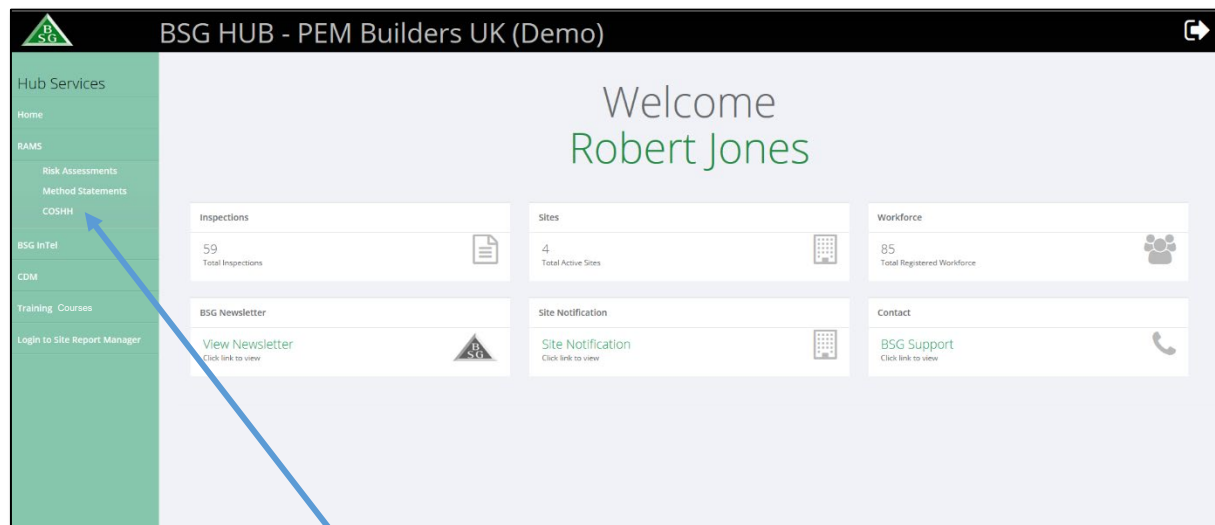


3. Click on the **save** icon

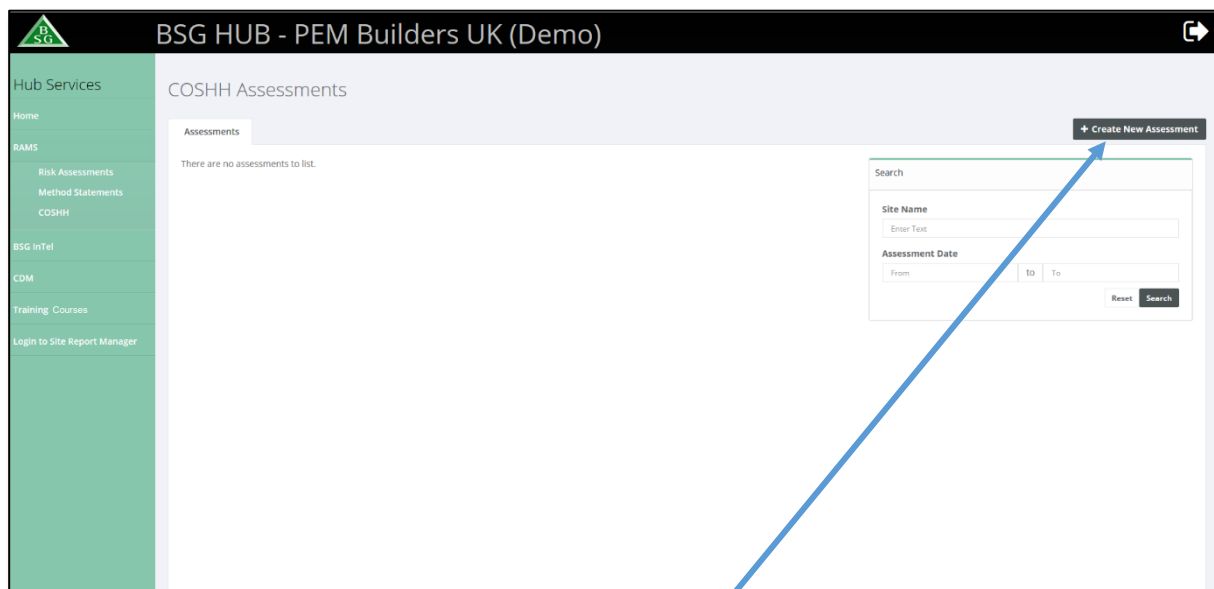
4. Choose an appropriate folder to save the MSDS. Click **Save**



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 us to us will appear here)

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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

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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 \*

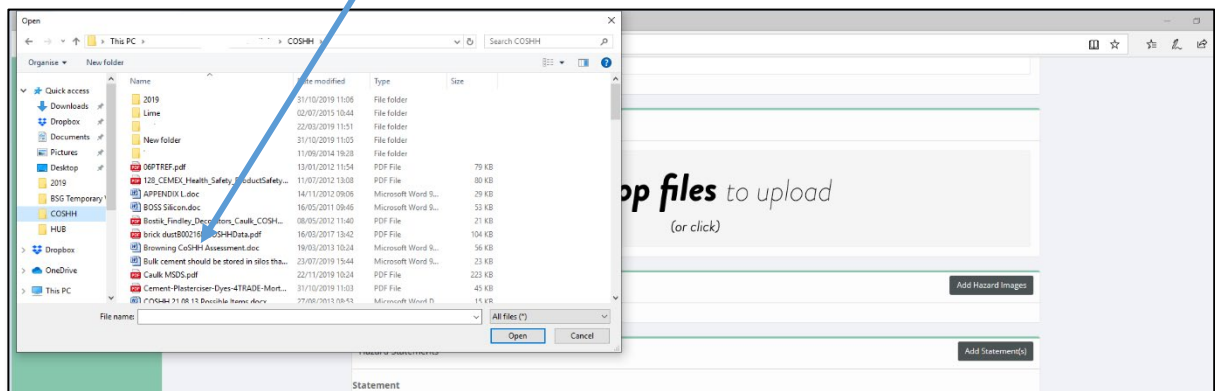
Add Hazard Images

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 \*

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

☐ 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

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 S

Hazard Images

Hazard S

Statement(s)

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 web form for hazard assessment. At the top, there's a 'PPE' section with four circular icons: safety glasses, gloves, boots, and a respirator. To the right of these icons is a button labeled 'Add PPE'. Below this is the 'Level of Residual Risk' section, which contains three radio button options: 'Low' (highlighted with a blue box), 'Moderate', and 'High'. The next section is 'Additional', which contains two sub-sections. The first is 'Health surveillance required:' with radio buttons for 'Yes' and 'No' (the 'No' option is selected and highlighted with a blue box). The second is 'Permit to work or Method Statement required:' with radio buttons for 'Yes' and 'No' (the 'No' option is selected). At the bottom right of the form is a button labeled 'Create Assessment'. Four blue arrows point from the callout boxes to specific elements: one from box 29 to the 'Low' risk option, one from box 30 to the 'Health surveillance required:' section, one from box 31 to the 'Permit to work or Method Statement required:' section, and one from box 32 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:

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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)

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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 \*: (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 A 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

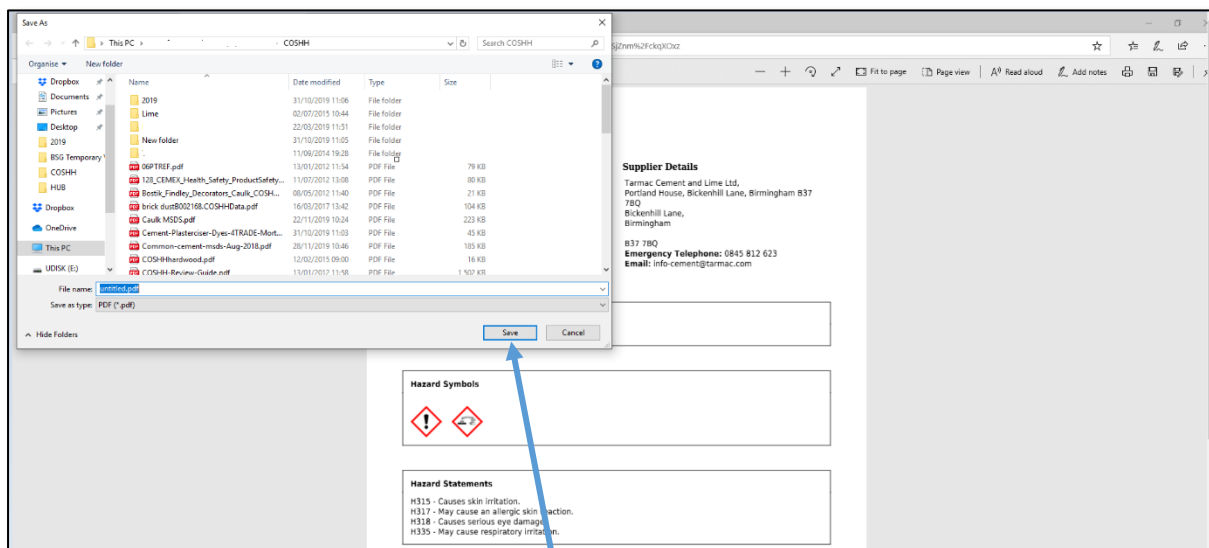
**Composition**  
Contains less than 1% crystalline silica

**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.  
P201 - 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)



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

## Printing a COSHH Assessment:

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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

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

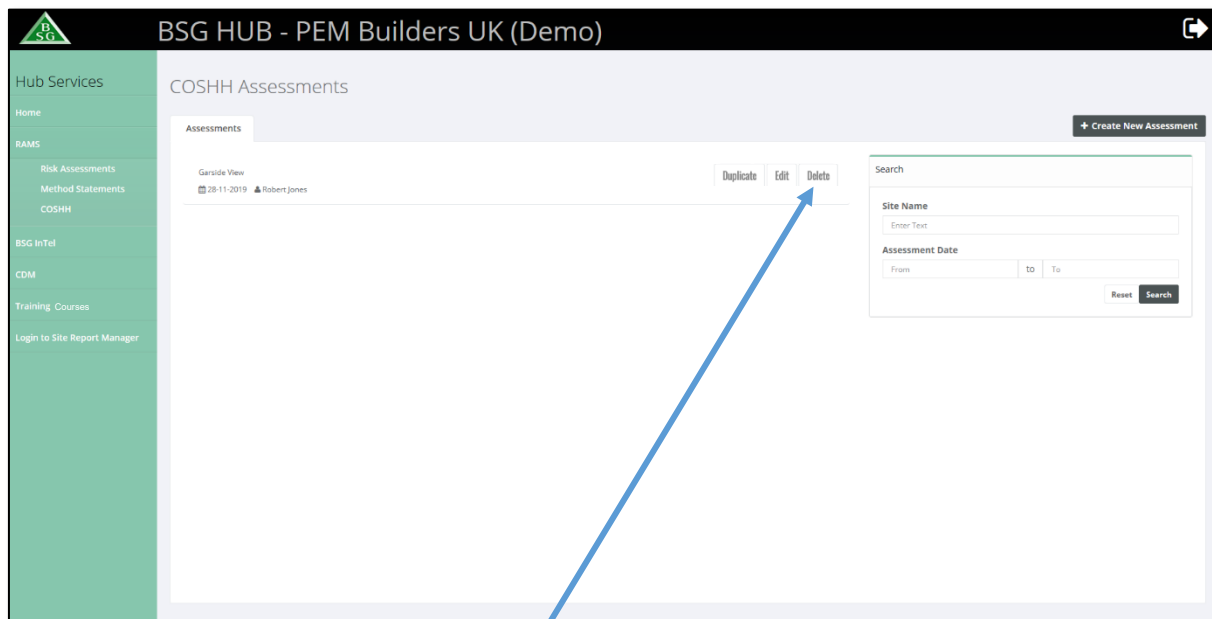
Composition \*: Contains less than 1% crystalline silica

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

Save Assessment Print Save to PDF

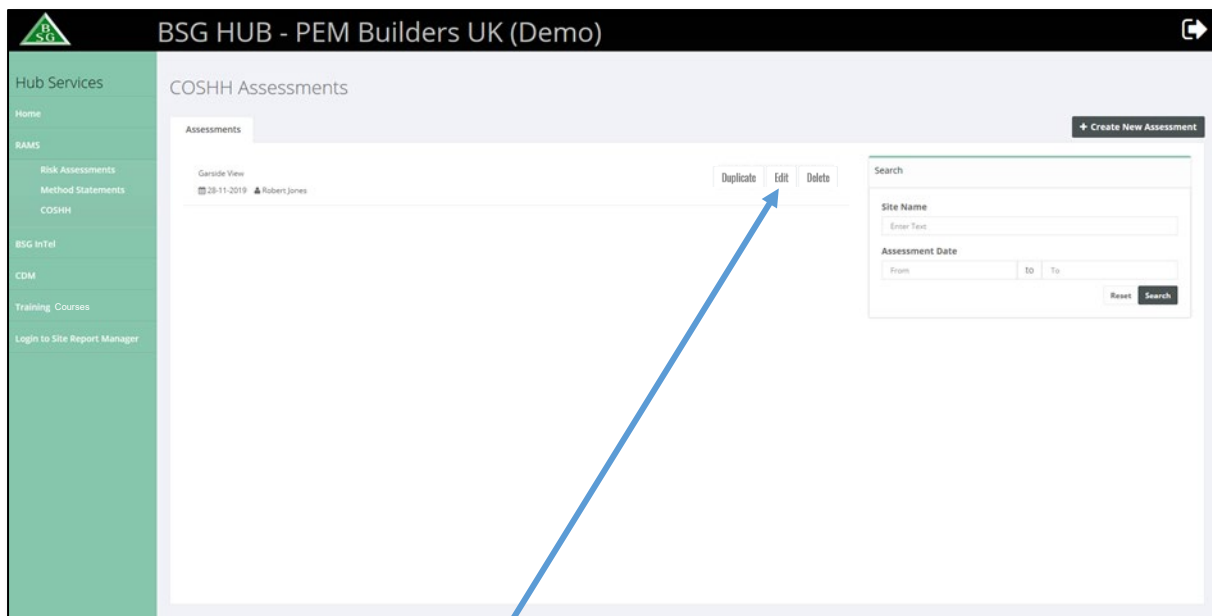


### 5.3 How to delete a COSHH assessment



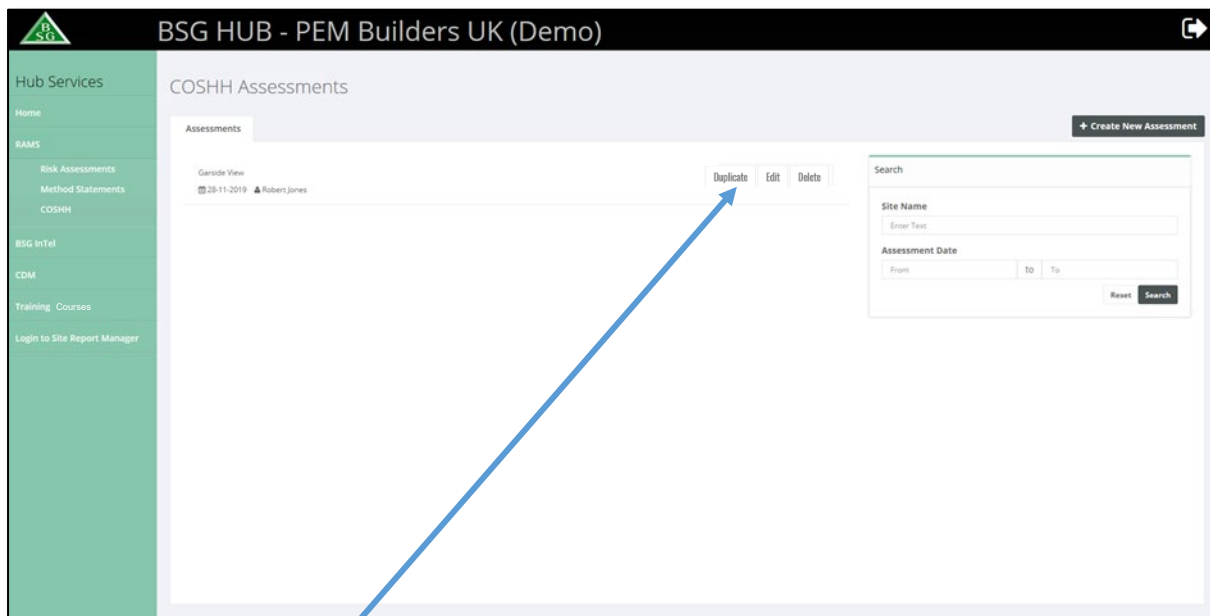
To remove the assessment,  
click on **Delete**

### 5.4 How to edit an existing COSHH assessment

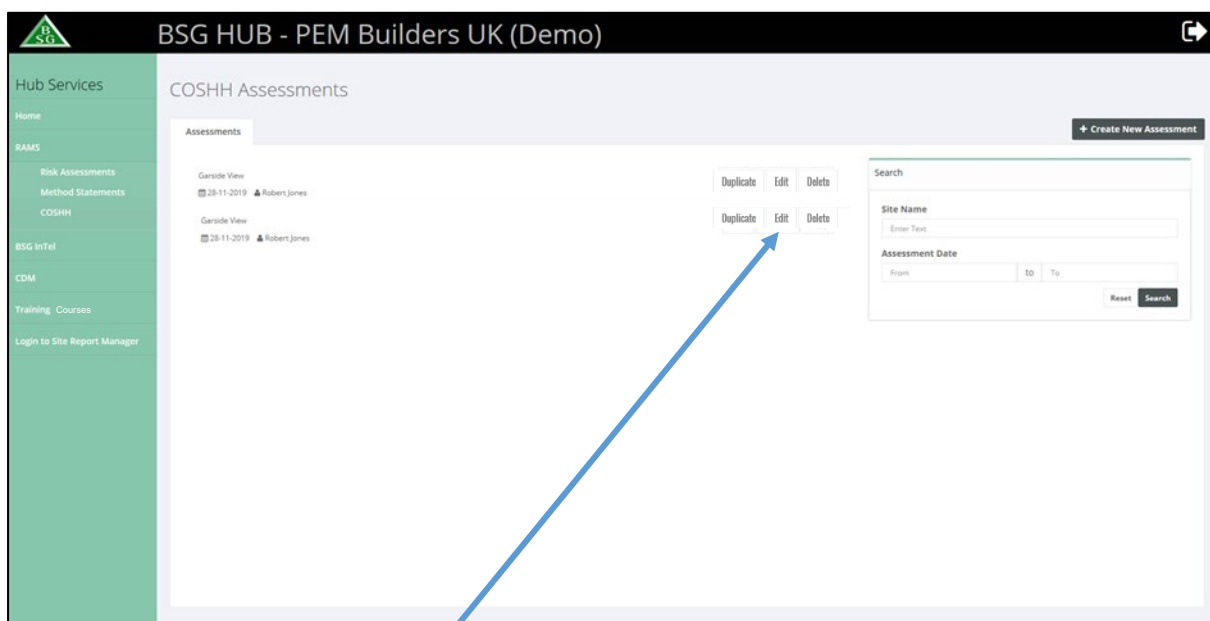


Clicking **Edit** will allow you to go back into  
the assessment and make any changes

## 5.5 How to duplicate a COSHH assessment

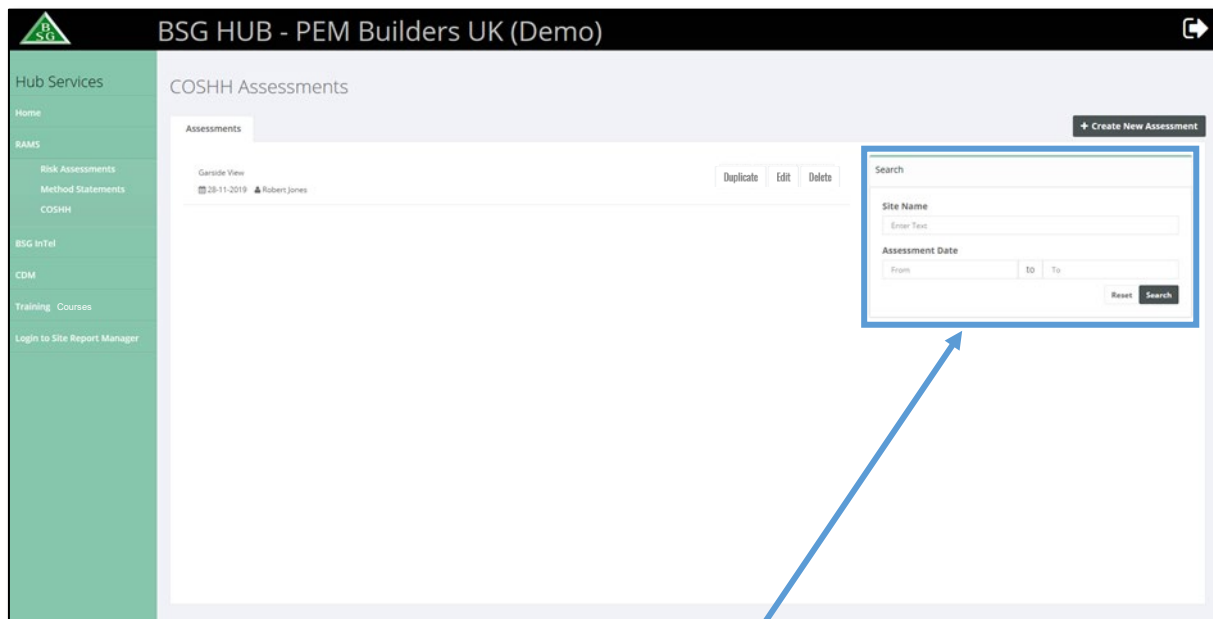


1. Assessments can be duplicated by pressing **Duplicate**



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

## 5.6 How to search for a COSHH assessment



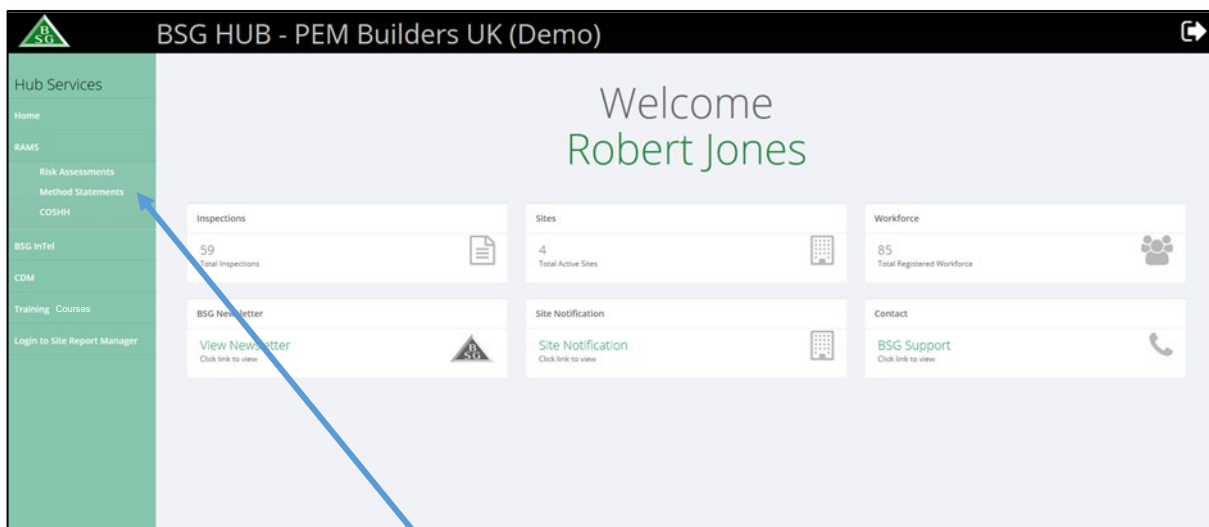
You can use the search panel to locate a saved COSHH assessment by filling in one or more of the fields

## 6.0 Method Statements

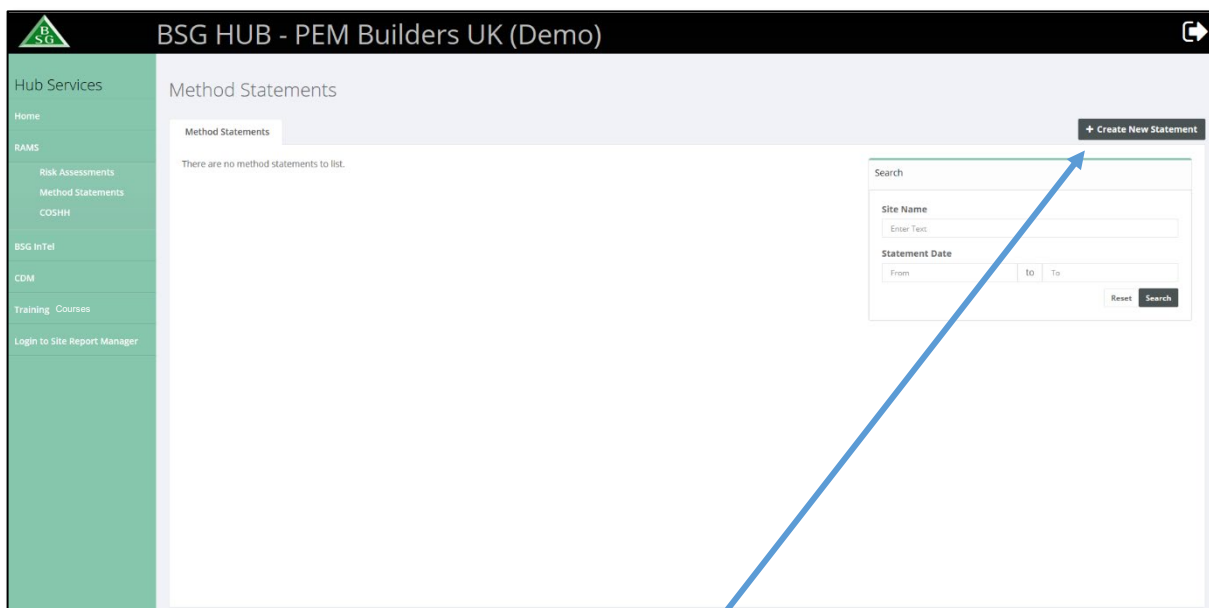
### Introduction

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

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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)

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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

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

← 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 displays the BSG Hub interface. At the top, there are three file upload cards, each with a green checkmark icon. The first card is for 'brick dustB002168.' (0.1 MiB), the second for 'Common-cement-msds-Aug-2018.pdf' (0.2 MiB), and the third for 'Diesel CoSH Assessment.d' (59 KiB). Each card has a 'Remove file' button. Below the file uploads is a section titled 'Emergency Procedures' with a text area containing the following instructions:

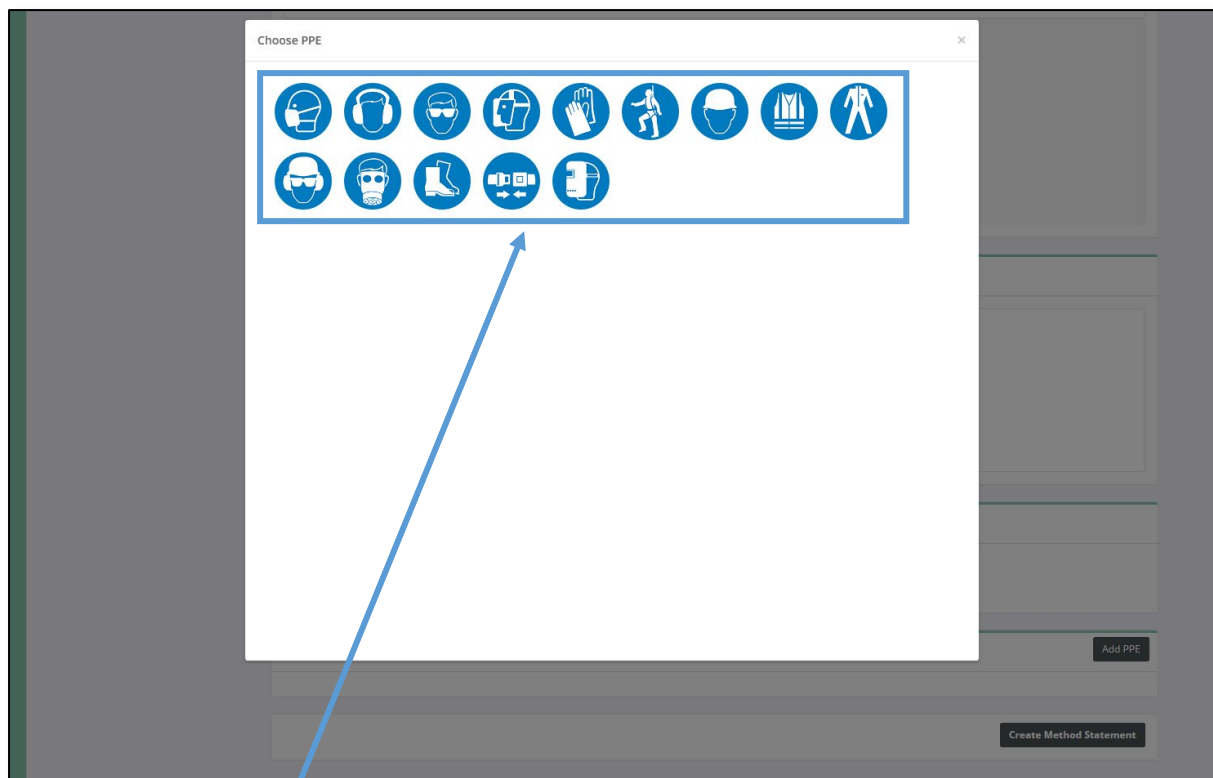
1. Stop work immediately
2. Remove all personnel from danger area
3. If emergency involves structural problems contact Contract Manager
4. If emergency involves injury to persons or other property, follow Company safety procedures.

Below the 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

The screenshot displays the BSG Hub interface. At the top, there is a section titled 'Personnel Involved' with two input fields: 'Title' and 'People'. Below this is a section titled 'PPE' with a table structure. The table has two columns: 'PPE' and 'Add PPE'. The 'Add PPE' column contains a button labeled 'Add PPE'. At the bottom right of the interface 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 a web form titled 'Emergency Procedures'. It contains 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. An 'Add PPE' button is 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'. A blue callout box with an arrow points to the 'Save Statement' button.

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 same 'Emergency Procedures' form. In this instance, a blue callout box with an arrow points to the 'Save to PDF' button at the bottom right of the form.

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)

<b>Method Statement Title:</b>	Bricklaying
<b>Document Reference:</b>	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.

<b>Company Name:</b>	PEM Builders UK (Demo)
<b>Address:</b>	MS 993
<b>Contract Name:</b>	Beckwith House
<b>Address:</b>	Silver Street Devon EX13 5AF
<b>Site Manager:</b>	Simon Matthews
<b>Contact Details:</b>	Phone: 07727 123456 Email: simon@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**  
qwerq  
asdfsdfg  
sdfgdfgh  
rtyuasdfg

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	02/07/2019 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.COSHHData.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
COSHHHardwood.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

<b>2. Pre-Commencement Checks</b>	Access clear Footings complete and cured
<b>3. Description of Work</b>	Laying Bricks and blocks from DPC to first scaffold lift
<b>4. Sequence of Work</b>	qwerq asdfsdfg sdfgdfgh rtyuasdfg

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 representing different types of personal protective equipment. At the bottom, there is a checkbox for 'I have read and understand the requirements of this Method Statement.' and three buttons: 'Save Statement', 'Print', and 'Save to PDF'.

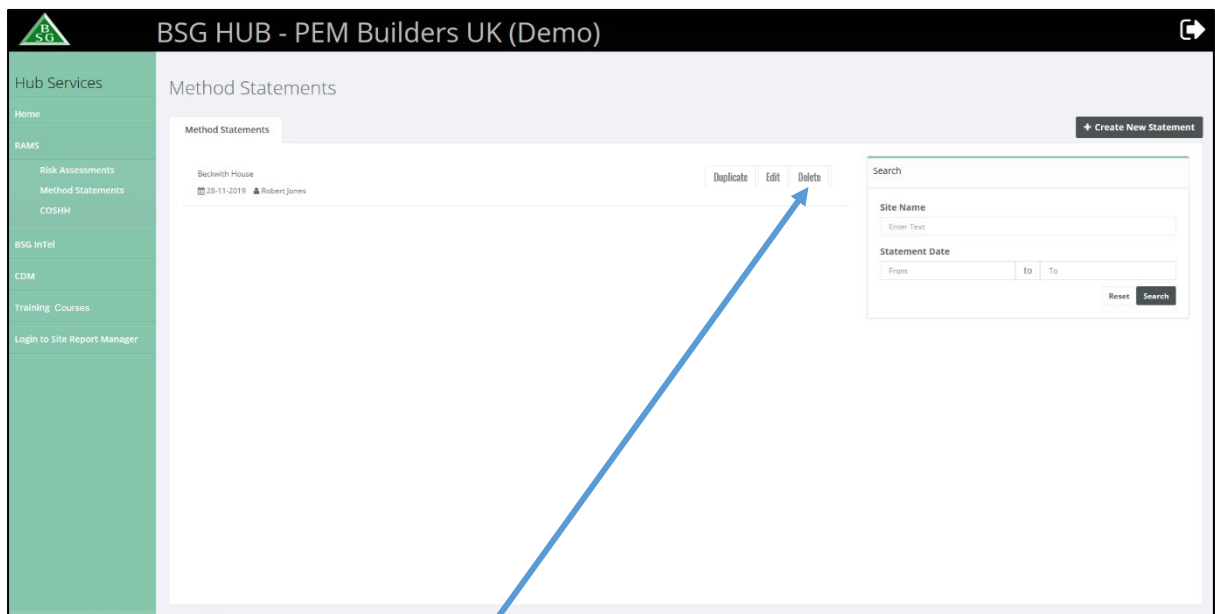
1. Tick the **Acknowledgement** box

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

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

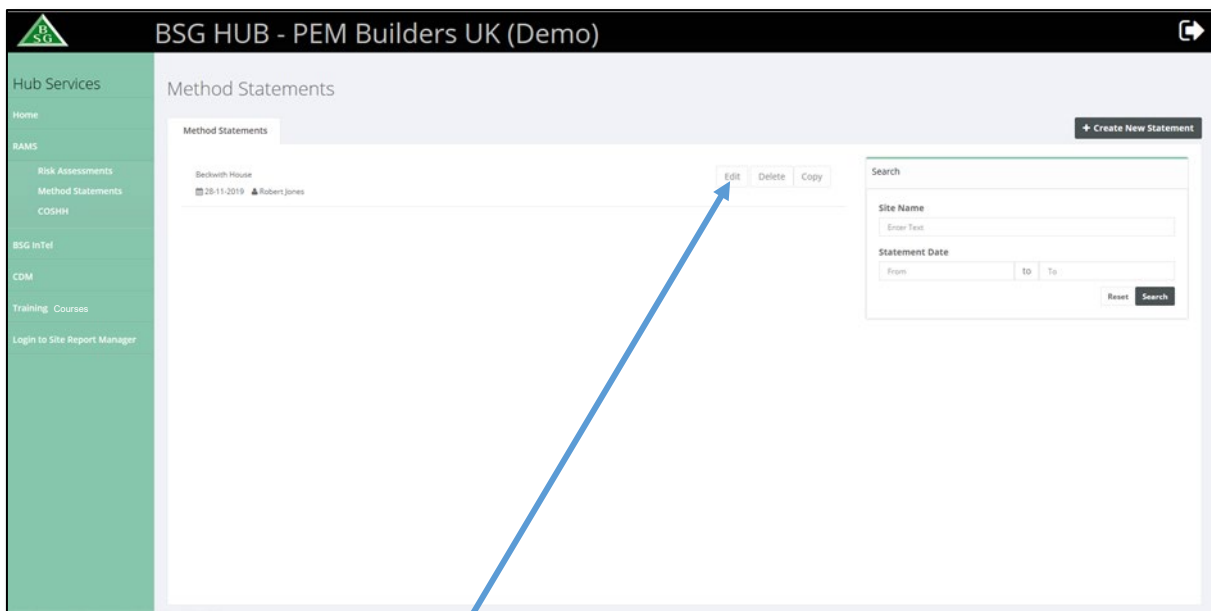
3. When complete, click on **Back to Statements**

### 6.3 How to delete a method statement



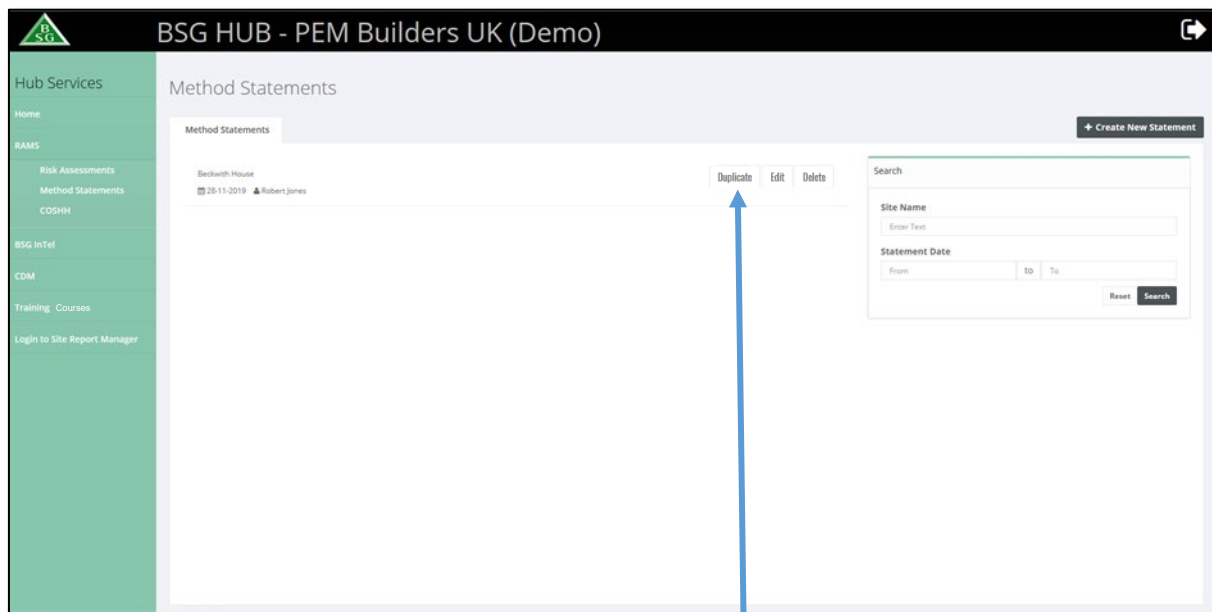
To remove the statement, click on **Delete**

### 6.4 How to edit an existing method statement

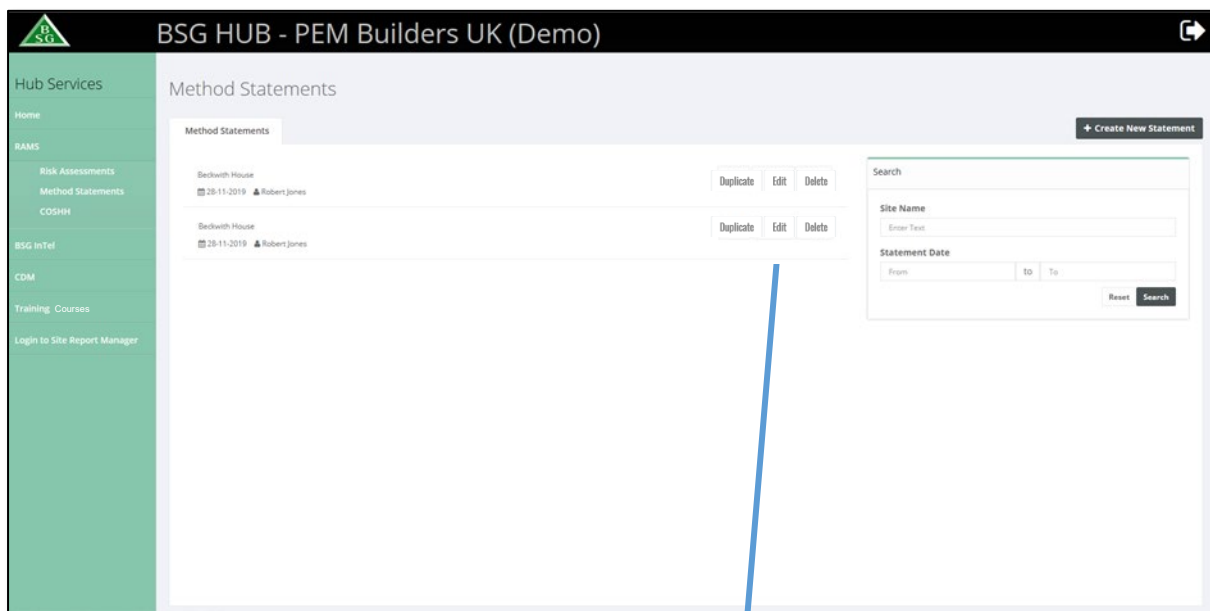


Clicking **Edit** will allow you to go back into the statement and make any changes

## 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

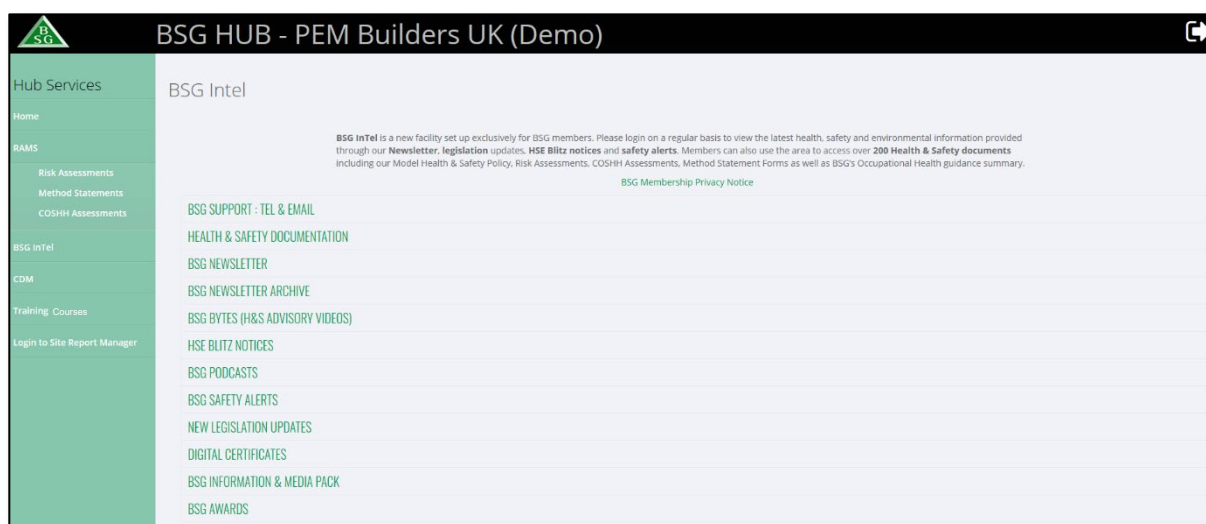
The screenshot displays the BSG HUB - PEM Builders UK (Demo) interface. On the left is a green sidebar with navigation links: Home, RAMS, Risk Assessments, Method Statements, COSHH, BSG InTel, CDM, Training Courses, and Login to Site Report Manager. The main content area is titled 'Method Statements' 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 blue arrow points from a text box below to the search panel. The main content area also shows a table with one entry: 'Bedwith House' dated '28-11-2019' by 'Robert Jones', with 'Duplicate', 'Edit', and 'Delete' buttons.

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 and SELECT Members. View the latest health, safety and environmental information provided through our **Newsletter**, **legislation** updates, **HSE Blitz notices** and **safety alerts**. SELECT 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.



### BSG InTel provides the following information:

- BSG Support: Contact telephone numbers & Email
- Health & Safety Documentation
- BSG Newsletter
- BSG Newsletter Archive
- BSG Bytes (H&S Advisory Videos)
- HSE Blitz Notices
- BSG Podcasts
- BSG Safety Alerts
- 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.

The screenshot displays the BSG HUB - PEM Builders UK (Demo) website. On the left is a green sidebar menu with the following items: Hub Services, Home, RAMS (with sub-items Risk Assessments, Method Statements, and COSHH Assessments), BSG InTel, CDM, Training Courses, and Login to Site Report Manager. The main content area has a black header with the BSG logo and the text 'BSG HUB - PEM Builders UK (Demo)'. Below this, the heading 'CDM COMPLIANCE CONSULTANT (CDMC)' is shown in green. The text explains that BSG understands the need for a support mechanism under the new CDM 2015 regulations and has created the CDMC role. It then defines the role of a CDMC, states the purpose of the CDMC package (to save time and ensure compliance), and lists the services provided. The services include advising on responsibilities, assisting with the Construction Phase Plan, coordinating risk assessments, aiding in the appointment of competent suppliers, assisting with health and safety files, identifying relevant information, ensuring HSE notification, and ensuring compliance with current legislation. A contact email, [buildingsafetygroup@bsgtd.co.uk](mailto:buildingsafetygroup@bsgtd.co.uk), is provided at the bottom.

**BSG HUB - PEM Builders UK (Demo)**

### 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](mailto: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 interface for PEM Builders UK. The header bar is black with the BSG logo on the left and a home icon on the right. Below the header, a green sidebar on the left contains a menu with the following items: Hub Services, Home, RAMS (with sub-items Risk Assessments, Method Statements, and COSHH Assessments), BSG Intel, CDM, Training Courses, and Login to Site Report Manager. The main content area has a light blue background. At the top, it features the heading 'BSG TRAINING' in large green letters, followed by a sub-heading '15% DISCOUNT FOR BSG MEMBERS ON ALL COURSES'. Below this is a paragraph of text explaining the training services and a call to action: 'Please call 0300 304 9080 to book your course.' Further down, the section 'CHOOSE THE RIGHT COURSE FOR YOU' is followed by a list of course categories: ASBESTOS, CITB, CITY AND GUILDS, FIRE SAFETY, FIRST AID, MANAGEMENT COURSES, NEBOSH, OCCUPATIONAL HEALTH, OPERATIVE, PLANT / MACHINERY, and WORKING AT HEIGHT.