

Method Statement & Site Set Up

Project:	Scortan, Lime Tree Close, East Preston, Littlehampton		
Activity:	Construction Site		
Description:	General construction site rules and method of working		
Start Date:		Duration:	16 Months
Assessor:	Adrian Marmont	Hours of Work:	08.00 to 18.00hrs Monday to Friday 08.00 to 13.00hrs Saturdays. No working on Sundays, Public or Bank Holidays

Responsibilities

Project Manager:	Adrian Marmont
Supervisor:	Roy Button
Number of Operatives:	between 2 and 12 at any given time

Hazards

Hazards Associated With Activity:	Underground Services Site Plant Use of Hand Tools COSHH Manual Handling Falls from Height Excavations Site Traffic and Vehicles Waste Management
Site Specific Hazards:	Working with other trades on site External works Underground services located close to work area

Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.

Work Procedure & Control Measures

Also see site set up drawing, ref: LTC.SETUP.001

All works to be carried out in accordance to the risk assessments in place.

Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access.

All workers to undertake site induction prior to commencing work.

PPE to be worn at all times on site.

TRAINING

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction prior to commencing work.

Tool box talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

SITE SET UP

Place fencing to all open boundaries of the site using hording or heras fencing.

Construction safety signage at the site entrances and on perimeter fencing.

Disconnect all services and isolate within working area as required.

Power to site working area to be created via a 110v temporary supply (set up from a transformed 240 volt supply, connected from outside of the working area, transformed to 110v and centre-tapped to earth). Supply to be installed and connected by a competent electrician, with hand-over test certificate to the Principal Contractor.

Deliver materials for initial works to site by vehicle and off-load to materials compound area.

WELFARE & STORAGE

Welfare facilities to be established within a welfare cabins at site compound to provide WC, canteen, washing and rest area facilities. Water and power to be connected from suitable supply, to enable the provision of hot water and facilities for making hot drinks.

Accommodation to be cleaned regularly.

Storage containers put in place centrally to the site.

Site security office/cabin located by entrance gates

STORAGE AND WELFARE LOCATED central to site to the Northern part of the proposed drive / parking area

Construction materials to be centrally located in the site (in proposed parking bays)

KEEPING HIGHWAYS CLEAN

Wheel washing facility

All vehicles checked and wheels cleaned if required.

If mud is inadvertently deposited in road or pavements immediate action will be taken to clear it up.

One or a combination of the following methods should be used: Jet wash, hand brush or road sweeper.

Water run off controlled by sump pump.

PARKING

Some onsite parking will be provided with over-spill located in the unrestricted and underused parking in Vicarage Lane. Site rules and induction as well as signage will instruct all those working on the project to avoid parking in both Lime Tree Close and The Street.

DELIVERIES & UNLOADING

The site entrance will be widened to take a large double gate and cross over so as to allow vehicles making deliveries good access directly onto the site for unloading and maneuvering. Deliveries will be staged to ensure only single lorries attend site at one time. A dedicated unloading area will be provided within the site (within the proposed central drive and parking area).

DUST CONTROL

Dust suppression put in place as and when required by either misting or damping down

PUBLIC ENGAGEMENT

Letters will be delivered to local residents providing project information and contact details

Signage also put in place giving contact details

Dedicated public relationship manager allocated to project.

ACCESS

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment.

Step ladder and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials.

Employees forbidden from entry into unsupported trenches.

Where access into the trench is required safe means of access, e.g. fixed ladder, provided.

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials.

DELIVERY & STORAGE

All required materials to be delivered to site prior to works commencing.

All equipment and materials delivered to site will be labelled and stored at a designated location in accordance with manufacturer's instructions and any applicable COSHH assessments.

Dry storage area to be used for bagged cement materials.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions and kept dry.

HOUSEKEEPING

All good practise guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

EXTERNAL WORK

External work prohibited during extreme weather such as rain, strong winds or snow. External work at height also prohibited in icy conditions. Operatives to be warned of the dangers of skin damage prior to external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

SITE RULES

All operatives and contractors requiring access to site must be in possession of, and wear, hard hats, safety boots, overalls and protective gloves when working on this project. When dust is created, dust masks and eye protection will be worn. Eye protection will also be worn when handling or working around sharp objects.

For hot work, appropriate clothing (masks, gloves and overalls) will be worn as per risk assessment.

Ear protection to be mandatory on this project for all operations with noise levels exceeding 80dB(A).

Persons working externally must wear hi-visibility clothing, as they will be proximate to traffic routes.

Any operatives needing to work at a level at which a significant injury could result from a fall, must wear safety fall-arrest harnesses, which must be attached to a line or load-bearing structure, before the operative commences work.

All operatives to be trained to the correct use of PPE.

All operatives to receive health and safety induction prior to commencement of work.

All operatives (including sub-contractor's operatives) to produce certificates of competence to operate plant and specialist equipment to the Principal Contractor.

Test and inspection certificates for plant brought onto site must be available for site inspection at all times.

TRAFFIC MANAGEMENT

Traffic management plan to be established to segregate pedestrian and vehicle traffic on site

where possible.

One way system to be implemented where possible to reduce reversing and turning on site. Any turning or reversing must be carried out with the aid of a banksman. Banksman to wear a high visibility vest/jacket.

Manoeuvring of any large loads or vehicles to be carried out with banksman in attendance, to ensure that third parties are kept clear of site operations.

All site plant and vehicles to access the allocated compound area for deliveries and collections. Parking is only allowed in recognised allocated vehicle parking areas.

Each contractor to ensure unnecessary delays do not occur that could obstruct vehicle / pedestrian movements.

Drivers must take care when other vehicles and pedestrians are in any area through which they are moving. Where possible audible and visual signals should be used for reversing.

EXCAVATIONS

Any area to be excavated will be clearly marked on the surface.

Excavate to expose any underground services within work area.

Safe digging practice with hand tools implemented to locate and protect services within work area. All digging within 600mm of buried services completed by hand.

Any discovered service lines to be exposed, supported and isolated.

Machinery only operated by trained and competent operatives. Machinery tested and maintained in accordance with manufacturer's instructions.

A banksman will be used to assist in the safe operation of the plant and to observe the area being excavated to ensure there are no undiscovered services.

WORKSPACE

All good practise guidelines regarding the provision of sufficient clear working space will be observed.

Prior to the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building / site occupants) will be made available, so far as is reasonably practicable. Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to restrict other persons from entering said area. During the works, attention will be paid at all times to the maintenance of a clear working space. If during the works, the maintenance of a clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor.

WORK EQUIPMENT

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage.

Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out in accordance with regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

WORK AT HEIGHT

All current legislation and codes of practise regarding working at height will be complied with. Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials / structures / areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toe boards before use.

If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier. Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base / danger area, so as to prevent unauthorised access.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

LIFTING OPERATIONS

Crane lifting plan / lifting plan to be completed for all lifting operations involved with the task.

Lifting equipment will be of sufficient capacity, will have current test and thorough examination certificates and will be inspected weekly.

All lifting gear to be clearly identifiable and colour coded for currency of examinations.

All lifting gear is subject to thorough examinations which are to be carried out by a competent person and recorded at least at six monthly intervals.

Damaged equipment is to be taken out of use immediately.

Equipment is to be of the correct length(s) and have sufficient safe working load capacity for the task.

All persons involved in any lifting operations to be competent for the task they are to carry out. Communication between the crane operative and banksman is to be by two-way radios or hand signals if there is a good line of vision.

Access to area below lifting operations prohibited and to be prevented at all times, with suitable barriers and signage.

Heavy loads are to be lifted into position by mechanical aids to minimise manual handling.

Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from safe working platform.

MANUAL HANDLING

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads any items weighing more than 25 kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor / site manager will determine a safe method of handling through completing a risk assessment and specifically instruct nominated individuals.

Any items or loads above 25kg to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for, and kept free of, obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

HARMFUL SUBSTANCES

All current legislation and codes of practise regarding chemical / substance usage will be complied with.

Where possible any hazardous substances will be substituted for alternative non-hazardous substances.

COSHH assessments will be carried prior to use of hazardous substances.

Only those persons who are fully conversant with a chemical / substance will be permitted to use the chemical / substance.

Adequate ventilation will be maintained at all times where hazardous chemicals / substances are used.

When not required for immediate use, chemicals / substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

If during the works, the provision / maintenance of a well vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor with a view to resolving the issue.

FIRE PREVENTION

All current legislation and codes of practise regarding fire prevention will be complied with.

Where possible any flammable substances will be substituted for alternative non-flammable substances.

All hot works will be controlled through the use of a permit to work system.

Prior to the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Prior to the commencement of any works that could create a fire, suitable portable fire fighting equipment will be positioned accordingly.

During any works which involves the use of a flammable article / substance, all appropriate measures will be taken so as to keep sources of ignition (naked flames, cigarettes etc) away from said flammable articles / substances.

Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.

Upon completion of any works which may have given rise to the risk of fire / explosion, the area will be checked and left in a clean condition. A 1 hour fire check will be in place for all hot works.

WASTE DISPOSAL

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company. Waste must be transferred using a waste transfer note.

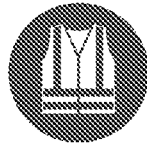
PPE Requirements



Safety
Boots



Hard Hat



Hi-Viz
Clothing



Gloves



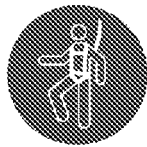
Ear
Defenders



Dust Mask



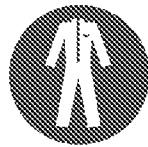
Eye
Protection



Harness



Full Face
Shield



Overalls



RPE



Other

Other PPE:

Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements:

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision:

Nominated First Aider(s)
First Aid Kit
Accident Book

Welfare Provision:

Welfare facilities will be provided within close proximity to the work area. Personnel must not eat, drink or smoke in the work area. Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures:

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

Worthing Hospital is the nearest A&E located on Lyndhurst Road

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name:	Adrian Marmont
Signature:	Adrian Marmont
Date:	15th April 2019

Acknowledgement