

A Guide to the
**Design &
Construction of
Accessible
Angling Facilities**

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This document can be used on the basis that the user organisation hereby indemnifies and agrees to keep indemnified and hold harmless Inland Fisheries Ireland its servants, agents and all others so authorised by Inland Fisheries Ireland, against all and any losses, expenses, costs, claims, proceedings, demands, damages, breach of any intellectual property rights and any other liabilities which may occur by reason of any act, omission, neglect, default or wrongful, wilful or criminal act of the organisation, their Contractor(s), their servants and/or agents in respect of any death, disease, injury and/or damage to any person, property.

FOREWORD

It is expected that users of this Guide will have some familiarity with the practical aspects of countryside access management. This guidance document should provide staff with required information relating to design, construction and installation of the structures. Thus enabling personnel to construct and erect them. **However, they are not intended to offer a complete or exhaustive specification or a blueprint that will be suitable for every situation.** In many instances designs will need to be adapted to suit a particular set of circumstances or to solve a specific access problem. It is therefore recommended that, where appropriate, advice is sought from experienced & competent practitioners or skilled contractors as to the suitability of a particular design and any modifications that may be necessary.

Works should always be carried out having due regard for the ecology of the site.



1.0 PLANNING

If your project requires planning permission (e.g. angling shelters, heavy engineering projects, car parks) then an application for planning permission is made by filling in a planning application form and submitting it together with required documents to your local authority. Reference should be made to the development plan in the area before making a submission.

Your local authority will be able to give you advice about how to apply, whether your proposals are likely to comply with the development plan, what other documents you will need, what the fee will be and any other requirements.

It is a good idea to talk to the local authority before you make an application. This may save you long delays later on. Remember that pre-consultation with local angling clubs and community groups – prior to planning can help alleviate any concerns/issues before the application is submitted.

1.1 Applying

In general, you will need to submit the following documents with your application:

- A location map (6 copies)
- Site or layout plan (6 copies)
- Other plans, elevations and sections (6 copies)
- Copies of public notices (newspaper and site)
- A plan showing the position of a site notice or notices
- Where appropriate, a certificate issued by the planning authority verifying that the development proposed is for no more than 4 houses or for housing development on land of 0.2 hectares or less. This may be relevant where angling shelters are to be constructed. If such a certificate has been applied for but not issued, a copy of the application, which itself must meet specific requirements, will suffice.
- Appropriate assessment screening
- Any extra documents required for special protected sites, e.g. Habitat screening, archaeological assessment
- Method statements
- The appropriate fee

To apply for planning permission, contact the Chief Officer of the Planning Department of your local authority.

You must give a public notice of your proposals before making an application. This must be done by placing a notice in a locally circulating newspaper (your local authority will have a list) and putting up a site notice that can be clearly read. You will find details of information that must be contained in the notices in the planning application form.

The application must be received by the local authority within 2 weeks of the notice appearing in the local newspaper and the erection of the site notice. The site notice must remain in place for at least 5 weeks from the date of receipt of the planning application. (Please note, nine days over Christmas, from 24 December to 1 January, are not taken into account when calculating the 5-week period).

1.2 Granting

You must not start building before you receive the grant of permission. Normally, planning permission is subject to conditions, some of which may require changes to your proposals.

Planning permission normally lasts for five years. You may be required to make a financial contribution towards the construction of any road, water supply or sewerage that may be necessary.

If the local authority refuses your application, it will give you the reasons for this. You have 4 weeks from the date of this decision to appeal to An Bord Pleanála.

1.3 Liaising with Stake Holders

1.3.1 Heritage Sites

The Heritage Council's planning role is to ensure that local, regional and national planning policies and objectives include stipulations for the protection, conservation and management of our national heritage. The Council also seeks to ensure that its planning programme enables Ireland to meet requirements outlined by planning-related directives and conventions.

If your development may impact upon heritage sites, structures or wildlife habitats it would be prudent to liaise with the Heritage Council during the course of your planning application process.

1.3.2 Protected Habitats

The National Parks & Wildlife Service (NPWS) is responsible for the designation of conservation sites in Ireland. The NPWS works with farmers, other landowners and users and national and local authorities, trying to achieve the best balance between farming and other land-use on the one hand, and requirements for conserving nature in these selected areas, on the other.

You can check if your planned development is within a National Heritage Area (NHA), Special Area of Conservation (SAC) or Special Protection Area (SPA) on the NPWS website.

If your site is within one of these areas it would be prudent to liaise with the NPWS during the course of your planning application process.



1.3.2 Office of Public Works: Heritage Sites and Flood Risk Management

If your development impacts upon an OPW heritage site or could affect flood control in an area it would be prudent to liaise with the OPW during the course of your planning application process.

1.3.4 ESB Fisheries & Other Fishery Owners/ Lessees

Where applicable the owner/lessee of the fishery should be consulted before initiating development projects.

1.3.5 Landowners

Where applicable the landowners should be consulted before initiating development projects.

1.3.6 Local Angling Clubs & Community Groups

It is prudent to liaise with representatives of the local angling club and community groups prior to planning.

2.0 HEALTH & SAFETY

When anglings stands, walkways, slips etc. are being constructed they are a place of work which falls under the Safety, Health & Welfare (Construction) Regulations, 2013. The relevant sections of the safety statement should be reviewed at the planning stage for the works particular attention should be paid to risk assessment. The Safe System of Work Plan which is detailed in Appendix 1 must be completed. If you are unsure of the requirements consult with the Health & Safety Executive.

2.1 Personal Protective Equipment

Personal protective equipment which may be required in this type of workplace may include:

- High visibility clothing
- Hearing protection
- Gloves
- Respiratory protection
- Safety glasses
- Hard hat
- Safety boots
- Personal flotation device
- Dry suit

2.2 Training

Staff involved in construction work must hold a valid safe pass cert. A non-exhaustive list of relevant training includes:

- Safe Pass
- Manual Handling Training
- ATV (Quad bike)
- Excavators
- Abrasive wheels (Con saw/Angle grinder)
- Signing, lighting & guarding
- Road Worker Safety
- Teleporter
- Tractor dozer
- Site dumper
- Scaffold
- Chainsaw

2.3 Safe System of Work Plan

It is essential that the safe system of work plan is completed. By completing the plan you will have identified the risks which relate to the work activity/workplace and have recorded the controls which have been put in place to ensure the safety of everyone on site. See appendix one for further details.

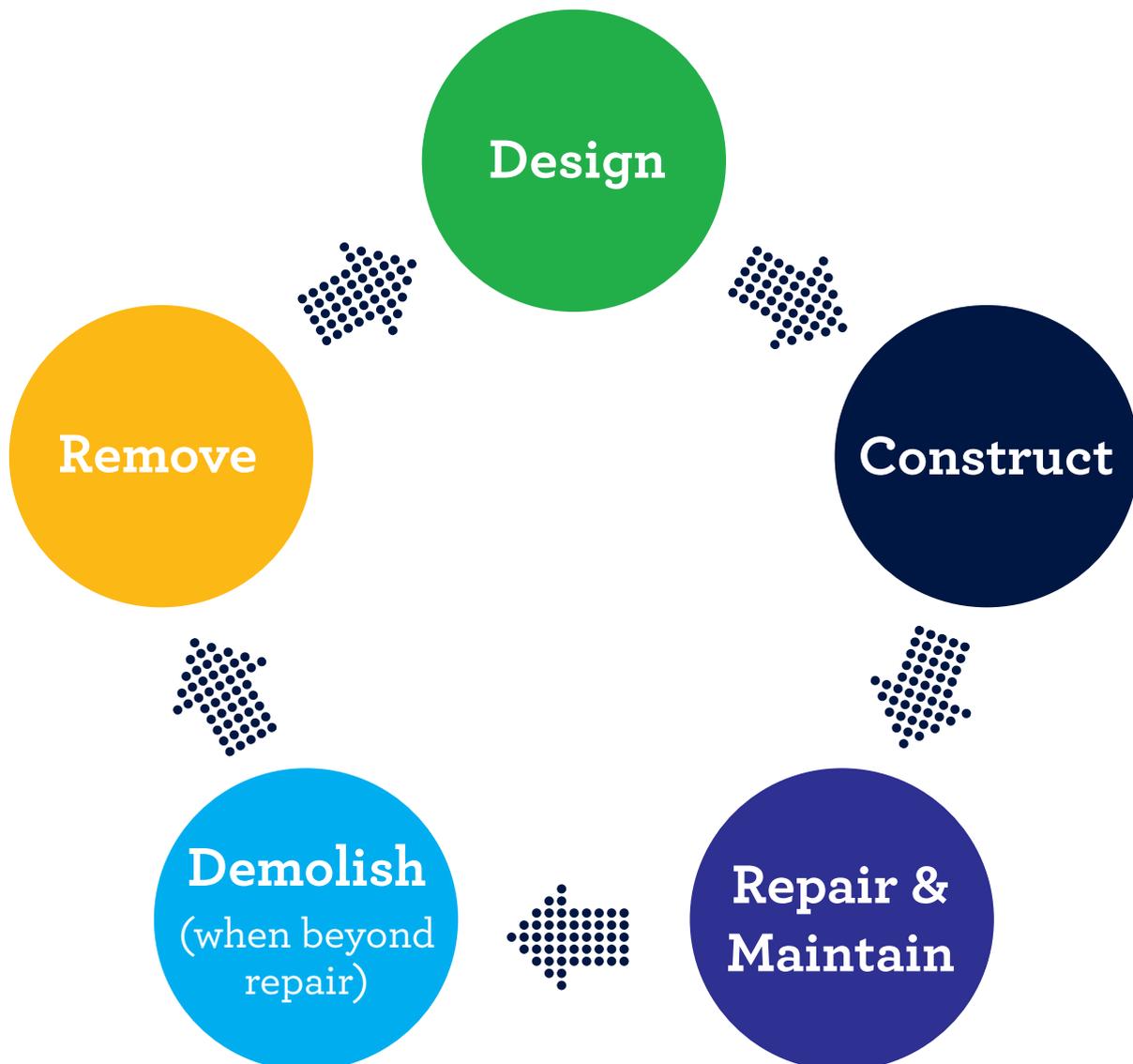
2.4 Notification to the Health & Safety Authority

If a construction project is going to last longer than 30 days or 500 person days then you are legally required to notify the HSA using the approved AF1 & AF2 forms as required. Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

The project supervisor for the construction stage shall clearly display on the construction site a copy of this form.

2.5 Structure Life Cycle



Following design and construction it is essential that the structure is assessed at a minimum biennially. Assessments are conducted on site using rugged tablets and related software. The system records the position of the structure using GPS. Once the location is recorded the condition of the structure can be assessed. Based on the assessment the following can be determined.

1. Take no action as the structure is sound
2. Repair or maintain the structure as required
3. The structure is beyond repair and must be demolished and removed

By carrying out this process you are ensuring that the safety of both the public and staff.

If a structure is unsafe and poses a risk it must be addressed as a priority. Any verified reports on dangerous structures should be addressed immediately and closed off if immediate repair is not possible. If no funding/budget is available for repairs, and it has become hazardous it should be removed.

3.0 CONSTRUCTION MATERIALS

The quality and lifespan of individual structures will depend upon the standards of materials and workmanship used in their construction as well as local environmental factors. Wherever possible, these should conform to the relevant standards and be fit for purpose.

3.1 Material Standards

The following will assist in achieving high standards of construction and installation, thereby minimising the requirement for future repair and replacement, and ensuring that structures function safely and reliably and cause the minimum of inconvenience to users.

Timber

- All timber should meet EN338 (strength class) and EN 14801 (visual and machine grading).
- The grade (strength class) of timber used for structural components such as posts, beams and joists shall be sufficient to cope with the loads placed upon it during its service life. When a mass of 75kg is placed anywhere on a step or top rail a maximum deflection of 15mm shall occur. When a mass of 150kg is placed anywhere on a timber step or rail acting through an area of no greater than 0.01m² (approx. 100mm² or 80mm diameter circle) no visible permanent deformation or cracking shall take place. All preserved timber should be to BS 8417:2011 and meet EN599, EN351 & EN335 (durability of wood).
- Timber of Use Class 4 should be used for timber in direct contact with the ground and/or fresh water.
- Timber of Use Class 5 should be used for timber which is permanently or regularly submerged.
- The use of timber impregnated with wood preservatives should be avoided on wetland sites of conservation importance due to the leaching of heavy metals.

Metal

- All metal fittings and fencing materials (e.g. hinges, latches, bolts, screws, nails, fence wire and mesh) should be (in preferred order); stainless steel, hot dip galvanise, galvanise or otherwise treated to prevent rusting. Zinc plated fittings must only be used on indoor dry condition structures. In-dex screws are recommended for decking.
- All steel and aluminium structures must conform to EN1090-1 and EN1090-2 or EN1090-3.

Plastic

- All plastic must be satisfactorily tested using the EN ISO 179-2010 ISO 178 standards.

Concrete

- Concrete should not normally be used to install strainers, struts, posts and other timbers, except where a hole cannot be excavated to an adequate depth or the soil type does not support the structures integrity.
- Concrete should be used to install metal structures or where a timber post or strainer is subject to exceptional loads (e.g. to support a steel pole barrier).

4.0 ENGINEERING PROJECTS

Where the development is of high value, large in scale and involves the use of third party contractors, it is prudent to hire a consulting engineer to oversee and sign off on the various stages of construction.

The professional indemnity, public and employee liability insurances of the contractors and consulting engineer should be obtained before works commence. It is prudent to request a letter of indemnity for IFI from the contractor for such projects.

The following details should be obtained by IFI during the course of the project:

- The safety files where applicable on completion
- As built drawings
- Consultant engineering approval sign off
- Copies of equipment test certificates
- Certificate of practical completion
- Details of defects liability period and warranties
- Where applicable operation and maintenance manuals, procedures and schedules

4.1 Client & Contractor Duties for New Projects

The Client

When IFI appoints a contractor, IFI shall be recognised as a client under the Safety, Health & Welfare at Work Construction Regulations.

If the works last longer than 30 working days, 500 person days or if there is a particular risk (e.g. electricity, work at height, excavations etc.) then IFI must appoint a Project Supervisor for Design Process (PSDP) and Project Supervisor for Construction Stage (PSCS). A safety & health plan is also required.

IFI must assess the health and safety competence of the PSDP and PSCS and appoint both in writing. IFI must notify the HSA using the AF1 form.

The Project Supervisor Design Process

The PSDP must prepare the preliminary safety and health plan. The PSDP must issue this to the PSCS. At the end of the project the PSDP must issue the client with the completed safety file.

The Project Supervisor Construction Stage

The PSCS must further develop the Safety & Health Plan during construction. The PSCS must manage site safety.

5.0 ACCESS & STRUCTURE GUIDING PRINCIPLES

The following guidance principles are based on the British Standard BS 5709:2006 Gaps, gates and stiles – Specification.

1. Choosing the least restrictive option

The selection of a gap, gate or stile which permits people to use a path crossing a field boundary such as a hedge, fence or stone wall, shall result in as little restriction as possible for potential users, including so far as is reasonably practicable users of wheel chairs & mobility vehicles, while meeting the needs of landowners.

On public footpaths potential users include walkers, wheelchair users, walkers with dogs under control and walkers with prams/pushchairs.

There will be some paths on which some of these users could not reasonably be expected ever to be able to travel. However just because other parts of the path are impassable to mobility vehicles (push chairs or wheelchairs) for example because of stiles, does not allow stiles or non-mobility-vehicle-passable gates to be put elsewhere on the path. To do so would be to make it harder in future to give access for all.

This is especially true of structures at the start of paths, where they leave a road. Some people with disabilities may get no further than the first field in the short term, but that is so much better than not getting anywhere at all.

In the absence of explicitly identified counter reasons the following structures should be used in this order of preference: Gap, Gate, Kissing Gate, Stile.

Table 1. Accessibility of structures conforming to BS 5709 on footpaths

Structure	Type of Structure	Performance
Gap	Defined gap	Allows all users
Gate	Pedestrian gate or bridle gate without latch	Allows most users
	Pedestrian gate or bridle gate with latch	Inhibits some users (e.g. those with dexterity and reach, slight difficulties)
Kissing gate	Kissing gate, without latch	Inhibits some users (e.g. wheelchair users) depending on layout and size
	Kissing gate, with latch	Inhibits some users (e.g. disabled users) and is generally more difficult to use than latchless gates
Stile	Wide post and rail stile & narrow post and rail	Prevents all wheelchair users; inhibits the less agile and some walkers with dogs

Where something beyond a gap is needed then a two-way-opening self-closing gate is the preferred option (except adjoining roads where safety and vehicle exclusion may indicate a kissing gate). A gap may be inappropriate for example because of the need to control livestock; the second choice shall be a gate.

Self-closing gates are desirable where there are livestock. Gates shall open freely and a force of no greater than 50N shall be needed of open fully. 50N is approximately represented by 5kg on a spring balance. Gates are normally easier to use if they open in the direction of travel e.g. They are two way.

Stiles should be avoided unless exceptional circumstances require them.

2. Reasonableness

Except where a gap is chosen, an assessment of reasonableness of putting a structure across a path should be made. That assessment should include certain things being considered including whether there might be some other measure that would remove the need for any structure. An example would be where some side fencing or rerouting of cattle paths might allow elimination of the need for any cattle barriers at all on the path.

3. Manoeuvring Space

This is the space needed to be kept clear so as to allow users to get into position to open, pass through, and close a gate or to negotiate a fixed structure.

A great deal more space is needed than is commonly assumed. One-way-opening gates need more manoeuvring space than two-way opening ones and mobility vehicles (wheel or push chairs) may need a three metre diameter space. Where appropriate it is desirable that those involved in erecting structures have some training involving actual people with wheelchairs, pushchairs as appropriate. It is best to get it right before installation to ensure potential users are able to manoeuvre through the structure.

4. Road Side Structures

At vehicular roads, structures should be set back at least two metres from the carriageway. When a footpath is likely to be used by groups of walkers and which continues on the opposite side of the road, the structure should to be set back four metres from the carriageway edge.

5. Continuous Structure Management (Inspect, Repair, Replace or Remove)

Structures must be maintained in order ensure the structures remains in a safe and compliant condition for use. Inspections should be conducted and recorded. Maintenance and repair should be completed and recorded as required.

6. Ground Conditions

So far as is reasonably practicable ground within two metres of the structure to be free of surface water and provide a firm surface, except immediately after rain.

7. Protrusions & Hazards

The structure should not present a hazard to the user. There should be no barbed wire, electric fence, etc. within one metre of the structure or the manoeuvring space. Similarly

plants which may scratch, sting or cause rash should be treated or removed within one metre.

No protrusions such as bolts likely to catch clothes or cause injury should be permitted. All edges likely to come into contact with the user shall be rounded to a radius no sharper than 2mm or chamfered with at least 2mm flat. Protrusions integral to the design (e.g. latches) shall be rounded. Pinch points and trapping hazards should not form part of the structure. Where moving parts of the structure could trap fingers, for instance at the gate closure line, the area shall be maximised to reduce the point pressure. Note this trapping can be avoided by preventing the gate closing completely, for example by installing block of resilient material on a part of the closing. The assessment of the design of a structure shall include considerations for visually impaired users.

Any posts carrying a protruding direction sign should not form part of the structure, but shall be mounted separately so that the direction arm cannot overhang the structure or intrude into the manoeuvring space.

Where structures are installed it is prudent to affix a unique identifier code for future reference.

6.0 SAMPLE SPECIFICATIONS DRAWINGS

- 6.1 *Specification Drawing Guidance Notes*
- 6.2 *Paths*
- 6.3 *Angling Stand*
- 6.4 *Floating Pontoon*
- 6.5 *Gateway*
- 6.6 *Kissing Gate*
- 6.7 *Pedestrian Bridge*
- 6.8 *Trail Bridge*
- 6.9 *Stile Complex*
- 6.10 *Stile Basic*



6.1 Specification Drawing Guidance Notes

Creating an accessible and understandable external environment is potentially the most challenging task facing designers due to constraints posed by the natural landscape and spatial limitations of the existing built environment.

We have limited influence over the natural topography of an area and must seek to optimise accessibility and understanding through the creative placement of routes and features.

This involves strategic thinking during the earliest design stages to ensure, for example, pedestrian access routes are positioned to provide convenient access with minimal changes in level.

Physical, sensory and mental abilities vary from person to person and for individuals as they get older. Diversity is normal. Designers need to be aware of difference across the range of human abilities, and of associated design considerations.

Accessible Paths

Defined paths should be used in areas of high volume public traffic. High volume traffic typically occurs in urban areas, urban fringes and in core recreation areas. Where it is not practicable to construct paths 1800mm wide regular passing spaces should be considered. Cross fall gradients for water run off should be no more than 1:50. Path gradients should not exceed 1:20.

Trails are not covered by this guidance document. Where trails are to be constructed they should comply with the national trails standards developed by the national trails office. These are available at www.irishtrails.ie

Gates

In most situations a two-way-opening self-closing gate is the preferred option. By virtue of their design and mode of operation, kissing gates can be more restrictive to users than simple pedestrian or bridle gates. They should therefore only be installed if there is a specific and pressing reason to do so and a more accessible design is not considered acceptable. The ready availability of self-closing hinges and secure automatic latches for both one-way and two-way gates means that kissing gates should rarely be necessary. The area through, and to either side of a gate should be appropriately surfaced (if necessary with aggregate fill) and properly maintained to ensure that it does not become worn or

eroded, causing puddling in wet weather. Adequate space should be provided to either side of the gate to allow users to manoeuvre through it conveniently and safely. This is especially important adjacent to roads.

Stiles

Stiles are often constructed in the belief that they improve accessibility. In reality, stiles erected in inappropriate locations can cause inconvenience and discomfort to users and, in some instances, may severely restrict peoples' ability to gain access to angling. Stiles are impassable to wheelchair and pushchair users and can be an insurmountable barrier to ambulant disabled, elderly and less agile people. Anglers carrying large amounts of equipment will also be hampered. It is therefore suggested that a stile should only be installed as a last resort when it is not possible to provide access by means of a gap or gate.

Bridges

In areas of high volume public traffic it is essential that bridges are constructed to a high standard. In these areas multiple handrails and continuous guardrails will be required. Trail bridges are unsuitable in this situation particularly when young children are likely users.

Trail bridges are less complex and typically used in remote locations where the volume of public traffic is low. There is an assumption that users are able bodied, alert and without significant physical or sensory restrictions.

Access to trail bridges is typically via narrow unsurfaced trails on mixed terrain. Users typically travel in single file.

Trail bridges should be a standard width of 900mm. The provision of the number of hand and or a guard rails will be determined by the environment.

Factors to be considered include:

- The height above ground level or water level
- The depth of water beneath
- The propensity of the area to flood
- The propensity of the area to be affected by other weather phenomena
- Any other hazard peculiar to the immediate environment

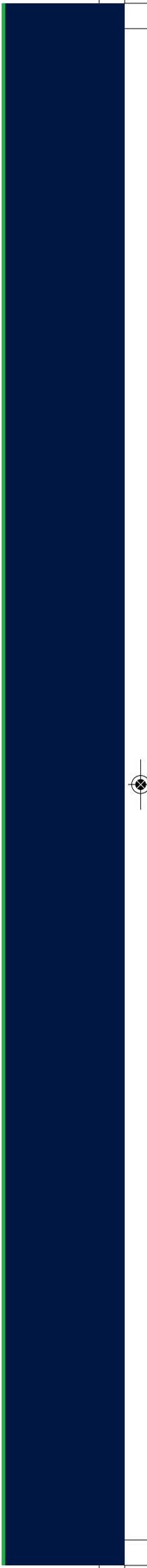
Angling Stands

The width of angling stand walkways and angling areas should be homogenous on all stands. The selection of rail heights at the angling area may potentially vary given the type of angling commonly practiced at the location. Where multiple angling areas are provided from a single walkway a minimum of 3m shall separate each angling area. Railings must be fitted where an angling stand accommodates a wheelchair user.

Note that the specification drawing for the floating stand is for reference only. Erection of floating pontoons should be based on the engineer's design which is specific to the planned site. The required fixings, materials & anchoring may vary greatly at each site.

Floating Stands

Floating stands will most likely be designed off site by a contractor. It is a requirement to consult with and get drawings/plan from the contractor and details on the type of structure being put in place. It is also a requirement that installation be carried out by this contractor, or if sub-contracted, under his/her supervision.



NOTES

APPENDIX

APPENDIX 1.

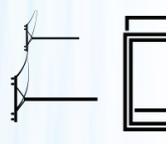
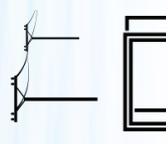
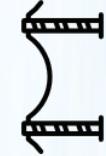
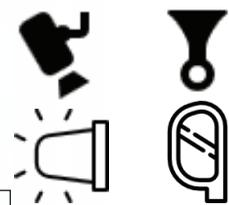
SAFE SYSTEM OF WORK PLAN



Safe System of Work Plan

Job Details	Resources	Emergency Details
Supervisor: Number of Workers: Specific Location:	Worker skills: Plant & Equipment: Hazardous Materials:	Contact Name & Tel No. 1. 2. First Aider: Location of First aid kit:
Start Date:		
Before work starts the following must be in place (where applicable). Tick the circle when confirmed <input checked="" type="checkbox"/>		
Supervision		<input type="checkbox"/>
Safe Pass		<input type="checkbox"/>
CSCS (Ticket)		<input type="checkbox"/>
Induction /Safety Statement		<input type="checkbox"/>
Manual Handling		<input type="checkbox"/>
Plant Equipment Certified (e.g. lifting equipment & compressors)		<input type="checkbox"/>
Note CSCS Includes the following 180 Degree Excavator, 360 Degree Excavator, Mini Digger, Tower Crane, Self-Erect Tower Crane, Mobile Crane, Crawler Crane, Telescopic Handler, Tractor Dozer, Site Dumper, Articulated Dumper, Slinger Signaller, Scaffolding Basic & Advanced, Road Worker Safety, Road Signing Lighting & Guarding.		
Notes:		



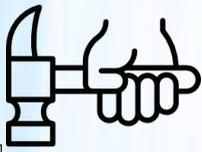
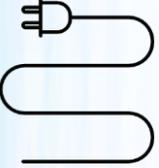
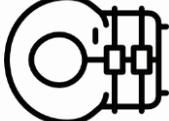
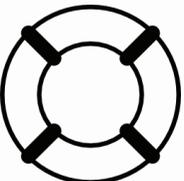
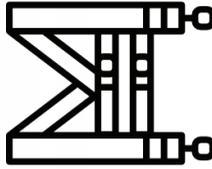
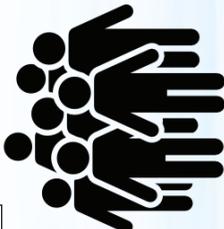
Select Hazard or Activity <input type="checkbox"/> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> X	<input type="checkbox"/>  Electricity	<input type="checkbox"/>  Plant & Equipment	<input type="checkbox"/>  PTO Guard & Access Step	<input type="checkbox"/>  180 Excavator	<input type="checkbox"/>  Banksman	<input type="checkbox"/>  Survey Map	<input type="checkbox"/>  Over Head Goal Post	<input type="checkbox"/>  Warning Signs	<input type="checkbox"/>  Hand digging	<input type="checkbox"/>  Barriers
	<input type="checkbox"/>  Detector & Mark	<input type="checkbox"/>  180 Excavator	<input type="checkbox"/>  Banksman	<input type="checkbox"/>  Survey Map	<input type="checkbox"/>  Over Head Goal Post	<input type="checkbox"/>  Warning Signs	<input type="checkbox"/>  Hand digging	<input type="checkbox"/>  Barriers	<input type="checkbox"/>  PTO Guard & Access Step	
		<input type="checkbox"/>  Locking Attachments	<input type="checkbox"/>  Exclusion Zone	<input type="checkbox"/>  Check Lifting Gear	<input type="checkbox"/>  Reverse Warning Devices	<input type="checkbox"/>  Other	<input type="checkbox"/>  Other	<input type="checkbox"/>  Other	<input type="checkbox"/>  Other	



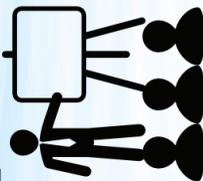
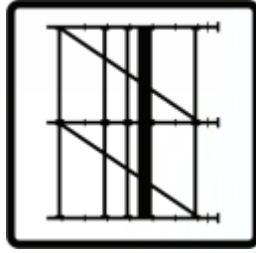
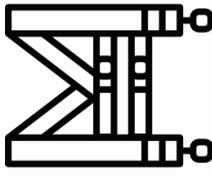
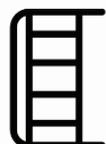
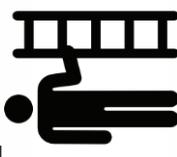
Select Hazard or Activity or

All controls identified below must be in place before work starts

Tick the square box to identify the controls required; Tick the circle when the control is in place

<input type="checkbox"/>  Hand Tools	<input type="checkbox"/>  110V Voltage	<input type="checkbox"/>  Check Cable	<input type="checkbox"/>  Machine Guarding	<input type="checkbox"/>  Cable Protection	<input type="checkbox"/>  Dust Suppression	<input type="checkbox"/>  Maintenance	<input type="checkbox"/>  Chain Saw
<input type="checkbox"/>  Working Close to water	<input type="checkbox"/>  Personal Flotation Device	<input type="checkbox"/>  Life Ring	<input type="checkbox"/>  Boat	<input type="checkbox"/>  Edge Protection	<input type="checkbox"/>  Safety Line	<input type="checkbox"/>  Fall Arrest	<input type="checkbox"/>  Throw Rope
<input type="checkbox"/>  Working Close to the Public	<input type="checkbox"/>  Fencing	<input type="checkbox"/>  Stop-go/Flag Man	<input type="checkbox"/>  Barriers	<input type="checkbox"/>  Pedestrian routes	<input type="checkbox"/>  Warning Signs	<input type="checkbox"/>  Security	<input type="checkbox"/>  Other



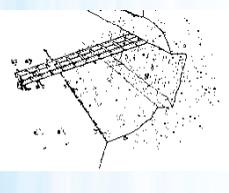
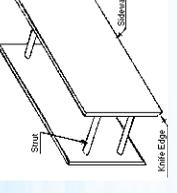
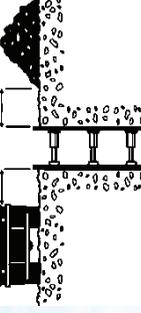
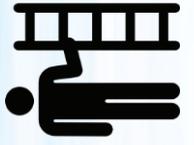
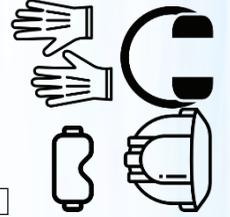
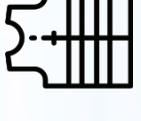
<input type="checkbox"/> Select Hazard or Activity <input checked="" type="checkbox"/> or X	All controls identified below must be in place before work starts Tick the <input checked="" type="checkbox"/> square box to identify the controls required; Tick the <input checked="" type="checkbox"/> circle when the control is in place																				
<input type="checkbox"/>  Manual Handling	<input type="checkbox"/>  Ensure training is completed	<input type="checkbox"/>  Ensure mechanical aids are used when required	<input type="checkbox"/>  Ensure team lifting is completed when required	<input type="checkbox"/>  Characteristics of load assessed	<input type="checkbox"/>  Characteristics of the environment assessed	<input type="checkbox"/>  Characteristics of the individual assessed	<input type="checkbox"/>  Characteristics of the task assessed	<input type="checkbox"/>  Work at height	<input type="checkbox"/>  CONSTRUCTION SKILLS CERTIFICATION SCHEME Training	<input type="checkbox"/>  Fall Arrest	<input type="checkbox"/>  Edge Protection	<input type="checkbox"/>  Warning Signs	<input type="checkbox"/>  Inspect	<input type="checkbox"/>  Ground conditions	<input type="checkbox"/>  Safe Access	<input type="checkbox"/>  Fire	<input type="checkbox"/>  Emergency exit	<input type="checkbox"/>  Fire Extinguisher	<input type="checkbox"/>  Assembly Point	<input type="checkbox"/>  Safe Fuel Storage	<input type="checkbox"/> Other



Select Hazard or Activity or **X**

All controls identified below must be in place before work starts

Tick the square box to identify the controls required; Tick the circle when the control is in place

<input type="checkbox"/>  Excavations	<input checked="" type="checkbox"/>  Batter back	<input type="checkbox"/>  Trench Box	<input type="checkbox"/>  Shoring	<input type="checkbox"/>  Exclusion Zone	<input type="checkbox"/>  No undermining	<input type="checkbox"/>  Spoil/plant back	<input type="checkbox"/>  Access egress
<input type="checkbox"/>  Safety Helmet	<input type="checkbox"/>  Inspect	<input type="checkbox"/>  Barrier	<input type="checkbox"/>  Covers	<input type="checkbox"/>  Warning signs	<input type="checkbox"/>  Safe Stacking	<input type="checkbox"/>  Ground conditions	<input type="checkbox"/> Other
<input type="checkbox"/>  PPE	<input type="checkbox"/>  Safety Boots	<input type="checkbox"/>  Eye protection	<input type="checkbox"/>  Safety Gloves	<input type="checkbox"/>  Hearing Protection	<input type="checkbox"/>  Hi-Vis Vest	<input type="checkbox"/>  Respiratory Protection	



Select Hazard or Activity ✓ or X	All controls identified below must be in place before work starts Tick the <input checked="" type="checkbox"/> square box to identify the controls required; Tick the <input checked="" type="checkbox"/> circle when the control is in place														
<input type="checkbox"/> ? Identify Additional Hazard or Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="radio"/>							
<input type="checkbox"/> ? Identify Additional Hazard or Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="radio"/>							

Safe System of Work Plan prepared by: _____

Date: _____



APPENDIX 2.

TEMPLATE FOR ASSESSING REASONABLENESS FOR A STRUCTURE

1. Is the structure absolutely necessary and why so?
2. Is it the least restrictive option?
3. What is the likelihood that it will cause some restriction to users?
4. What is the extent of any restriction created and what types of user will it affect?
5. What is the effort or cost needed to remove the restriction or to enable people to avoid it?

APPENDIX 3.**SAMPLE CONSTRUCTION METHOD STATEMENT**

Method Statement	
Job/Project Title:	
Reference Number:	
Date:	
DESCRIPTION OF WORKS	
Tasks:	
Duration:	
Sequence:	
Location:	
RESOURCES REQUIRED	
Personnel:	
Supervision:	
Plant/Equipment:	
Materials:	
ASSESSMENT OF SIGNIFICANT RISKS FOR ALL TASKS	
Access:	
Places of Work:	
Others at Risk:	
Noise:	
Manual Handling:	
Chemicals:	
Plant & Equipment:	
Other:	