

AMANDA AUSTIN FLOWERS LTD  
490a KINGS ROAD LONDON SW10 0LF  
TEL 020 7351 3151 MOB 07973 968 171 FAX 0207 351 6713  
[www.amandaaustinflowers.co.uk](http://www.amandaaustinflowers.co.uk)

**INSTALLATION OF PARTY FLOWERS**  
**HEALTH AND SAFETY AND RISK ASSESSMENT**  
**AND METHOD STATEMENT**

First point of Contact

Amanda Austin  
Installation manager 07973 968 171

Off site control  
Lydia Elwes Office Manager 0207 351 3151

Emergency contact  
Lydia Elwes Partner 07973 968 171\

**Scope of works**

To install various sized vases onto tables, pedestals, etc within the venue and to clear down the above after the event.

Installations and removals will be carried out by our team who have undergone induction, training and instruction on procedures including Health and Safety Awareness, Working at Heights and Manual Handling

1.

**Equipment**

Scissors/Stanley Knife. Rubber Hammers and Pliers (NOT to be Left on Site)Trolley (Where Appropriate) Workbox - Wires, watering cans and other general items for floristry.

Vat no. 752566220  
Co. Reg. No. 4869871

All vases/containers are hire only, all breakages must be paid for.

## **First Aid**

All vehicles have first aid kits on board. Procedures for accidents must be followed As per AAF policies. Accidents and Near Misses must be reported to Amanda Austin. If in doubt as to severity of injury to person, the injured party must be accompanied to nearest A&E Department or an ambulance must be called.

### **. Installation - General:**

- On arrival at site, all small vehicles will park up where shown by Clients to be confirmed week before install
- Amanda Austin personnel will make their way to the venue and they will begin bringing in tools and equipment.
- Trolleys will be used where appropriate (the same procedures will be reversed when removing work equipment from site and the area will be left clean and tidy)
- We will be running one team throughout the day and this will be managed on site by Amanda Austin: 07973 968 171

2.

## Health and Safety

### HAZARDS

#### **Manual Carrying of Goods in Transit**

AA Staff to carry all AA goods and place in situ.

Only smaller vases to be transported by hand across grassed areas to remove risk of damage.

All Vases to contain as little water as possible, to be oasis based arrangements.

AA staff aware of steep steps and large drops - minimum of 2 people working with ladders

Any spillages must be reported to manager - logged in accident report book for the night and subsequently copied to Event Organiser for English Heritage.

#### **Water**

To be carried in cans whenever possible.

Cloths to be laid over floors/tables when filling vases.

No bleach to be used anywhere in anything No chemical spray paint

All vases to be oasis based or no water in all English Heritage Sites

#### **Scissors**

All scissors to be kept by AA staff only.

When not in use kept in workbox.

#### **Shoes/ Clothing**

NO high heels or open toed shoes to be worn at any time by AA staff.

Rubber soled shoes to be worn whenever possible

#### **Weight**

All large pieces to be carried by a minimum of 2 persons observing health and safety lifting regulations

Large pieces to be dismantled before removal.

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3.

### **Ladders and Working at Height**

Follow safe systems of work

Use work equipment provided for H and S in accordance with the training received for its safe use.

Inform their employer of defects or hazards

Not misuse any safety equipments

Take care not to endanger others by their activities

The competence of all persons involved in planning organising and working at height

Adequate supervision is provided

Workplace and equipment are subject to checks or inspections

That any person is not at risk from work activities and falling items

All employees should be involved in the assessment. People working on the job often know what problems are and how to solve them. Records must be kept.

Please ensure that a handhold is available on the ladder or stepladder

You can maintain three points of contact with the ladder, whenever possible

Working at Height Certificate held by Amanda Austin.

### **Containers/ Vases**

Any metal containers to have protective pads

Candelabra, vases, urns and other containers to be checked for any damage before leaving venue. Any breakages to be reported and any breakages to be cleared away asap and taken away in separate clearly marked bags

All candles to be battery and not real flame

### **Accidents**

Accident report book to be taken to every event.

All accidents to be reported and signed by Manager.

Health & Safety Officer at Amanda Austin Flowers Ltd is Amanda Austin

Vehicle identification sent before delivery.

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Coivid Method Statement - See Coivid Specific Health and Safety Policy

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