



Head Office, Stockbridge Road, Kings Somborne, Hampshire, SO20 6PH
Telephone: 01794 388111

Method Statement for Ground Works & Associated Civil Engineering

(Revised March 09)

Client: <i>Bargate Homes</i>

Site Address:

12 Downs View Road.
Eastergate
Nr Barnham
West Sussex
PO22 OEG

Site Contact:

Roy Parker

Tel:**Date Prepared:**

Sept 2009

General Description of the Works:

This project involves the construction of 11 No. of houses and garages with roads and sewers on green field land, formerly the garden and amenity space of 12 Downs View Rd. Eastergate..

The work involves the formation of suitable ground levels, site strip and foundations formed by trench fill concrete, with concrete block footings and a beam & block floor slab to both houses and garages. The foul water drainage is connected to existing sewer network in Downs View Road. The storm water is retained on site by way of a permeable road construction and a balancing pond with an outlet to an existing ditch.

Downs View Road.

Is a private residential road and care and consideration is required at all times

Commencement Date and Duration of the Works:

Start and duration, W/C 08/09/2009 for 10 weeks. Return visit for the external works TBA.

Specific Sequence:

- **Site Strip,**
- check, for local services and any relevant obstruction overhead or otherwise, reduce ground levels as specified and stockpile top soil as instructed, all dumper movements to designated routes only.
- **Excavation Work**
- (Installation of Sewers, Drains, Services), complete permit to dig forms and CAT survey area affected. Ensure adequate equipment is available in site for excavation support and access, Hand dig and mark any "nearby" services, Excavate using 360 machine supported by a banks man at all times, Excavated material to placed at a safe distance from the trench and trench support to be implemented where required and regularly monitored to ensure ongoing stability. Entry into trench via ladder only, all material to be lifted into position, ensure all operatives where hi-vis clothing and maintain verbal contact to avoid crushing risk.
- **Manhole Entry and Connection with existing Sewers.**
- We will be forming connections with existing foul sewers located in the road at depths of approximately 2 mtrs.

- **Installation of Manholes and Soakaways,**
do not enter soakaway excavation, lower material into trench, Observe risk assessment requirements regarding manhole entry.
- **Installation of Foundations,**
- all precautions within excavation notes above, observe COSHH requirements for use of concrete products.
- **Road Construction & Traffic Management, N/A**
- to allow formation of the local roads into the existing network we will require a phases traffic management plan to allow partial lane closure and road narrowing (using traffic lights). All heavy traffic will be direct to the point of delivery by finger boards and where possible we will utilise a one-way system for this traffic , or, a turning head for reversing and redirecting. No Reversing will take place without a banksman present.
- **Block & Beam installation and concrete over-site.**
- Lift all material where possible. Infill areas below floor construction to reduce fall risk through floor, observe PPE requirements and COSHH assessment for use of grout/concrete. Use block grab to reduce manual handling risk and ensure openings in unfinished floors are covered or protected. Observe lifting requirements in risk assessment below.
- **Installation of Hard landscaping, Kerbs, Slabs and pavings.**
- Use lifting devices provided to position kerbs, slabs and paving. Position material and close to point of use as possible to reduce manual handling risk.

General Control Measures:

Where services are identified within the site boundary or the area of work, a permit to dig will be used. Entry into confined spaces is subject to the use of a permit to work. Areas under the control of Carlton civil engineering ltd will be inspected at the end of the working day and those precautions necessary to prevent access to public/other site personnel will be provided in line with the nature of the identified risk. Inspection of excavations will be carried out at the beginning of each shift prior to entry, where as defined in the CDM Regulations 2007, reports of inspections are required these will be carried out by the supervisor and records kept in the safety documentation folder. Plant operators will carry out weekly inspections of their machines records of which will be held in the safety documentation folder.

All operations are subject to either standard (attached to this statement) or specific risk assessment as listed below,

Delivery and storage	Y	Excavation+2M/-2M	Y
Contaminated land	N	Roadworks	N
Demolition	N	Confined spaces	N
Site clearance	Y	Use of work equipment	Y
Piling	N	Work near water	N
Plant & Lifting gear	Y	Operation Waste management	Y

Permits to work: Excavation; permit to dig Carlton or principal contractor
Confined spaces; permit to enter Carlton or principal contractor

Resources Required (Personnel & Supervision):

Roy Parker with his gang of men and plant operators.

Specially Trained Persons:

All plant operators, dumper drivers, roller operators will hold proof of adequate training.
(see Carlton safety documentation folder)

Changing of abrasive wheels will be carried out only by trained personnel

Induction: All personnel will attend the site induction programme. Dependent on site requirement signature of attendees and/or wearing of induction stickers will be complied with

Method statement/risk assessment briefing: Prior to commencing work all personnel will be briefed on the contents and requirements of the method statement and relevant assessments. Where hazards from other contractors activities have been communicated to Carlton civil engineering, this information will be forwarded to its personnel. Our site foreman will ensure all relevant information is communicated to our operatives and contractors and that this document is signed as a record of those attendees.

Task briefing/toolbox talk (frequency): Regular briefings will be held either weekly or at the beginning of a new operation or phase of work. Relevant risk assessments will be revisited as a refresher and to monitor their effectiveness by consultation with the personnel involved.

Plant & Equipment:

360 Excavators, dumpers, roller compactors, concreting equipment, disc cutter and small tools

Delivery Vehicles.

We will restrict our suppliers to ridged delivery vehicles only, apart from the 360 excavators, which by virtue of their size require an artic with a banks man.

We will ensure that all heavy vehicles carrying granulated materials such as sands, aggregates and soils are suitably sheeted to prevent this material causing injury or accident in the public highway or elsewhere on site.

Access & Egress:

The site will be managed in such a way that the vehicles will travel on temporary hard surfaces initially by utilizing the crushed demolition material. (Thus, avoiding mud on the

road). Until such times as the road is surfaced when mud should no longer be an issue. The first section of road will be completed as far as the compound along with plot 1 within phase 1 works, before any meaning full work commences on the rest of the site.

Protection of Others (Public/Contractors):

No noise before 0800hrs and 1800 hrs M-F and 1300hrs Sat

COSHH, Manual Handling, Lifting Requirements:

Any specific issues with particular risk eg lifting plans, repetitive manual handling (particular Kerbs) and special COSHH requirements i.e. unusual COSHH issues such as Wells diseases, Contaminated Ground or other site specific COSHH,

Building Sand	Y	Wide Joint Grout	N
Mould oil	N	Diesel	Y
Hydraulic oil	Y	Cement	Y

Manual handling assessments:

Concrete blocks (infill block and beam)	Y	Road formers/pins	N
Concrete blocks (foundation)	Y	Manhole covers	Y

Other Environmental Hazards: N/A

Contaminated ground (asbestos or others) or ground conditions with additional risk such as, extreme slopes or profiles (change in levels), Radon protected areas, landfill gases or former mine workings, Deneholes, Local water table etc

PPE: Hard Hats/ Safety Footwear/ Gloves/ Eye Protection/ Ear Protection/Respiratory Protection, Specify:

On this project we will ensure all operatives wear the following at all times,
Hard Hats Hi -Viz Safety Footware

During certain specific activities further PPE will be required and this is identified in the following risk assessments i.e. goggles and ear defenders during use of disc cutter, gloves for handling pipe work etc.

We will observe local rules in respect of PPE compliance however we have assessed the use of general eye protection and found that this provides hindrance and distraction for ground works operatives. We will there fore provide a half face helmet mounted visor for basic works and full goggles will be used as and when required by specific process tasks.

Lifting Operations,

For certain task we will need to mechanically lift materials and components into position. This will traditionally be carried out by a suitably rated excavator with check valve fittings using strops, chains and hooks. We will monitor the condition of all lifting tackle and replace equipment where it is no longer serviceable. All Excavators will undergo annual inspection and test by an independent engineer and lifting certificates issued.

The following are the main operations that require lifting,

- Placing & Positioning floor beams (Strops and Chains)
- Placing & Positioning Pallets of blocks. (Pallet lifter/grabber)
- Placing & Positioning Manhole Rings & Biscuit tops (Chains & Hooks)

Only trained experienced operatives will sling loads when using an excavator.

Emergency Arrangements (Including First Aid):

Accident: Serious; Cease work. Take those steps necessary to prevent further injury. Contact emergency services, principal contractors site representative, head office. Gather information for accident investigation, complete RIDDOR report to cover major injury, 3-days lost or dangerous occurrence (consultant to advise on this as appropriate).

Minor; Cease work. Take those steps necessary to secure work area. Seek attention of first aider. Record accident in site accident book and with head office.

Fire: Raise the alarm. Comply with site fire rules

Flooding: Ensure adequate means of escape in line with number of personnel exposed to risk. Secure area, seek assistance from service company/emergency services.

First aiders: Kevin Parker

First aid box location: Site Office

Hospital location: St Richards Chichester.

Temporary Services & Monitoring Arrangements:

We expect the PC to provide suitable canteen and welfare facilities include suitable drying rooms, toilets and washing facilities. We will also require use of a local power supply and water provision to support the works activities.

Carlton site supervisor will monitor compliance with the method statement and will report back to management issues identified as requiring review.

Where a change to previously planned operations occurs, sufficient and suitable assessments will be made and will be added to this document. These assessments will also be communicated to the involved personnel prior to commencing the 'new' operation, We will issue an amendment to this statement on the attached form. The

principal contractor/client should therefore take due note that changes/variations will require sufficient notice or may result in a brief interruption to the work.

Communication:

Copy to,

Client:

CDM Coordinator:

Principal Contractor:

Site Operatives, Those involved in the works will be informed of this statement and will sign below to confirm that they understand and will comply with its requirements.

Signed: Name (print): Date:

Signed: Name (print): Date:

Signed: Name (print): Date:

Signed: Name (print): Date:

Signed: Name (print): Date:

Signed: Name (print): Date:

Attachments,

- Method Statement Site Amendment Form.
- Risk Assessment
- Other reports.

SITE LEVEL AMENDMENT TO METHOD STATEMENT



SITE: _____

TASK: _____

PLANT/EQUIPMENT REQUIRED: _____

PERSONAL PROTECTION FACTORS:

(Identify Type Required)

Hard Hat:	Yes/No	Harness	Yes/No
Safety Footwear	Yes/No	Hearing	Yes/No
Respirator	Yes/No	Other	_____
Gloves	Yes/No	_____	_____

LOCATION: *Identify area where work is to be carried out and problems foreseeable from working therein).*

WORK PROCEDURE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

COMMENTS: _____ Date _____

PREPARED BY: Issued To: