

METHOD STATEMENT (Safe System of Work)

Title: General Building Works

Introduction : There are no buildings or major works to be done on this location as the site has already been partially cleared. This report relates to remaining works to excavating ground for Access Ramp, Craning Portakabin on site, Construction of Hording on Site and Main Access Gates, Excavation of site, Drilling/breaking up of Concrete slab (small area), bored piles, pile caps, concrete ground beams, Excavation of ground and Construction of Soakaway holes/pipes, Foul Water Manholes and pipes and electrical services.

Garden wall to be removed temporarily during construction and re-instated exactly like for like following completion of project.

Work Locations: Mulberry House 1a Eldon Road, Reading, RG1 4DJ

Contents

Section No	Section Title	Page No
1.0	Responsibilities	4
1.1	Supervisor	4
1.2	Operatives	4
1.3	Banksman	5
2.0	Scope of Works	5
2.1	Task hazards & control measures	5
3.0	Labour Force	6
4.0	Training	6
5.0	Lifting Equipment	6
6.0	Portable Tools	6
7.0	Mechanical Plant	6
8.0	Materials	7
9.0	Temporary Structures/Falseworks	7
10.0	Working At Heights	7
11.0	Work Permits & Licences	7
12.0	Temporary Lighting & Power	7
13.0	Control of Work With Hazardous Substances & Processes	7
14.0	Storage & handling of hazardous substances & materials	7
15.0	First Aid & welfare	7
16.0	Fire Prevention	7
17.0	Excavation	7
18.0	Personal Protective Equipment (PPE)	8
19.0	Incidents & Reporting of Injuries, Diseases & Dangerous Occurrences	8
20.0	Housekeeping	8
21.0	Access & Egress to Authorised Personnel	9
22.0	Emergency Procedures	9
23.0	Transportation	9
24.0	Signs & Notices	9
25.0	Systems/Codes of Practice	9
26.0	Statutory Records	9
27.0	Noise & Vibration	9
28.0	Waste Management	9

Attachments	Title
1	Safe method of work Partitioning – ceilings and general carpentry
2	Risk assessment
3	Operators acceptance
4	Site sketch

1.0 RESPONSIBILITIES

1.1 SUPERVISOR

Shall:

- Keep a copy of or have ready access to the accepted method statement whilst carrying out the work.
- Ensure that the site team members are briefed and understand the requirements of the accepted site-specific method statement and risk assessment before work commences and that all work is carried out in accordance with this method statement, including any accepted revisions.
- Advise the workforce of the identity of the first aider and the location of the first aid box, during the briefing at the start of the shift.
- Ensure that staff are advised of the incident reporting procedure
- Provide staff with site familiarisation and advise them of the site emergency procedures and location of the Staff Assembly Point.

1.2 OPERATIVES

Shall:

- Read and understand their company's safety policy and carry out their work in accordance with its requirements so as not to endanger themselves or any person who may be affected by their activities.
- Co-operate with their company by following safe systems of work, using appropriate guards and safety devices, and wearing suitable protective equipment.
- Ensure that their clothing and footwear is suitable for their workplace.
- Not to use, repair or maintain any equipment or machinery etc, for which they have not received full instructions or undergoing training.
- Report any defects in equipment or machinery to their Manager, Supervisor or foreman.
- Not to misuse or interfere with any safety equipment, guards or safety devices.
- Know the location of the first aid facilities and the identity of the first aider.
- To ensure that they know the evacuation procedure in the event of a fire or other emergency.
- Ensure that the procedures for safe storage and disposal of any hazardous materials are followed, paying particular regard to those covered by specific legislation.
- Report any accident or dangerous occurrence to their Manger, Supervisor or Foreman.
- To ensure that gangways, floors, doorways, etc are kept clear and free from obstruction.
- Not to attempt to lift or move articles or materials which are so heavy or cumbersome as to cause injury.
- Not to wedge fire check doors open.
- Co-operate in the management's investigation of accidents and dangerous occurrences and not withhold relevant information.

1.3 BANKSMAN

Shall:

- Be responsible for all movement of vehicles on and off of site.
- They will when required liaise with truck operator when delivering materials for lifting / dropping materials to ensure the safety of all. (this will be a small task as few new materials will be delivered to site and waste material collection from site)
- They will make themselves familiar with all hand signals when relaying them to other vehicle operators.

2.0 SCOPE OF WORKS

Drilling/breaking up of Concrete slab, landscape, Excavation of site, bored piles, pile caps, ground beams, Soakaway holes/pipes, Foul Water Man holes and pipes and electrical services

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2.1 TASK HAZARDS & CONTROL MEASURES

Manual handling

- All employees are trained in basic manual handling techniques.
- All items to be man handles will be no more than 25kilos in weight
- Appropriate Personal protective clothing will be worn at all times.

Safe operation of mechanical equipment

- All operators who use mechanical equipment are trained to industry requirements
- All plant used on site will be inspected and comply with the Provision and Use of Work Equipment Regulations.
- All plant used for lifting will hold a current inspection and test certificate.

Parking of site personnel vehicles

- parking shall be within the site if required during landscaping /construction or trades men to share vehicles, if necessary. Trades men after unloading their vehicles shall move their cars to nearby car park (it is envisaged their number no to exceed twenty if necessary)

No parking of site personnel, operatives or visitors shall take place on the public highway at anytime.

- All immediate local residents will be informed of the site activity.
- Materials dropping / picking waste from site to be within the site boundary whilst the gate remain closed at all other times (see page 17)
- Skips shall be located within the boundary of the site, if required.

Pedestrians access routes

- Warning signs to be displayed around the vehicles when picking/dropping materials
- When/ and if necessary pedestrians will be guided across the road during the materials drop off or waste materials removal from the site. The traffic on Eldon Road is minimal at all times as it a main road.

Movement of transport on site.

- There will be no vehicles on site, other than trades men. If necessary trades men will move their vehicles from site After dropping their tools

Movement of traffic and pedestrians on public highway:

- Dropping off materials shall take place within the site as per Chapter 8 of the Traffic Signals Manual.

Delivery times for materials.

- All deliveries will be between 9.30am and 3pm.

- Deposition of dirt/materials onto public highways are not anticipated. Any residual deposits will be swept up.

Storage of plant and materials

- All plant and equipment is offloaded within the site.
- No storage of materials or plant to be left on public highway

Suppression of dust and dirt

- No mud and debris can be moved from site so any minor debris moved onto public highway will be swept up immediately.

Hours of work

- The hours of work are from 8am to 4pm daily Monday to Friday.
- Saturday work will only be allowed between 8am and 1pm.
- No Sunday work.

Existing ground conditions.

- Hard standing concrete.

Wet weather conditions

- Additional care is to be taken by the operators to ensure that sound footing is gained at all times.
- Appropriate wet weather clothing is worn. Hi visibility waistcoats/jackets are worn at all times.

3.0 LABOUR FORCE

- Vary depending on the activity on site , but less than 10 in general

4.0 5.0 LIFTING EQUIPMENT

Flatbed truck lift SWL of 1.7 tonne max.(Maximum extension- 5meters). For delivery of material to site

6.0 PORTABLE TOOLS N/A

What	Test Certificate Required	Training Certificate Required

7.0 MECHANICAL PLANT

- Flatbed truck with Hiab rear mounted crane shall be used for unloading materials on site
- JCB 5-8 ton Rockbreaker used for breaking concrete and excavating ground
- General small mechanical hand tools
- The Flatbed truck operator's certificate of competence shall be checked by materials suppliers prior to any materials being supplied or dropped to site.

8.0 MATERIALS

- Generally concrete hard standing will be removed from site after break up , turf and general gardening and building materials will be used . No storage on public highway anticipated.

9.0 TEMPORARY STRUCTURES/FALSEWORKS

- Site is enclosed by fixed gates and secured hoarding. .

10.0 WORKING AT HEIGHTS

- Working at heights will be carried out.
- All employees have been instructed on the new Working at Heights Regulations, if required

12.0 TEMPORARY LIGHTING & POWER

- Task lighting when required will be installed by a competent electrical engineer

13.0 CONTROL OF WORK WITH HAZARDOUS SUBSTANCES & PROCESSES

- N/A

14.0 STORAGE & HANDLING OF HAZARDOUS SUBSTANCES & MATERIALS

- N/A.

15.0 FIRST AID & WELFARE

- First aider on site with appropriate first aid equipment and communication equipment.
- A First aid box & 2 eye wash bottles will be available at area of work.

16.0 FIRE PREVENTION

- Fire points will be indicated on the site.
- Fire action plan will be displayed within the welfare facilities.

17.0 EXCAVATION

- N/A

18.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The minimum PPE and clothing to be worn by staff is as follows:

What	When
Hi visibility vest to EN 471 Class 2	Throughout the task
Safety footwear to EN 345 (Male) - EN 346 (Female)	Throughout the task
Eye protection to EN 166.1.F	Throughout the task
Head protection to EN 397	Throughout the task
Hand protection to EN 338	Throughout the task

19.0 INCIDENTS & REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES

19.1 COMPANY REPORTING

All personnel will report all accidents, near-misses and occupational ill health. The three most important steps are to:

- ensure all the relevant details are reported as soon as possible, in accordance with incident reporting procedures as stated in the Company Health & Safety Policy & Arrangements document
- ensure any residual hazards that may pose a risk to other people in the area are removed
- ensure management is notified of any incapacity for work that results from an accident sustained during a work activity.

19.2 REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain specified accidents and dangerous occurrences to be reported to the enforcing officer for the premises.

All reportable incidents/accidents/dangerous occurrences and work related illness must be reported to the Incident Contact Centre (ICC) at the following address: -

Postal reports:	Internet reports:	By Telephone:	By Fax:	By email:
Incident Contact Centre. Caerphilly Business Park, Caerphilly CF83 3GG.	www.riddor.gov.uk or www.hse.gov.uk	0845 300 9923	0845 300 9924	riddor@natbrit.com

- Further details relating to the Reporting of Injuries, Diseases and Dangerous Occurrences can be obtained from Company Health & Safety Policy & Arrangements document

20.0 HOUSEKEEPING

- Walk ways, working areas and storage areas are kept tidy and clear
- Items of equipment are not left blocking areas
- At the end of each shift Operatives shall clean away all materials, equipment and debris that arise from the work.

21.0 ACCESS & EGRESS TO AUTHORISED PERSONNEL

- The loading/ unloading area is within site boundary
- Access point will be through new access ramp site gate.

22.0 EMERGENCY PROCEDURES

- Notify fire service if fire is out of control
- Notify client of fire situation and assemble 25 mtrs away from fire

23.0 TRANSPORTATION

- Flatbed truck with Hiab rear mounted/mobile lifting crane shall be used for un loading materials on site (see the sketch enclosed)
- Grab lorry shall be used for removing waste materials from site

24.0 SIGNS & NOTICES

- Site safety signs will be displayed around the work area

26.0 STATUTORY RECORDS

- Training records
- PPE Issue records
- Liability insurance certificate
- Plant maintenance/inspection records
- Health and Safety Law Poster 'What You Should Know' will be displayed

27.0 NOISE

- JCB 5-8 ton Rock breaker used in the breakup of concrete shall conform to required health and safety standards for noise . the noise level shall be less than 45db and less than 10 times a night .

28.0 WASTE MANAGEMENT

- Licenced skip operators shall be used for removal of waste materials from site

ATTACHMENT 1

SAFE METHOD OF WORK

SAFE METHOD OF WORK TO BE FOLLOWED FOR CONSTRUCTION AND MAINTENANCE OF HOARDING

1. Site survey and measurement: This involves assessing the construction site to determine the exact size and dimensions of the hoarding required.
2. **Plywood hoarding:** This is the most common type of hoarding used in construction. It is made from plywood sheets and is a sturdy material to be constructed for security as well as privacy
3. Timber hoarding to be constructed from plywood paneling supported by timber posts and cross bracing which will be customised each panel to a height of 2 meters.
4. The installation of the hoarding panels around the perimeter of the construction site. Shall take place between 9.30-3.30 Monday – Friday.
5. Hoarding can be easily installed and removed as required
6. There will be no advertisement on the hoarding around the perimeter on site
7. The hoarding will have an access gate to Eldon Road where the ramp is located
- 8.

SAFE METHOD OF WORK TO BE FOLLOWED FOR EXCAVATION CONCRETE SLAB MATERIAL REMOVAL FROM SITE

1. Following using the 5-8 ton JCB breaker up of concrete at the site with correct ton rock breaker, it will be excavated using a bucket on the JCB to a suitable location for a Grab Lorry to pick up
2. Site manager to ensure that the 5-8 ton JCB Rock Breaker/Excavator driver has all relevant certification required to operate the JCB.
3. The site is gated, and the gate shall remain close other than for the excavation and rock breaking of concrete from the site by the 5-8 ton JCB Rock Breaker/Excavator.
4. The materials excavated from site shall take place between 9.30-3.30 Monday – Friday.
5. Washing of wheels will take before leaving main access gates
6. Deposition of dirt /materials onto public highways, carpark and Car park access are not anticipated. Any residual deposits will be swept up and brought back to site for removal .
7. All existing Foul water Manholes/pipes and Soakaway manholes and pipes to have temporary coverings (bungs) until construction of piles and ring beam.
8. Storage of JCB Rock Breaker (In position of crane on Hoarding Drawing) to be near material storage and next to site

SAFE METHOD OF WORK TO BE FOLLOWED FOR WASTE MATERIAL REMOVAL FROM TO SITE

1. Following using the JCB breakup of concrete at the site with correct tools a grab lorry shall be employed For the removal of waste from site see the sketch on page 17.
2. Site manager to ensure that the grab lorry driver has all relevant certification required to operate the lorry.
3. The site is gated, and the gate shall remain close other than for the removal of the waste from site by the grab lorry.
4. The materials removal from site shall take place between 9.30-3.30
5. Washing of wheels will take before leaving main access gates
6. Deposition of dirt /materials onto public highways are not anticipated. Any residual deposits will be swept up and brought back to site for removal .

SAFE METHOD OF WORK TO BE FOLLOWED FOR LOADING AND UNLOADING MATERIALS TO SITE

1. Prepare ground for flatbed delivery truck(Hiab rear mounted crane) to ensure that there are no weak areas such as underground services (Electrical cables, gas mains, water pipes or sewage pipes that could be affected by the weight of the vehicle
2. Site manager to ensure that all relevant certification required by LOLLER is in date and that the flatbed truck driver (Hiab rear mounted crane)has his plant certificate authorising them to operate the crane.
3. Loading and unloading shall take place within the site using flatbed truck(Hiab crane mounted at rear)
4. Materials delivery to site shall take place between 9.30-3.30

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
GENERAL RISK ASSESSMENT

SECTION A

DEPARTMENT/ /UNIT	Eldon Construction				REF NO.	RA crane 1	
TASK/OPERATION BEING ASSESSED	Loading/Unloading materials to site and general building works						
PERSONS EXPOSED (Circle Persons at most risk)							
	Operator(s)	Other workers	Contractors	Public/Visitors	Young Persons		Total at Risk
Male	X			X	X		
Female				X	X		
ASSESSMENT TEAM							
Name	xxxx		Post/Title	Main contractor	Signature		
Date of assessment	Reason (Initial/follow up/change/accident)					Review date	
16 June 2013	Initial					Ongoing	

NOW COMPLETE SECTIONS B & C

SECTION D

Overall risk rating for this activity is judged to be: X

Low 1-4	Very low (First aid injury)	Medium 5-9	Substantial /Significant. Over 3 day injury	High controlled 10-15	Major – Need to monitor to reduce risks	High uncontrolled 16-25	Very high- uncontrolled risk. Stop activity immediately
X							

REMEDIAL ACTION TO BE TAKEN	DATE	BY WHO	TRAINING REQUIRED
Prepare ground for vehicle	Prior to lift	Site manager	
Cordon off lifting area to restrict access	Prior to lift	Site manager	
Install safe walkway for pedestrians			
Traffic and pedestrian control during lifting operation	During lift	Banksmen (if required)	

Department Head		Signature		Date	
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SECTION B

HAZARD CHECKLIST

Tick **X** the area/activities which should be considered in the risk assessment

Reference to the appropriate legislation/regulations may be required.

Boxes marked with * and ticked require a separate risk assessment to comply with specific legislation.

WORKPLACE		WORK EQUIPMENT		ERGONOMICS	
Ventilation		Stability	X	Posture	X
Temperature	X	Vibration		Force	
Lighting	X	Moving Parts	X	Movement	X
Emissions	X	Electric Shock		Layout	
General Housekeeping		Equipment Temperature		Other	
Uneven Flooring		Radiation (ionising)			
Work at High Levels	X	Pressure Systems			
Roof work	X	Machine Controls			
Falling Objects	X	Isolation / Lock off	X		
Slips, Trips, Falls	X	Breakdowns			
Traffic (gas, electric, diesel, Petrol)	X	Maintenance Procedures	X		
Doors / Windows		Work Within Guards			
Confined/restricted spaces		Production Changes			
Boilers		Cleaning Requirements			
Trenches / Pits		Hand Tools			
Access / Egress	X	Knives			
Car Parks		Portable Tools			
Other		Other			
WORK PRACTICES		SUBSTANCES HAZARDOUS TO HEALTH*		MANUAL HANDLING*	
Design of Task / Work Pattern		Labelled (Corrosive, Irritant, Harmful, Toxic etc)		Stooping, Stretching or Twisting	X
Automation		Pesticides		Distance Carried	
Work Instruction / Communication		By Products (Dust, Fume, Asbestos, Lead etc).	X	Weight of Load	
Operator Control	X	Micro organisms (Viruses, Bacteria etc)		Shape Handling Difficulties	
Training Requirements		Carcinogens (Cancer causing agents)		Space, Floor, Lighting	X
Performance Requirements		Storage / Handling		Individual Capability	X
Constant Supervision	X	Exposure Frequency and Duration		Lifting / Carrying Equipment	
Working Alone		Other		Other	
Fitness / Health Surveillance Needs					
Other					
PPE		NOISE*		DISPLAY SCREENS*	
Hi Viz Body protection en 471	X	Work area		Screen Glare / Reflection	
Head to EN 397 Construction site	X	Equipment		Keyboard Location	
Head to EN 812 Bump caps		Duration		Hand / Arm Movements	
Eyes EN 166.1.F		Frequency		Work Station Layout / Space	
Feet EN 345	X	Protective Equipment		Chair Stability and Adjustment	
Hand / Arm EN 338	X	Hearing Protection Zone		Task Variety / Breaks	
Breathing BS EN 149:2001		Other		Software Usage	
Hearing protection en 352-1				Other	
FIRE AND EXPLOSION		NATURAL HAZARDS		OTHER	
Flammable Substances / Atmosphere		Ice / Snow			
Gases		Wind			
Storage Systems		Fog			
Ignition Sources		Flood			
Waste Disposal		Light			
Spillage / Leakage		Other			
Specialist Suppression / Detection					
Other					

OTHER SOURCES OF INFORMATION

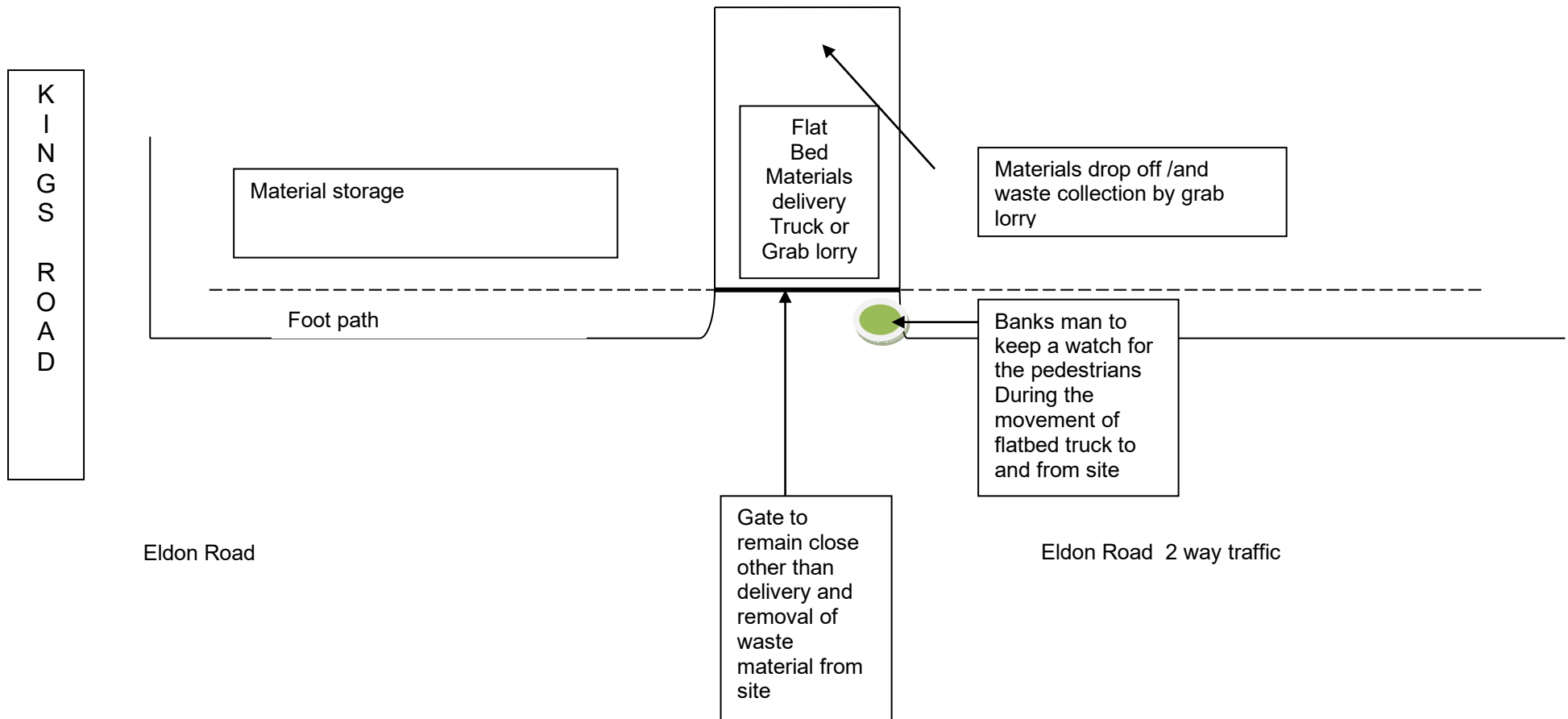
Health and Safety at Work etc. Act 1974 (HSWA)
 Management of Health and Safety at Work Regulations (MHSWR)
 Workplace (Health, Safety, Welfare) Regulations (WHSWR)
 Regulatory Reform (Fire Safety) Order (RRFSO)
 Lifting Operation and Lifting Equipment Regulations (LOLER)

Manual Handling Operation Regulations (MHOR)
 CHAPTER 8 The Traffic Signs Manual

SECTION C

CONSEQUENCE		1	2	3	4	5		LIKELIHOOD		CONSEQUENCE		
	5	5	10	15	20	25	5	1	Very unlikely	1	First aid injury or illness	
	4	4	8	12	16	20	4	2	Unlikely	2	Minor injury or illness	
	3	3	6	9	12	15	3	3	Likely	3	'3 day' injury or illness	
	2	2	4	6	8	10	2	4	Medium-will occur frequently	4	Major injury or illness	
	1	1	2	3	4	5	1	5	High –certain/near certain to occur	5	Fatal, disabling injury or illness	
		1	2	3	4	5						
	LIKELIHOOD											

HAZARD	RISK	LIKELIHOOD OF HARM	CONSEQUENCE	RISK RATING	CONTROL MEASURES Record current CONTROL MEASURES here and then re-calculate LIKELIHOOD OF HARM , SEVERITY and RESIDUAL RISK RATING to establish if any further ACTION REQUIRED and the DATE TO BE COMPLETED	LIKELIHOOD	CONSEQUENCE	RESIDUAL RISK	FURTHER ACTION REQUIRED
Ground for crane	Ground collapse under weight crushing underground services causing fire or explosion	5	5	25	Lorry driver to check ground conditions prior to loading/unloading..	1	1	1	
Traffic and pedestrian	Collision causing injury	5	5	25	Cordon off vehicle if necessary whilst being prepared to lift or drop materials	1	1	1	
Falling loads	Causing possible fatality	5	5	25	Cordon extended during lift and all traffic Banksman to restrict access to pedestrians and vehicles during lifting operation	1	1	1	
Crane failure (Hiab rear mounted on flatbed delivery truck)	Causing load to slip	5	5	25	Full maintenance programme for lorry, LOLER certificate issued and in date,	1	1	1	



MATERIALS DROP OFF TO SITE AND WASTE REMOVAL FROM SITE