



Method Statement and Risk Assessment
SO302HH – One Horton Heath Lower Acre
Best Practice Guidance of conduct
to be followed by all staff

2024

METHOD STATEMENT

DOC REF:	001	REV:	1	DATE:	07/12/23
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PROJECT:			
CLIENT:	SO302HH – One Horton heath Lower Acre	CONTRACTOR:	SPEEDECK Foundations A1 Bramingham Business Centre Enterprise Way Luton Bedfordshire LU3 4BU
SITE:	SO302HH – One Horton heath Lower Acre	START DATE:	2024
		Site Contact:	
LOCATION OF WORK:	Working across the whole site		
WORK ACTIVITY:	Installation of piled raft slab on 50mm concrete working surface.		
OTHER REF (if applicable)			

	COMPANY/ROLE	NAME	SIGNATURE	DATE
Drafted By	Piling Contracts Manager	Gareth Jahn		07/12/23
Reviewed by				
Approved By				

Distribution

Principal Contractors [Project Manager]

CONTENTS	
1.	Manager Briefing Sheets • General works • Delivery of Goods • Protection of the Public Specialist sub-contractors will provide their own rams this includes • CFA piling • Concrete pump suppliers
2.	Risks and control measures
3.	General and Scope of Works
4.	Training
5.	Lifting Equipment
6.	Portable Tools
7.	Mechanical Plant
8.	Materials
9.	Storage and Handling of hazardous substances and materials
10.	Working at Heights
11.	Work Permits and Licences
12.	Temporary lighting and power
13.	Control of Substances Hazardous to Health (COSHH)
14.	First Aid
15.	Fire Prevention
16.	Excavations
17.	Personal Protective Equipment (PPE)
18.	Housekeeping
19.	Access & egress to authorised personnel
20.	Emergency Procedure
21.	Transportation
22.	Systems/Codes of Practice
23.	Statutory records
24.	Noise & Vibration
25.	Air Quality and Dust
26.	Waste management
27.	Traffic management
	Appendix A - Manual Handling Assessments (Materials)
	SIGN OFF SHEET BY CLIENT AND OPERATIVES

Manager Briefing Sheet

The Site Manager will use the following briefing sheet information to summarise method statements to the relevant workforce. All operatives will be required to sign to say they have received and understood the method briefing and works activity.

The Site Manager will also carry out a daily safety briefing to ensure a safe system of works is followed if the work methods change and will include a daily task look ahead.

All subcontractors will be expected to supply their own site-specific methods and risks assessments in good time prior to commencement.

1.0 Manager Briefing Sheets

TB1 - Method Statement General Ground Works

Scope of Works

Note: A separate briefing is required by all staff on any works around live services - this will also include the use of a permit system and pre planning checks

The following briefing is for general ground works with separate briefing sheets for additional tasks:-

- Installation of the concrete working surface
- Installation of CFA piles (Southern Piling RAMS)
- Excavations to reduce levels utilizing the dumper and machine
- Installation of below slab Drainage
- Installation of SD raft slab

Working to the Clients specification, SPEEDECK Foundations experienced operatives will undertake a variety of ground working tasks utilising the required construction plant and equipment.

The work required will be set out by qualified engineers based on the client drawings and information. Additionally any changes from the Client in design that requires implementing is to be confirmed in writing and new information set out on site.

During delivery of materials or waste away all operatives will have been briefed on TB2 and TB3 and will ensure that the entrance areas are protected and that vehicles are banked back into the works areas.

All delivery companies will have been made aware of onsite safety and fall protection will be in place.

Operatives will always ensure they have eye contact with the drivers either from the front of vehicles or in the mirrors.

Scope and general sequence of works -

The works are intended to be carried out in the following general sequence. All the drawings are to be read and checked for each phase as full details are not included below

Installation of CWS

- An engineer using a total station will clearly mark the slab edge line and set up a datum at structural slab level (SSL).
- Dig to be checked using a rotating laser level (CWS to be a minimum of 50mm).
- Set up 34m boom concrete pump at agreed location to easily access all areas to be concreted.
- Take delivery of C30; 20 mm aggregate S3 slump concrete from concrete supplier, deliveries to be made with 6/8m concrete trucks. All delivery drivers must adhere to items listed in section 11 regarding deliveries to site and maintain the 2m social distance requirement.
- Concrete trucks to be reversed up to concrete pump and the concrete poured into the pump hopper. A qualified concrete pump driver to manage the delivery of the concrete into the pump as per below.
- Using concrete pump, rake and paddle float, pump concrete to required area rake to level and float off, checking constantly with a rotating laser.
- On completion ensure pump washes out in agreed location and area is clear of rubbish and waste materials.
- Engineer to check tolerance on completion.

Concrete Pumping.

The size and sighting of the concrete pumping machine shall be such that the boom length and height to which the concrete can be pumped shall be suitable for the installation. Specialist plant supplier will assist in the selection and sighting of the pump. The location shall also allow for concrete wagons to discharge directly into the concrete pump hopper. The ground conditions at the pump position shall be level and capable of supporting the loads imposed by the machines stabilisers. Please be aware of underground services or structures, ie basements / manholes etc that can impact ground stability.

The concrete pump and boom shall be subject to a thorough competent examination within the last 12 months. The plant and equipment shall be subject to a daily and weekly inspection.

Be aware of overhead power lines as this will impact the boom operation and will need a safe method of working if present. Other plant working within the vicinity of the concrete pump and boom shall be excluded to prevent interference with operations.

Lines of communication shall be maintained from the pump operator to the supervisor controlling the pour. Ideally there shall be a continuous line of sight between the two. If not a signaller shall be employed to guide the boom position to the pump operator.

All staff involved in the operation of the concrete pump shall be suitably trained in its use and operation. No unskilled operators shall be allowed to use or direct the pumping equipment.

A suitably trained operator shall guide the discharge point of the pump boom. The height of the discharge pipe shall be maintained as low as possible to avoid splashing of the concrete as it is placed. Concrete pours shall be evenly distributed across the slab. Care should be taken not to place concrete in one single point load onto the formwork. This can induce additional loads to the structure and shall be avoided.

All staff shall remain clear of the discharge end of the pipe until concrete is flowing or if a blockage occurs a danger zone shall be placed around the discharge end of the pipe. The diameter of the danger zone shall be 2 times the length of the delivery hose.

Pipe Blockages – Clearing pipeline blockages is particularly hazardous and all staff dealing with a blockage shall be suitably trained.

If a blockage occurs the pump operator shall follow the procedure below:-

- Stop Pumping immediately
- Reverse the pump until pressure is released (DO NOT increase the pressure to clear the blockage as an alternative to the following procedure)
- Locate the area of the blockage
- Establish an exclusion zone
- Disconnect the delivery pipeline at the safest point near to the blockage
- Clean out the blockage, re-prime and re-connect ensuring that safety pins and clips are in place.
- Recommence the pumping operation to ensure blockage is clear, if not repeat the procedure as above.

A suitable clean out area shall also be designated to ensure waste concrete and wash out water is suitably contained and disposed of. There shall be suitable water supply to the Concrete pump to allow wash down of the equipment. Care should be taken to exclude non-essential operatives from the wash out area to ensure that they do not get splashed during the procedure. The use of compressed air to clean the pumping line should only be used when there is not suitable alternative.

All staff involved in the pumping and concrete delivery will wear suitable PPE.

Installation of CFA piles (Southern Piling RAMS)

Southern Piling have been contracted to carry out the piling works on this project and their method statements as above are attached.

Speedeck have approved documents above for incorporation in this document.

Installation of below slab Drainage and thickenings

- Ensure drawings are correct revision.
- The engineer will set out drain/duct positions and drain/duct runs.
- Using a cradle mounted dust suppressed disc cutter cut a 300mm channel in the blinding along the duct drainage routes.
- Take delivery of drainage and duct materials and store in agreed location.
- Dig out the trench to correct depth and lay 100mm shingle bed to designed falls
- Install drain pipe and 90-degree bend as detailed
- Check pipe position and concrete bend to correct level, position and fall.
- Pipe will then be tested and ITP completed
- Building control/checking engineer to inspect pipes prior to backfilling with pea shingle surround and as dug material back to CWS level.
- Thickenings will be marked out by SPEEDECK engineer and dug using a 3t excavator.
- Speedeck Engineer to check the slab on completion and hand over to client.

Pile Dressing

Using a laser mark each cut off level on each pile and using a dust suppressed grinder to make a 40mm cut around each pile and break off using a Hilti TE1000 breaker. Ensure rebar caps remain in place until they are bent into the slab.

100% of piles to be integrity tested.

Installation of SPEEDECK Foundations Raft Slab

- Ensure drawings are correct revision.
- The Engineer will set out extents of slab.
- Take delivery of timber shutters and steel and store in agreed location.
- Construct timber shuttering around to the edge of the slab as per design, when manual handling of shutters by 2 operatives is required 2m distance between operatives must be adhered to.
- Install steel rebar to reinforcement drawing when manual handling of rebar by 2 operatives is required 2m distance between operatives must be adhered to.
- Slabs to be checked by SPEEDECK Foundations engineer prior to pouring and ITP completed
- Take delivery of RC35; 10 mm aggregate S3 slump concrete from concrete supplier, deliveries to be made with 6/8m concrete trucks.

- Concrete trucks to be reversed up to concrete pump and the concrete poured into the pump hopper. A qualified concrete pump driver to manage the delivery of the concrete into the pump.
- Using concrete pump, vibrating poker unit, rake, and paddle float, pump concrete to required area rake to level, vibrate concrete and float off, checking constantly with a rotating laser.
- Levels to be checked constantly during the pour and a light tamp finish is to be achieved.
- On completion ensure pump washes out in agreed location and area is clear of rubbish and waste materials.
- Once cured shutters will be struck and removed from site and all waste materials placed in a skip for clearance from site.
- SPEEDECK Foundations Engineer to check the slab on completion and hand over to client.

Principal Hazards Identified:

- Stability of Works Areas
- Access and Egress of Plant
- Use of Plant
- Use of dump truck
- Reversing
- Workforce Protection
- Live Services
- Lifting with Plant
- Working at Height/depth (Ladders)
- Use of Hand Tools
- Slips, Trips, and Falls
- Hot Works
- Abrasive Wheels
- Use of power tools
- Rotary Tools
- Noise
- HAVS (Hand/Arm Vibration)

- Hazardous Substances - COSHH
- Concrete Pour
- Leptospirosis (Weil's disease)
- Excavations
- PPE Requirements
- Manual Handling
- Power Tools that Generate Wood Dusts
- Environmental Protection
- Protection of the Public
- Refuelling
- Dust
- Pumping & Discharge Dewatering

Control Measures to be used:

Stability of Works Areas

- Pre shift inspection will be completed checking external stability and movement and on location movements
- During works operatives will not work in unsupported work zones
- Plant drivers will always ensure plant is located on a level formed platform and will reposition as required
- Plant drivers will always wear seat belts when overreaching in the dig
- Static loads Loading/Unloading of materials will not take place adjacent work areas and will be monitored daily by an experienced Site Manager
- Ground conditions will be visually checked as works proceed if the ground stability changes or weather generates a change in on site conditions the engineers will be consulted
- At the end of every shift plant and excavations will be left fenced and secure to prevent and unwanted access

Access and Egress of Plant (Works Areas)

- Plant delivered to site by external suppliers on low loader
- Drop down point allocated by clients
- Client traffic management plans to be followed
- The client shall prepare a safe parking and working area segregated from moving plant and vehicles
- The client shall provide road cones and suitable warning signage
- Where necessary, the client shall provide a banksman to assist in the safe movement of plant and vehicles
- The client may need to close sections of the road and pavements temporarily in some environments to create a safe working area
- High visibility clothing shall be worn at all times
- The client may need to provide temporary lighting in some environments

Use of Plant all tracked plant and general plant requirements

- All plant operatives will hold relevant qualification either NPORS /plant master/CPCS or other approved scheme.
- All plant and lifting equipment shall be used and maintained in accordance with PUWER and LOLER regulations.
- All plant shall have a valid legislative thorough examination certification and current up to date inspections shall be completed.
- Operative will be fully aware of potential risks associated with quick hitches and shall receive a tool box talk/safety briefing and, shall be issued a hand out on the need to take special care when using quick hitches.
- Safety mechanism and defect inspections shall be carried out prior to use and a designated area shall be provided to change attachments.
- Personnel are not permitted to work beneath excavator buckets.
- Lifting equipment shall not be used to lift people unless designed to do so.
- Plant movement will be segregated from other work by a physical barrier, orange demarcation tape, or the use of a competent banks man or watcher.
- A competent banksman/traffic marshal shall ensure safe passage of all moving plant in and around the site by overseeing the movements and restricting other plant and pedestrian movements.
- Safe traffic management routes shall be established and recorded prior to plant being moved around working areas. The routes shall be confirmed with the client and communicated to the driver and work

force. Routes shall not be altered or changed without prior approval or, unless in an emergency. A safe delivery zone shall be established in the main compound for all plant arriving to the project.

- Hired in plant will be checked to ensure it can operate safely on site and has the required safety features
- Drivers should set their mirrors and reversing aids to suit before operating plant.
- Machine speed and take off should be set to a low setting that allows for safe movements in compounds and loading zones.
- Check that your vehicles, or any machines with workers riding or working on them, are fitted with roll-over protective structures (ROPS) and seatbelts if there is a risk of overturning.
- Check all drivers are medically fit to drive;
- Driver should highlight any medical concerns to their supervisors
- Check agency drivers are properly trained and unauthorised people are not allowed to drive
- Driver should know how to safely enter and exit the vehicle.
- Keep boots and footwear clean when entering or existing plant
- Never allow passengers to ride on or in vehicle cabs unless they are sitting on a passenger seat in a safe position and cannot impede the driver, accidentally contact the machine controls, or obscure the driver's vision.
- Operative will be fully aware of potential risks associated with quick hitches and shall receive a tool box talk/safety briefing and, shall be issued a hand out on the need to take special care when using quick hitches.
- When changing hydraulic hoses, ensure pressure is released on all fittings, hoses are not worn or twisted, and coupling is completed so hoses are locked into positions. Check hoses cannot rub or be damaged by abrasive surfaces. Keep hoses away from heat sources. Clean any spill as they occur with either rags or granules.
- Safety mechanism and defect inspections shall be carried out prior to use and a designated area shall be provided to change attachments.
- When completing plant checks ensure you fully walk the machine and check all relevant items that will be on your machine specific plant registers
- If towing is required on site ensure you follow the safety guidance given by the manager don't Tow without a briefing being completed.
- Drivers and operatives to where required PPE at all times when leaving vehicles.
- Make sure that tractors and machines are properly equipped and maintained, especially brakes, steering and tyres.
- Consider wide wheel settings for work on slopes; plan the operation in advance, and make sure operators know the key elements of safe working on slopes.
- You should always turn uphill when working across a slope and descend straight down the gentlest gradient.
- You cannot always safely descend a slope that you safely drove up.
- To reduce the risk of injury if you do overturn: stay in the cab and do not attempt to jump clear, as most deaths and serious injuries involve those who jump or are thrown out of a cab during overturning;
- Check that the safety frame or cab is in good condition and correctly fitted. Corrosion and incorrect mounting bolts can cause the safety frame to fail in an overturn;
- never remove windows or doors from a safety cab;
- Wear the seatbelts fitted, as this is a legal requirement where there is a risk of overturning. Consider fitting belts where not installed as original equipment;
- Don't carry loose items inside the cab as they may cause extra injury in an overturn.
- Ensure all plant set on lowest speed setting and trust control when in fuel or loading areas.

- Plant movement will be segregated from other work by a physical barrier, orange demarcation tape, or the use of a competent banks man or watcher.
- A traffic marshal shall ensure safe passage of all moving plant and deliveries in and around the site when reversing by overseeing the movements and restricting other plant and pedestrian movements.
- Safe traffic management routes shall be established and recorded prior to plant being moved around working areas. The routes shall be confirmed with the client and communicated to the driver and work force. Routes shall not be altered or changed without prior approval or, unless in an emergency. A safe delivery zone shall be established in the main compound for all plant arriving to the project.
- This site is a no reverse policy as far as practicable with in fuel stations and load locations.
Don't work on vehicles or at height unless a safe system of works is in place

Use of dump trucks/dumpers

- Dump Truck drivers will always wear seat belts
- Banksman will be used to ensure plant does not enter excavations
- Dumper drivers will not sit or stand on plant when it's being loaded and step away to a safe distance
- Site speed limits will be observed at all times
- Use flashing beacons
- Never leave dumpers unattended and running
- Remove and secure all keys when not in operation
- Complete daily and weekly checks
- All statutory inspections and maintenance to be completed.

Reversing

- The reversing of plant during stabilisation when in an open work area is controlled by drivers using mirrors and cameras and is considered as an operation that's part of trained driver's normal on-site operations.
- Marshalls must be in view at all time of the driver.
- Marshalls must be aware of blind spots.
- No moving without clear thumbs up in place.
- Be safe be seen policy.

Workforce Protection

- Operatives will not work under suspended loads.
- Plant will clear and ensure all loose spoil is removed or not libel to fall.
- Ground in and around works areas will be stepped or batter back to ensure stability.
- When working off the rear of lorries crash bag/handrail protection in place

Live Services (General)

- Specific risk and method statements to be completed should works around live services be agreed with the client and PD.
- Permit to dig guidance and permit to dig to be completed before all operations that penetrate the ground.
- Where possible, isolate services to reduce all risks or use alternative means to locate services.
- Drawings and/or photographs indicating location of live services shall be obtained prior to digging.
- If drawings or photographs are not available, mechanical digging will not be permitted, digging shall only be carried out by hand using insulated handheld tools until services are located.
- All services to be detected using suitable Cable Avoidance Tools (CAT) and Genny in all phases and clearly marked on works area prior to digging.
- Where possible, all services to be isolated prior to digging using heavy plant.

- Mechanical digging is not permitted within 500mm of services, hand dig only.
- If we have to work on areas with services, we will pin out using based pins that involves no penetration.
- All 3 settings on scanner will be utilised during digging.
- Wherever possible services will be re-routed or isolated for the duration of the project to avoid any work near live services.
- Prior to starting work all employees will have a thorough briefing on the location of services by the Site Manager and will sign to acknowledge understanding of the briefing and acceptance of the new safe working procedures.
- The services identified will be highlighted in the following ways:
 - Wooden pegs 400mm long and signage will be used on soft ground,
 - Line marking paint on hard ground along the centre line of the services,
 - Areas across which vehicles travel will be marked using signage and coloured barrels or similar either side of the route in the style of "goalposts" where overhead services are present.
- An exclusion zone will be formed using physical barriers and signage and no person will be allowed to work within 1m of the centreline, including setting out, until a Director has inspected the area and given written permission to do so.
- Copies of the survey drawings will be laminated and kept in the cab of every excavator as an additional precaution.
- Any request to work near live services will be refused until there has been suitable consultation and a safe method of completing the work identified.

Lifting with Plant

- Where possible use alternative means to complete lift operations (site forks or site crane)
- All lifting operations will be supervised by competent personnel.
- Where non-standard lifts required a specific lift plan by an AP or lift supervisor is required
- General lifts to follow standard lift plan guidance and all staff to be briefed.
- All plant and lifting equipment shall be used and maintained in accordance with PUWER and LOLER regulations.
- All slings and shackles to be certificated and proof held on site.
- Only approved lifting eyes to be used.
- Where possible use bow shackles for lifting
- Ensure all shackles or lift eyes are fully secured and tightened before lifts occur.
- Plan all lifts.
- If in doubt, do not lift. Re-assess works.
- When lifting manholes into location no operatives will be in a position to allow crushing to occur either internally or externally of the rings

Working at Height /Depth (Ladders)

- Check that the work is suitable to be undertaken from a ladder and that the ladder is fit for the purpose of the task.
- Ensure work equipment is inspected prior to use and maintained in good condition and recorded on a register.
- Ladders will be Class 1 industrial rated, conforming to EN 131.
- Ensure ladders are located on level, stable ground and securely fixed to prevent slipping outwards or sideways or securely footed at all times and the inclination of the ladder conforms to the one-in-four rule.
- Ensure ladder is of sufficient height for safe access (working level 4 rungs below top)

- Ensure 3 points of contact are maintained during ladder work.
- Only utilise ladders for short duration works.
- Utilise a harness if required to maintain 3 points of contact.
- Ensure there is an inspection system to check the ladder condition periodically thoroughly.
- If using an extension ladder, ensure there is sufficient overlap to maintain strength.
- Ensure ladder has not become degraded by exposure to weather or corroded by wet cement.
- Where possible mechanical off load by suppliers and or use of pipe spike to avoid work at height

Hand Tools

- Hand tools should be visually inspected for defects, prior to use.
- Simple hand tools usually require minimal maintenance, but where necessary this should be carried out as and when required.
- Where necessary, defective hand tools should be replaced if it is not economical to have an effective repair carried out.
- Hand tools should only be used for the job they were designed to do, e.g., screwdrivers should not be used as chisels.
- Where specialist hand tools are to be used, training may be necessary prior to their use.
- Cut away from yourself where possible when using blades when required wear cut proof gloves.
- Always cut on a level firm surface
- When storing blades ensure they are protected not left open in toolboxes or bags.

Slips, Trips, & Falls

- Operatives to be trained and competent and be aware of uneven ground conditions during the work.
- Excavations to be closed and protected prior to leaving them unattended.
- Excavations must be protected with barriers to prevent persons falling in.
- Avoid leaving tools, materials or other items lying on the ground when not in use.

Hot Works

- Utilise hot works permit when using disk cutter as required by client and have fire extinguishers ready to hand.
- Ensure operatives know building fire procedures and all access routes kept clear that will be detailed in the site safety induction.
- Ensure all flammable materials are moved away from cutting area

Abrasive Wheels

- All operatives using abrasive wheels/disk cutters will be trained and competent in both the use of operation of plant and in changing cutting wheels.
- Be aware of where sparks are being directed.
- Wet cut where possible on all silica producing operations.
- Set up noise zones where required.

Use of Power Tools

- All operatives that use power tools will have been instructed in their safe use and be deemed a competent person.
- All tools to be PAT tested and register available and / or a documented regime for inspection.
- All PPE as per manufacturers recommendations will be worn as required when using tools including eye, hand, and ear protection.

If item has significant vibration levels operative to be made aware of risks and follows procedures laid out in section labelled HAV'S

Use of Rotary Power Tools

- All operatives that use power tools will have been instructed in their safe use and be deemed a competent person.
- All tools to be PAT tested and register available and / or a documented regime for inspection
- All PPE as per manufacturers recommendations will be worn as required when using tools including eye, hand and ear protection.
- If item has significant HAV'S vibration levels operative to be made aware of risks and follows procedures laid out in section labelled.
- Where there is possible entanglement then glove hand that operates near the chuck end of plant will remain un gloved to prevent entrapment
- Where required wet cut or dust attachments will be fitted

Noise

- All operatives working in the vicinity of noisy work shall wear hearing protection and take regular breaks in a safe noise free zone.
- Hearing protection required in drilling areas, when using disc cutter, during jet washing or in attendance of piling
- All operatives operating power tools that generate noises above 80bd will wear hearing protection. This will also apply to those assisting.
- A noise zone will be demarked by signage to warn operatives of risks when entering area.
- When using any tools where noise levels are between and over 87db and 95db, hearing protection required.
- A quick check on noise is if you cannot hear your work mates about 2 metres away then hearing protection required.

HAV'S Hand/Arm Vibration

- Management to ensure that all plant that arrives on site is of the lowest practical vibration level to perform the required task.
- Ensure that the vibrations levels are known for each item of plant.
- The operative is to be aware of exposure limits associated with the task and not exceed their daily exposure limit by recording trigger times that will be checked by the Site Manager.
- Tool rotation to be followed to reduce exposure time of operatives exposed to vibration.
- Operatives to keep hands warm.

Hazardous Substances COSHH

- All operatives shall be instructed regarding hazardous substances including the consequences of direct contact and what to do in an emergency.
- Operatives must wear long sleeves, full length trousers, and wellington boots when using/pouring wet cement and wash concrete splashes from the skin with clean water immediately.
- Eye wash stations and washing facilities with clean water shall be available within the welfare area.
- Site specific COSHH assessments shall be completed for hazardous substances along with the MSDS for each substance.

Concrete Pour

- All operatives shall be aware of overhead pump movements.
- Operatives must wear long sleeves, full length trousers and wellington boots when using/pouring wet cement and wash concrete splashes from the skin with clean water immediately.
- Operative will be in constant communication with pump operators.

- Where required banks man will relay information
- Pump hose man will ensure he has stable platform or footing to always work off.
- Wash out will be completed on hard stand by the drivers using their own water supply.

Leptospirosis (Weil's) Disease

- All operatives shall receive a Weils disease safety briefing/tool box talk before works start
- Suitable welfare shall be provided to allow operatives to wash regularly.
- Always wear PPE specified for the task.
- Dispose / wash dirty PPE after task complete.
- No food or drink except fresh bottled drinking water will be brought onto site working area.
- Any open wounds must be covered with waterproof plasters.
- Where required, medical advice is provided by the first aider and by calling NHS 111 by telephone.

Excavations

- Shallow excavations are those that do not exceed 1.2m and that when and if an operative has to work within the trench, even if they were kneeling down completing a connection, the size of the excavation will not be above their shoulder height – anything over 1.2m will be deemed to be a deep excavation and as such controls in line with HSE guidance need to be considered inclusive of battering back to at least 45° or supported by temporary works design.
- Shallow excavations to be dynamically checked on site using check process supplied in foreman's packs.
- Prior to starting check that excavations will not undermine other structures or effect traffic routes
- Ground conditions, temp works requirements, access requirements, water, and spoil egress
- Excavations must be protected with barriers to prevent persons falling in.
- Spoil must be placed at least 1m away from the side of the excavation to prevent spoil slipping back into the hole.
- Spoil will be removed directly from locations where possible by plant.
- The Site Manager shall ensure a permit to dig has been implemented prior to commencement of work.
- Inspect adjacent structures to ensure they are not undermined by a trained and competent person and record the findings.
- Prevent collapse by preparing a temporary works design to support excavation sides, stepping, or battering back to at least 45°. Use trench boxes if substrate is unstable in accordance with a suitable temporary works design.
- Erect physical barriers such as double guardrail tube and fittings around the perimeter to prevent persons falling in.
- Provide a safe means for access and egress by forming a compacted earth ramp with edge protection of fixed ladder points.
- Ensure all statutory inspections are undertaken (HSE guidance CIS47)
- The Site Manager or appointed person shall inspect and record excavations at the start of each working shift or after inclement weather for any movement or changes.

PPE

- Suitable PPE shall be provided to all operatives. Typical PPE required for ground works shall include safety footwear, safety helmets, Hi-Viz clothing, safety glasses, hearing protection, protective gloves that may be anti-vibration or nitrile and FFP3 dust masks.
- Operatives shall be instructed in the correct use and fitting of PPE.
- Suitable facilities shall be provided for the storage of PPE to prevent damage or loss.

- When generating dust either wetting (localised) or FFP3 mask will be worn
- PPE provided must conform to CE regulations.

Manual Handling

- Manual handling assessment to be completed prior to works starting, considering physical capabilities of individuals and environmental conditions.
- Lifting equipment to be used wherever possible to eliminate the need for manual handling.
- Items weighing more than 20kg should be lifted by 2 or more trained and competent persons.

Power Tools That Generate Wood Dust

- All operatives that use power tools that generate wood dusts will be face Fitted to FFP3 standards
- A designated cutting area will be setup.
- All cutting will be done on a designated well sited cutting bench or suitable works table
- The foreman will ensure that workplace exposure limit (WEL) is not exceeded. Both hardwood and softwood dusts have a WEL of 5 mg/m³. These are limits placed on the amount of dust in the air, averaged over an eight-hour working day.
- On tool extraction Class H or M is to be fitted to all powered cutting tools
- When clearing works areas operatives will reduce spread of dusts by damping down or hoovering up
- Keep tool blades sharp to reduce dusts.
- Maintain tools and hoover lines and complete daily visual inspections.
- Keep floors and works areas clear during work shifts.
- Be aware that significant exposure can happen when cleaning (e.g., emptying dust bags) or maintaining equipment.
- A designated cutting area will be set up.
- Cutting areas will be designated as noise zones where hearing protection worn.
- Ample space should be in place to allow long materials to be cut with clear access to saws handles.
- Guards should be set to reduce all possible emissions.
- Blades to be checked and maintained as sharp as possible to reduce snags and ensure efficiency of cuts.
- Ensure all loose clothes are secured so as to avoid entrapment.
- Ideally cutting areas will be clean and dry and consist of either a designated works bench, or a level and firm platform to cut off at waist height.
- Where possible, saws should be clamped and secured.
- Wear High impact eye protection and ear defenders when operating saws.
- Provide appropriate education and training that informs employees about the hazards of wood dust exposure, safe work procedures, how to identify when a ventilation system is working appropriately, and the importance of control measures
- Where required practical monitoring of works areas will be completed by visual checking of a clean surface areas over a period of ½ hour exposure.
- Within semi enclosed works areas the use of possible blue light checks may be completed
- If required works will be suspended and works areas will be re assessed
- The company is aware of monitoring its dust exposure and has designated that the highest risk operations are cutting silica materials and shuttering works that spreads dusts on site as well due to winds.
- Where possible dusts will be captured at source to reduce risk

Environmental Protection

- Plant shall be selected and maintained to reduce exhaust emissions as far as reasonably practicable.
- A designated re-fuelling area shall be provided in a suitable area that is not close to drains and suitable drip trays and spill kits shall be provided and for use when necessary.
- Operatives will be given a toolbox talk to ensure they shall not allow hazardous substances, effluent, slurry, concrete wash out etc. to enter drains where it can be avoided.
- Materials shall be selected to reduce waste so far as reasonably practicable.
- Materials shall be re-used or re-cycled on-site wherever possible.
- All waste including hazardous, shall be disposed of in accordance with current waste regulations by a certified registered waste management company.
- Every effort shall be made to protect the environmental impact resulting from the works being carried out.
- Water sprinkler system should be used to damp down dust on works areas.
- The client will control dust on their phases of works.
- Construction plant must be turned off when not in use.
- Close window policy on machine.

Keep cabs of plant clean.

Vehicle air filtration

- Plan regular checks and maintenance of the critical parts.
- Every day look for signs of damage, eg door and window seals. Repair damage immediately.
- Check pre-filters regularly - keep spares.
- Check that the filter seating is in good condition.
- Change inlet air HEPA filters as advised by the manufacturer, but at least after every 250 hours' use.

Protection of the Public

- The working area shall be segregated from the general public. Suitable barriers/fencing/hoarding shall be erected around the perimeter of the working area.
- Hazard warning signage shall be clearly displayed on the public side of the site by the principal contractor.
- Banksman shall be used to direct site traffic and deliveries onto the site from access road.
- The main gateway must be cleared quickly.
- All deliveries have been informed of traffic management requirements.
- There will be no traffic movement within the boundary of the site outside of the agreed working times as detailed by the principal contractor at site induction.
- Information boards and contact information shall be displayed on the public side of the site.
- An inspection shall be carried out at the end of each shift to determine any unsecured potential access points.

Refuelling

- Only in designated areas
- Use drip trays.
- Clean up any spills with spill kits and place contaminated ground onto polythene sheeting for remove by licenced waste contractor.
- Do not over fill plant and dip test before and during filling.
- Avoid refuelling hot plant.
- Spill kits to be located around site in a prominent position with ease of access.

- Refer to spill response plan.
- Fire points to be located around the site with means of raising the alarm and suitable fire extinguishers that are to be checked by the Site Manager at least weekly.
- The fuel bowser shall be located in an area away from moving plant and kept locked when not in use

Dust

- Refer to HSE information sheet No 36 on construction dusts and ensure all staff are briefed on the requirements.
- Where power tools used to cut woods class H or M extraction is required and FFP3 dust masks worn.
- Ensure FFP3 masks are worn by all operatives exposed to dust from cutting materials such as concrete, slabs, bricks and blocks that creates Crystalline Silica Dust.
- Wet cut when cutting concrete, bricks, and blocks etc.
- Monitor external of the work areas and the work location and use dust suppression or damp down when needed.
- Beware of windy days and where dust may blow from dry ground conditions

Pumping and Discharge Dewatering

- If required pumps will be set up in works areas with designated sump
- Clients will obtain any discharge permits required.
- Minimal water egress is expected unless external water table changes or localised flooding occurs

METHOD STATEMENT additional assessment

TB2 - Manager Briefing for Vehicle Movements/Deliveries etc

Task to be Performed: Delivery of materials to site

- Authorised and planned deliveries only
- All keys removed from cab when not in use.
- Unloading of materials, where possible, should be by mechanical means.
- To provide competent banks man to oversee vehicle movements in accordance with the site traffic management plan.
- Care is to be taken when accessing and egressing the site.

Principal Risks Identified:

- Traffic movements into and out of the site
- Traffic management reversing

Contact with Fixed Objects

- Traffic route to be always followed.
- Driver to always ensure good vision.
- Driver to position machine so that lift arm does not affect vision.
- Mirrors to be clean and in good order.
- Follow clients traffic management plan.
- Ensure good vision of banks man while conducting operations.
- Use hand signals or radio contact if required.

Traffic Management

- Follow site traffic management plan.
- Use bank man for reversing.
- Site operatives and those around machine will wear Hi viz vests.
- Kept speeds below 10mph when travelling around site.
- Travel with materials just above floor level until lift required.
- Stop blocks in use.

COSHH

- Eye wash station and clean water available in site welfare
- Site specific COSHH assessment for diesel fuel
- Spill kit to be in attendance with plant.

METHOD STATEMENT

TB3 - Manager Briefing Protection of Public /other operatives

Task to be Performed: General Considerations

- Prior to any works being conducted the foreman will issue this briefing considering all the following:
- Any additional structures or materials now in works areas affecting access.
- Requirements for operatives to load out any material.
- What is the volume of public traffic? e.g., works at entrance ways will affect the public more than in site.
- What time of day are works being conducted and what materials are being brought in?
- Can material loading out be restricted so it does not affect peak hours?
- Is it possible to load out in low peak hours?
- Will more than one banksman be required (longer materials)?
- How is the public/other users going to be advised e.g. a signage or a fixed barrier?
- How are materials to be protected?
- Is there a risk of spillage? Do the operatives have means to address this close to hand?
- How will the works be suspended and left safe if on site situations change (e.g., unexpected large volume of foot fall in works areas)?

General conduct all areas:

- Ensure that a safe route to works areas is possible.
- Banksman to be in attendance for all material deliveries.
- At all times operatives to remain alert to other site users

- Never carry materials so they block your vision.
- Ensure banksman front and rear when loading out long materials.
- Pass instructions clearly but do not shout and holler.
- Put solid barriers in place to restrict other site users from accessing areas e.g., use pedestrian barriers or Heras fencing.
- Secure barriers so they cannot be opened or be easily knocked over (sandbags and rubber feet)
- Do not leave gates/doors or entrance areas opens so that the general public can enter areas.
- Place all warning signs so they can clearly be seen by other users of the site and check they are maintained throughout works
- Never leave materials, waste or tools unattended.
- At all times be polite
- Direct the public to site staff if approached.

Principal Risks Identified:

- Peak hour operations
- Manual handling
- Conflict with general public
- Noise and dust work related.
- Unsecured works areas

Control Measures to be followed:

Peak Hour Operations

- Where possible all deliveries of materials will be done during off peak hours or low peak times
- Foremen will ensure that access to works areas is staggered so that large volumes of trades are not all trying to get to work areas in peak times
- Foremen will have accessed route of travel and briefed all operatives.

Labour Requirements

Total number work force; between 4 and 6 operatives per work item

- All personnel engaged in this work will be competent to carry out the installation.
- All staff will hold the relevant CSCS cards, Training, Cards, and training in the use of the required plant and equipment.

The installation will be undertaken by a team of up to 4 people, including one supervisor.
(SSSTS minimum)

Training evidence in the form of certificates /cards to be brought to site.

Manual Handling

- Manual handling assessment will be completed on site by the foremen for all activities.
- Operatives will always have clear unobstructed vision when handling materials.
- Banksman will carry means of cleaning up spills if liquids are being transported (mop bucket rags or spill granules)
- Wheelbarrows or pallet trucks utilised to move materials across flat surfaces.
- Team lift where practical.

Conflict with General Public

- Operatives will be always polite.
- No swearing or shouting when working in any areas.
- Cones and signage will demarcate works areas.
- If approached by aggressive (drunk or other substance abuse) members of the public, operatives will remain calm, keeping their arms by their sides and calmly direct the person to site supervisor.
- Clear signage will be used in all areas.
- Solid barriers will be used to segregate workforce from general public.

Noise and Dusts (Work Related)

- Dust extraction required for power tools.
- Reduce all dusts to minimal levels by all practical means.
- Wet cut concrete
- FFP3 masks for all those effected by works.

- Work areas will be protected by barriers where possible to reduce noise and dust
- Work areas will utilise water suppression when cutting or grinding.
- Lowest possible noise emitting tools will be sourced.
- Clear warning signs will be displayed on external fences or hoardings warning of dangers.

Unsecured Works Areas

- Good general housekeeping to be always employed. Operatives to lock or close doors and gates as they leave works areas.
- Gates and hoardings will have locks or bolts so that doors can be closed and secured.
- Hoardings /work areas will be secured at the end of each shift.
- Banksman to be in attendance whenever loading out required into works areas.
- No tools or materials will be left unattended.
- Use temporary solid barriers and clear signs when required.

2.0 Risks and Control Measures

Site foremen will use briefing sheets to summarise method statements to relevant work force all operatives will be required to sign to say they have received and understood method briefing and works activity.

Briefing sheets can be used all together or to brief individual groups of workers.

Ensure if works roles change that operatives are briefed on new phase of works.

This risk assessment should be supported with site specific risk assessments that take into account hazards present at site

RISK EVALUATION PART 1					
Site: Phase 1 – SO302HH – One Horton heath Lower Acre			Works general ground works		
Persons Exposed	✓				
Employees	✓	Sub – contractors			✓
Other Workers	✓	Other site operatives.			✓
Public		No public interface only at gateway			
Hazards Identified ✓ if present/requiring control X if absent/not significant					
Physical Injury Hazards		Physical agents		Manual handling	
Stability of Works Areas	✓	Noise/Vibration	✓	Manual Handling	✓
Access and Egress of Plant	✓	Hazardous Substances (COSHH)	✓		
Use of Plant	✓	Concrete Pour	✓		
Workforce Protection	✓	Leptospirosis	✓	Miscellaneous	
Live Services	✓	Other (specify)		Weather	✓
Manual Handling	✓	Excavations	✓	Lone working	
Lifting With Plant	✓	PPE	✓	Restricted access	
Falls from heights ladders		Dust	✓	Overhead services	
Use of Hand Tools	✓	Radios		Environmental impact	
Compressed Air	✓	Confined spaces		Environmental Protection	✓
Slips, Trips, and Falls	✓	Street works		Protection of the Public	✓
Hot Works	✓	Tarmacking		Refuelling	✓
Abrasive Wheels	✓			Power Tools and Dust	✓
Use of Power Tools	✓			Dewatering	
Traffic Management	✓				

RISK EVALUATION PART 2

Score H/M/L		Initial Risk (See Check List Above)			Residual Risk (After Control Measures applied by Part 2 to ALARP)	
List individual hazards identified at Part 1	Consequence	High	Med	Low	Additional controls required	Residual Risk Rating
Physical Injury Hazards						
Stability of Work Areas Access and Egress of Plant Use of Plant	Damage to workers/assets, crush injury, possible death		✓		- Segregation of work area - All operatives will be competent in plant use - Plant will be maintained and inspected - Follow any traffic management plan applicable to the project - Certificated drivers and plant - Use of banksmen where required - Avoid the need to reverse - Workers to never position themselves between a fixed object and moving plant - Do not surcharge trench sides. Ensure spoil is positioned well away from open excavations - Bunds and stockpiles will be subject to inspection and will be completed in line with company processes and procedures including the use of bund and stock pile guidance. - Only tracked plant will be used on bunds and stock piles. If wheeled plant is to be used, separate risk assessment to be completed.	L
Workforce Protection	Death, Serious Injury, Crush, Broken Bones, Deafness. Entanglement	✓			- Operator must be trained in the use of the particular machine and hold a recognised certificate of training - The machine must be operated safely in accordance with manufacturers operating manual and operators - Identify and label all machine controls clearly	L
Live Services	Explosion / Death/Severe Injury	✓			- Consult Service Records - CAT Scan areas to be excavated - Follow the permit to dig guidance and process	L

					- Do not excavate within 500mm of known services with machinery. Hand Dig only - All operatives will be competent in working around live services - Use of specific risk assessment and method statement for live service works, insulated tools and fireproof suits - Where possible, the client should have considered within their design risks and eliminated the need to work around live services	
Manual Handling	Musculoskeletal injury, cuts, abrasions		✓		- Ensure manual handling assessment has been undertaken - When moving materials in to work area, operative to have checked route and ensure its clear and safe - Use mechanical means where possible - Team lift bulkier/heavier items - Clear instructions are to be given to the operatives undertaking the move	L
Lifting with Plant	Serious injury or death	✓			- Lift plan in place - Certified chains and plant - Trained slingers and banksmen - Register of lifting equipment with statutory inspections completed - Machine drivers to hold relevant lifting operations qualifications	L
Working at Depth:	Serious injury or death	✓			- Complete work at depth assessments before use - Ensure work equipment is inspected prior to use and maintained in good condition - Defective equipment must be quarantined and removed from use - Ensure that excavations are made safe, by trench supports, battering back, fencing or other equally effective measures - Be aware that there is no safe minimum depth of excavation	L

				• Ensure that adequate inspections, at least weekly, and after bad weather, are carried out on all excavations • Provide competent supervision • Provide training for staff which highlights the risks of work at depth , (TBT and presentations) • Ensure that plant does not work too close to the edge of an excavation • Never go into an unsupported trench where there is a risk of collapse • Never work outside the protection of trench boxes or trench supports • Be alert to risks from underground services or undermining adjacent structures • Never work underneath an excavator • Ensure safe means of access and egress into and out of the excavation • Edge protection should include toeboards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn in trenches • Check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. • Beware of plant and vehicle fumes may collect in excavations • Support the excavation as you go along • All work at depth will be protected with either solid barriers or installed hand rails • Works areas will be protected by double clipped secured Heras fencing • Trenches that need cross will be covered with solid well positioned road plates Where pedestrians need to walk ramps or well prepared trip free walk ways with chapter eight barrier and signage will be installed	
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Use of Hand Tools	Damage to workers/assets, digit injury		✓		• Hand tools should be visually inspected for defects, prior to use • Simple hand tools usually require minimal maintenance, but where necessary this should be carried out as and when required • Where necessary, defective hand tools should be replaced if it is not economical to have an effective repair carried out • Hand tools should only be used for the job they were designed to do, e.g. screwdrivers should not be used as chisels • Where specialist hand tools are to be used, training may be necessary prior to their use • Cut away from yourself where possible when using blades when required wear cut proof gloves • Always cut on a level firm surface • When storing blades ensure they are protected, not left open in tool boxes or bags	L
Slips, Trips and Falls	Musculoskeletal injury, cuts, abrasions		✓		• Operatives are to be instructed by way of toolbox tool on how to work without creating hazards to themselves or others • Supervisor will undertake walk-rounds on a regular basis and monitor the working environment • Clear up rubbish and debris as work progresses • Tidy or suspend any cables • Ensure good levels of housekeeping • Remove tools and materials out of work ways • Keep boots and safety footwear clean when entering and exiting vehicles • Exit backwards from plant, holding on to handrails • Do not work on unprotected leading edges or the back of vehicles without a safe system of works being in place	L
Fire	Fire, damage to equipment, serious injury or death to workers		✓		• Utilise hot works permits • Fire plan to be briefed at induction • All staff to know where the assembly point is	L

					All staff to know the specific procedures for the building	
Hot Works	Fire, damage to equipment, serious injury or death to workers		✓		- Hot works will only be undertaken using a permit to work system - Remove all waste or flammable materials - Check that areas well ventilated - No smoking - Set up fire point near works area - Ensure you are aware of where sparks will travel. - Remove all fuels and flammables from works areas	L
Abrasive Wheels/ Reciprocating Saw	Musculoskeletal injury, cuts, abrasions		✓		- All operative using abrasive wheels disk cutters/reciprocating saws will be trained and competent in both the use of operation of plant and in changing cutting wheels - Be aware of where sparks are being directed - Wet cut where possible - Chop saws to be fitted with non-sparking blades - Permits as required by client - Be aware of dust/noise and how it affects others - Ensure correct Eye, ear and recommended PPE is worn when cutting	L
Use of Power Tools	Musculoskeletal injury, HAVS, cuts, abrasions, electrocution		✓		- All operatives will be instructed and trained in the use of power tools and their specific uses and working limits - Tools will be fit for the purpose intended, tested and maintained in accordance with manufacturer's instructions and legislation - All tools to be PAT tested and register held on site - All safety gear/PPE for tools to be worn as appropriate - Be aware of vibration levels of plant such as pokers and whacker plates	L
Traffic Management	Damage to vehicles and plant/operatives		✓		- Follow locations traffic management plan - Where possible all deliveries of materials to be done during off peak hours or low peak times - Use bank man for reversing - Operatives and those around plant will wear Hi viz vests	L

					- Kept speeds below 10mph when travelling around locations - Travel with care be aware of locations traffic and plant - Park in allocated areas	
Contact with fixed objects	Damage to vehicles and plant/operatives		✓		- Traffic route to be followed at all times - Driver to ensure good vision at all times - Mirrors to be clean and in good order - Follow clients traffic management plan - Ensure good vision of banks man while conducting operations - Use hand signals or radio contact if required	L
Falling Debris	Damage to operatives and/or materials		✓		- Protect area with ply or plastic sheets as required - Remove all loose waste at end of shift - Wet down if large amounts of dust produced foreman to do on site assessment - Do not bomb materials or waste - Stop works and re assess areas if potential of harm to other operatives or trades	L
Physical Agents						
Noise/HAWS (Hand/Arm Vibration)	Vibration white finger, loss of hearing	✓			- Supervisor will instruct and train operatives on information provided regarding the noise and vibration levels of the working equipment and area, detailing exposure limits for the specific equipment and what control measures should be used - Supervisor/foreman to ensure that all plant/equipment is of the lowest practical vibration level to perform tasks at hand and that vibration levels are known for each item of plant - Job rotation may be required so that daily exposure limits are not exceeded - Records will be maintained of operatives' exposure to vibration	L
Hazardous substances (COSHH)	Damage to skin, eyes, respiratory system		✓		All substances use will have a COSHH assessment and these records will be available at the site location	L

				Operatives will be given instruction, training and guidance on the use of the substances and the exposure limits and PPE that should be used	
Other (specify)					
Leptospirosis/ working with sewage	Exposure can cause illness		✓	- All operatives to have received Weils disease TBT from Supervisor before works - Good hand cleaning after all operations and wear PPE specified for task - No food or drink to be consumed in the affected area	L
Conflict with General Public	Damage or injury to members of the general public and abuse of staff		✓	- Operatives will be polite at all times - No swearing or shouting when working in any areas - Cones and signage will demarcate works areas - Clear signage will be used in all areas - Solid barriers will be used to segregate workforce from general public or clients interfaces	L
Excavations Shallow excavations that up to 1.2m. Deep excavations - Any excavation which exceeds 1.2m	Injury to personnel through collapse of trench		✓	- Works around excavations must be done in line with HSE guidance - Deep excavations exceeding 1.2m must be separately risk assessed with clearly highlighted controls in place - On site risk evaluation to be used when assessing excavations with specific controls highlighted and briefed to all staff - Any excavation which required shoring or trench boxes needs to be risk assessed as a high risk operation and temporary works design required, potentially excavations exceeding 1.2m in depth and/or where personnel may enter the excavation. - The use of trench boxes shoring and proprietary protection systems needs to be installed and risk assessed separately - On site assessment by the manager required on all excavations as they are on the ground on a daily basis - Excavations to be protected with fences or barriers - Excavations to be battered back to at least 45° or shored	L

					- Excavations to be under an inspection regime - Protect with stop blocks - Where required designated support systems to be in place	
Manual Handling						
Manual handling	Musculoskeletal injuries		✓		- A manual handling assessment will be undertaken - Supervisors will ensure that all assessments are recorded and operatives are instructed and trained accordingly - Where possible plant/materials to be delivered as close as possible to works area - Use mechanical means where possible and practical barrows and trolleys	L
PPE Requirements	Bodily injuries		✓		Refer to suppliers guidance and ensure all relevant PPE is worn inclusive of eye ear and hand protection	L
Miscellaneous						
Weather	Site staff or public or vehicles being struck by work materials etc due to bad weather		✓		- Weather conditions to be checked prior to starting work - Check weather especially for lifting operations being undertaken, where the wind condition has the potential to affect the lift, the lift will not go ahead until the wind will have no adverse effect on the lift. - Wet conditions can adversely affect the traction of some vehicles and steering wheels. Avoid operating moving plant on side slopes. - During and after extreme rain, work areas to be checked to ensure still safe	L
Environmental Impact						
Wildlife	Damage to the environment		✓		- Full consideration will be completed at prestart to consider any special circumstances such as badgers and / or environmental considerations - Protective zones will be clearly denoted or demarked on drawings	

				Protective fences and/or safe zones will always be well maintained	
Environmental emissions	Complaints failures to follow planning conditions, emissions to air, land or water		✓	- All operatives to be made aware of any flood risk plan provided that means works may be suspended and all plant moved to a safe works zone - Supervisors to review and ensure compliance with Environmental Risk Register - In extreme weather conditions high winds or extreme rains works will be suspended - Assessment of these conditions will be completed daily by supervisors who will have checked weather and flood conditions and will make a dynamic risk assessment on site. - Plant shall be selected and maintained to reduce exhaust emissions as far as reasonably practicable. - A designated re-fuelling area shall be provided in a suitable area that is not close to drains or water courses and spill kits shall be provided and for use when necessary. - Operatives will be given a toolbox talk to ensure they shall not allow hazardous substances, effluent, slurry, concrete wash out etc. to enter drains or water courses. - All waste including hazardous, shall be disposed of in accordance with current waste regulations by a certified registered waste management company. - Waste generated on site will typically only occur in the compound and will consist of general canteen waste that will be binned and bagged on site and removed - Every effort shall be made to protect the environmental impact resulting from the works being carried out.	
Protection of the Public	Potential injury / nuisance		✓	- Under no circumstances will the public be allowed to enter the working site - Visitors will be escorted at all times by the site manager who will complete a site induction with them	L

Refuelling	Spills, fire, injury		✓		• COSHH assessments will be undertaken when using fuels • Fuels will be secured stored, away from any ignition sources • Spill kits will be available to clear up spills • Use only in designated areas • Avoid refuelling hot plant	L
Dust (Nuisance)	Eye irritation, respiratory problems		✓		• Work areas will be protected by barriers and will utilise dust suppression/extraction when cutting and grinding • Monoflex or debris netting will be used to reduce dust and ensure no risk of failing materials • Site manager will monitor all work areas externally and suspend works if required until solutions found • Works will be completed in line with HSE information sheet No 36 • Face fitted operatives using FFP3 masks or equivalent. • Where operatives have facial hair, they will be expected to use the constructor air fed mask with the relevant filters • Damping down on site will occur during hot weather • Separate risk assessments for silica and wood controls if required	L
Position		Signed:			(print name):	Date:

When this risk assessment has been completed prior to the job starting the senior person on site needs to review and agree the risk ratings before works starts

LOW	Chance of trivial / slight injury is unlikely – Maintain and monitor existing control measures
MED	Chance of serious injuries is likely – Improve control measures
HIGH	Chance of major injury is most likely – Do not proceed with work activity until control measures have been reviewed and risk reduced

3.0 General and scope of works

The works will be carried out by SPEEDECK Foundations and their nominated sub-contractors. Where they are the main contractor, they will be responsible for conducting site inductions explaining, general site hazards, first aid arrangements, fire evacuation muster point's, traffic management, welfare arrangements etc

Prior to the work starting the foreman will brief the personnel on the work to be undertaken including measures taken to ensure a safe system of work. This will include a briefing of this method statement, and any associated Risk, COSHH and Manual Handling Assessments and the controls to be implemented. The briefing will be followed up with questions to confirm everyone has fully understood the briefing.

Working Hours

- Site Specific and to be briefed at the site induction –
- 8am to 6pm Monday to Friday and 8am to 12 pm Saturdays.

4.0 Training

All personnel will be trained to standards as dictated by current legislation, in line with the mitigation procedures of the risk assessment and in accordance with client requirements. Evidence of training documentation for the working party will be retained on site and provided to the client at induction.

Personnel within the group will have undertaken the following training:

- Preferably workers will have CSCS or equivalent to demonstrate basic safety competence
- CSCS all operatives plant master or CPCS or NPORS/ plant master or equivalent for plant operatives
- SMSTS/SSTS Site management
- Temporary works experience and understanding of HSE requirements
- Abrasive wheels training (In house)

The Company's policy requires that all personnel are required to carry training certificates (wherever applicable) whilst on site. Copies of all training certificates will be held in the site file.

All staff will be trained and competent to work within the environment and areas required by the scope of work. Where training certificates are not place, confirmation of competence by other means is mandatory.

5.0 Lifting Equipment

Lifting equipment must be fit for purpose. Lifting equipment will be certified and visually checked before use. If equipment is hired in for a contract, the formal service inspection records are to be checked prior to acceptance of equipment to site, in accordance with statutory provision (12 monthly formal inspection and test for material lifting equipment, 6 monthly for lifting of persons).

- Lifts will be planned
- SWLs will be checked
- Standard lift plan will be followed
- Non-standard lifts will have a specific plan for works

Use of Excavators as Lifting Equipment

- Under no circumstances will excavators be used for lifting persons as they operate at speeds which make them totally unsuitable for the lifting of persons.
- Excavators designed for lifting loads/ object handling should have a rated object handling capacity table inside the cab. If a rated object handling table is not present then the machine should not be used for object handling.
- The use of an excavator as lifting equipment poses additional hazards as the slinger needs to be in the "danger area" adjacent to the arm/ bucket etc. during the lift to attach and monitor the load during the lift. As such, clear lines of communication must be kept between the operator and the slinger at all times.
- All excavators and their lifting accessories will be suitable maintained, have a Thorough Examination completed and a certificate issued a minimum of every twelve months.
- Prior to any lifting operations with excavators, the appointed person will ensure that a risk assessment is completed, ensuring that the machine is capable of lifting the intended load, that lifting accessories are adequate and free from damage and that ground conditions are suitable to allow the lift to take place.
- The appointed person will brief all persons present/ involved in the lift on any significant findings of the risk assessment, the method statement and operatives individual roles in carrying out the task.
- Where special lifting attachments are used, they must be compatible with the machine and its coupling methods to which they are being attached.
- The excavator operator must always make use of the safety lever/ armrest whenever the slinger is in the danger area to avoid moving the controls by mistake.
- The hazards associated with travelling with a suspended load, particularly the presence of personnel adjacent to the machines direction of travel, must be considered, assessed and recorded on the lifting plan.
- All persons involved will wear hard hats, protective footwear and high-visibility clothing as a minimum.
- Lifts will not take place where there are persons working underneath the load, for example in a trench, and the excavator operator will not move the machine until he has satisfied himself that all persons, including the slinger/ signaller, have moved themselves to a position of safety.
- When attaching slings to the hooking device or lifting point, care must be taken to ensure that the slings and their attachments are able to hang free at all times, particularly when using a "D-Shackle" as it may limit rotation.

6.0 Portable Tools

- 110v power tools and hand tools, bars hammers, etc.
- Wheel barrows and assorted trolleys for waste removal and removal of heavy items
- General building hand tools
- Hand held cord less screw drivers and drills
- Insulated tools for hand digging
- Battery or 110V tools only
- Jet wash petrol
- Portable Power Saw (dust extraction integral to equipment)
- SDS drill

All tools to be in compliance with the 'Provision of Use of Working Equipment Regulations 1998'. All electrical tools to be PAT Tested and register held on site.

7.0 Mechanical Plant

- 2 stroke petrol 110v generator if required
- Excavators
- Compactors
- Vibrator Tools/Pokers

8.0 Materials

- As per the Client Specification

9.0 Storage and handling of hazardous substances and materials

- All materials will be stored in designated areas as agreed with client
- Refer to COSHH when handling products

10.0 Working at Heights/Depth

- Other platforms used to comply with the Work at Height Regulations
- Ladders to conform with EN 131
- Pre-user inspections to be conducted for work at height equipment
- All excavations to receive statutory inspections and be carried out under a permit to dig
- All excavations to have safe access, egress and edge protection

11.0 Work Permits and Licences

- Hot works permit for cutting with disc-cutter
- Permit to Dig
- Lifting Plans for Crane Operations

12.0 Temporary Lighting and Power

- Works will be completed in daylight hours
- 110V generator may be used to power small tools when outside if no available power

13.0 Control of Substances Hazardous to Health (COSHH)

- Data sheets will be available in site foreman's safety pack
- General COSHH assessments contained in foreman safety pack

14.0 First Aid

A first aid box must be on site at all times as will an eye wash station. An appointed person will take charge of first aid and emergency arrangements. All personnel shall be informed of who the first aider/ responsible person is and the location of the first aid box during the site pre-start induction/briefing.

15.0 Fire Prevention

- Hot works permit to be in place for cutting when requested by client
- The minimum fire point to be set up near to work site consists of: AFFF, CO2, Dry Powder and other
- All personnel will have been advised of fire procedures at the site induction

16.0 Excavations

Controls to be taken to prevent persons, vehicles, plant and equipment or any accumulation of earth or other materials from falling into an excavation (e.g.: barriers, removal of arisings, stop blocks etc).

- Excavation inspected by competent person:
 - At the start of each shift
 - After any event likely to affect the strength or stability of the excavation
 - After an accidental fall of rock, earth or other material
 - After suspected gas leak/other contaminate potential
- Permit to Dig required prior to any excavations to be issued by the site manager
- Edge protection required on all deep excavation at all times
- Separate risk assessment shall be carried out for all deep excavations
- Records of excavation required to be kept for all excavations

17.0 Personal Protective Equipment (PPE)

The following personal protective equipment (PPE) will be used:

Safety Footwear	BS EN345 or EN ISO 20345 – to be worn by all
High Visibility Jacket	BS EN471.2003 – to be worn at all times
Safety Helmet	BS EN397 – to be worn at all times
Gloves	BS EN374 – general work all times
Safety Glasses	BS EN166 – to be worn at all times
Dust Mask	BS EN149 – operations that produce dust general
FFP3 MASK	When cutting materials that will cause dust
Ear defenders	BS EN 352 - for our operations that use plant (disc cutting)
Protective Work Gloves	BS EN 388 – Handling of materials / waste

Ear Protection to be worn by operatives using power tools plant or provided safety literature states this may also apply to operatives that are working in a team.

18.0 Housekeeping

Works areas will be kept in orderly condition. Any debris that will be produced as a result of works shall be removed and taken to designated waste area.

Site Manager to ensure that working areas are kept tidy and that access and egress routes are kept clear and tidy at all times.

19.0 Access and egress to authorised personnel

Via the agreed entry – seek authorisation from the client

20.0 Emergency Procedure

- As per the emergency procedures laid out in site induction by principal contractor and displayed on site
- All new personnel to the works area are to be informed of the evacuation procedures.

21.0 Transportation

- Delivery times for plant and materials as specified in construction phase plan or main contractor's documentation

- Site Traffic Management Plan to be followed

Deliveries

- All large deliveries will be advised to the Principle Contractor giving 48 hours' notice where possible. This will ensure the highway at the site entrance is at no time inundated with site vehicles that could significantly disrupt the flow of the highway traffic.
- All materials will be tipped / stored safely in a controlled manner and maintain a high level of housekeeping

Loading & Unloading

- No access will be permitted onto the 'backs' of vehicles unless a means of fall prevention is in place (Will be controlled by company Foreman)

22.0 Systems/Codes of Practice

Relevant systems or code of practice will be followed. These include:

- HSE safe working Guides
- Approved codes of practise
- Manufactures recommendations
- British/European Standards
- Manufactures recommendations.

23.0 Statutory Records

The following Statutory Records will be maintained by the Site Manager and kept in the Contract Health and Safety / Site File:

- Statutory notices.
- Accident and dangerous occurrence reports
- Accident Book
- COSHH Assessments
- Method Statements
- Vibration records
- Site Diaries
- Record of Toolbox talks
- Statutory equipment maintenance and test records
- Chains and slings registers for crane

24.0 Noise and Vibration

- All records to be kept by foremen (when applicable) re: daily vibration levels
- Tool specific instruction and training will be given
- Tool rotation will be used so that daily exposure limits are not exceeded.
- All records to be kept by foremen (when applicable) re: daily vibration levels
- Tool specific instruction and training will be given
- Tool rotation will be used so that daily exposure limits are not exceeded.

When using a vibrating poker, tool rotation will be required as this involves high levels of vibration but is only to be used for limited periods.

A standard petrol cutter has a 4 hour trigger time and noise exceeds 85 DB so hearing protection required

25.0 Air Quality & Dust

Dust generation will be kept to a minimum and will only potentially occur when cutting materials and cleaning. This will not affect the general air quality due to all works being conducted externally and dust extraction/suppression must be fitted cutting and breaking equipment. FFP3 Dust masks will be provided when conducting operations that generate dust.

The foreman will complete visual assessments and use the following the control measures to be taken during works will also include:

- Visual monitoring whilst works in progress
- Sealing of containers when not in use
- Use of vacuum extraction to remove contaminants
- Enclosure or ventilation of the process
- Switching off equipment when not in use

26.0 Dust

The foreman will assess works areas and complete the following to ensure controls are in place

- Visual Monitoring
- Damping of surfaces
- Cleaning
- Vacuum extraction and water suppression
- Covering of spoil or gravel
- Sheeting of skips and lorries carrying spoil

We are fully aware of the advice in CPP on dust controls that include:-

- Damping down roads, stockpiles etc. with water
- Plan work to avoid double-handling
- Adopt careful handling of materials (eg when digging through soils keep bucket heights low)
- Traffic management
- Sheet vehicles leaving site
- Avoid tracking soil onto the highway
- Sweep hardstandings to reduce dust build up

27.0 Waste Management

- Site waste to be segregated and carried to nearest waste management deposit
- Waste to be tracked and documented as per clients environmental and site waste plan
- Ensure all skips are covered before they leave site

28.0 Traffic Management

- Site parking will be controlled by clients site manager,
- Vans will be used to bring in materials to complete works and store tools
- Parking is not to cause nuisance with local residence and comply with section 61 noise stipulations, or impede the general vehicular traffic flow.

Appendix A – MANUAL HANDLING ASSESSMENTS (Materials)

Manual Handling Assessment Sheet

Contract Name:	S0302HH – One Horton heath Lower Acre	Contract No:	S0302HH – One Horton heath Lower Acre
Lifting Operation:	Lifting of materials / tools	Date:	07/12/23
Assessment Completed By:		Job Title:	Piling Contracts Manager

1 INSTRUCTIONS

Can the manual handling operation be designed out? No

Can it be automated or mechanised?

Not in all cases, where possible mechanical means
will be used

If the manual handling operations is unavoidable assess the task against each of the criteria.

If the risk is high then a safe system of work must be documented and implemented.

2 THE TASK

RISK CATEGORY	Y/N
Does moving the load require an awkward posture?	Y
Is there any need to stoop, twist, or reach?	Y
Does the load require outstretched arms to handle?	Y
Will the load need to be carried?	Y
Will the handling operation need to be performed frequently?	Y
Will the load need to be handled without adequate rest pauses?	N
Does the load require more than one person to handle it?	Y
OVERALL RISK ASSESSMENT (H/M/L)	M

3 THE LOAD

RISK CATEGORY	Y/N
Is the load 25 kg or over?	Y
Is the load bulky or unwieldy? (1 or more dimensions > 75 cm)	Y
Is the load uneven or with the centre of gravity off centre?	N
Is the load unstable?	N
Is the load difficult to grip or handle?	N
Does the load require personal protective equipment?	Y

Does the load obstruct the handler's vision?	N
Is the load itself a safety hazard, e.g. hot, or with sharp edges?	Y
OVERALL RISK ASSESSMENT (H/M/L)	M

4 THE ENVIRONMENT

RISK CATEGORY	Y/N
Are there any space constraints for the handling operation?	Y
Are the floors uneven and/or slippery?	Y
Will the load need to be handled across several levels?	Y
Is the physical environment poor (hot/cold/windy)?	Y
Is the lighting adequate?	Y
OVERALL RISK ASSESSMENT (H/M/L)	M

5 THE INDIVIDUAL

RISK CATEGORY	Y/N
Does the operation require unusual physical capacity?	N
Does the operation require specialised knowledge?	N
Does the individual need training in lifting in this situation?	Y
OVERALL RISK ASSESSMENT (H/M/L)	L

6 OVERALL ASSESSMENT

RISK CATEGORY	
Score from the Task	M
Score from the Load	M
Score from the Environment	M
Score from the Individual	L
OVERALL RISK ASSESSMENT (H/M/L)	M

7 PROPOSED ACTION (Before Anyone is Placed at Risk)

Operatives to be briefed on Manual Handling / Lifting technique and regular toolbox talks to be given. Use site mechanical means where possible team lift / take regular breaks
Gloves BSEN 388 to be worn when handling material and equipment.
Use barrows and trolleys where possible
Individual manual handling assessments required if abnormal lifting required

BRIEFING SIGN OFF SHEET

Method Statement Ref:	Project: : <i>S0302HH – One Horton heath Lower Acre</i>	
Contractor: SPEEDECK Foundations		
Work Scope Summary: Installation of piled raft slab on 50mm concrete working surface.		
Date:	Briefing Given by: (Name)	Signature:
The personnel below have signed to confirm they have received and understood the briefing on the safe system of work, the assessed risks and controls, and that they will fully comply with the requirements of the approved task method statement.		
Name (Print)	DATE	Signature
1		
2		
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