R W SERVICES CONTRACTORS LIMITED.

W.H.G

METHOD STATEMENT & HEALTH AND SAFETY PLAN

JOB TITLE	**GARAGE BLOCK DEMOLITION**			
CLIENT	**W.H.G**			
SITE ADDRESS	**Various sites**			
WORKS DESCRIPTION	Demolishment of existing garages,			
STATEMENT	R W Services Ltd as the contractor for the above works, agree to comply with and act upon all the details within their Health and Safety Policy and as detailed in the following method statement. This will be taken and read in conjunction with any health and safety plan, or other instructions, as may be supplied by the client or their representatives. As works proceed this information will be kept updated as required			
RISK ASSESSMENT	**The risks from this works have been assessed.** A specific Risk Assessment and Risk Control sheets are attached. These should be read in conjunction with the generic risk assessment sheets which are part of the company H & S policy and form part of the company handbook issued to all operatives.			
PERSONNEL	All gangs engaged in this work activity will contain a balance of qualified operatives in accordance with the type of works required. Our training program is always ongoing and a copy of certificates relevant to operatives working on the site will be forwarded to you. All operatives working on this site will hold CSCS cards. At all times the senior operative on the site will be responsible for the Health Safety and Welfare of other operatives on the site. Our Supervisor or Contracts Manager will visit the site on a regular basis. Liaison for the contracts requirements or works additional to contract should be made at all times with this visiting Supervisor.			
PERMIT TO WORK REQUIRED	**YES**		**NO**	**x**
DISTRIBUTION	**CLIENT**		**x**	
	SITE		**X**	
	FILE		**X**	
PREPARED BY	***STEVE NOCK***		**DATE**	08/09/2016

294 ALDRIDGE RD STREETLY
WEST MIDLANDS
B74 2DU
TELEPHONE 0121 352 1212 - FAX 0121 352 1248

PERSONEL PROTECTIVE EQUIPMENT	**All works should be scheduled such that risks to health from the works are reduced to a minimum. However when the complete removal of risk is impossible suitable PPE will be worn. All equipment issued and used will be assessed for its suitability before issue and use**	
	STANDARD EQUIPMENT ISSUED	• Safety Footwear • Gloves • Eye Protection • Safety Helmet • High Viz Clothing • Hearing protection • Respiratory protection
	ADDITIONAL EQUIPMENT	*sharps box*
METHOD OF DELIVERY TO SITE	**Our materials will be delivered / collected to / from the site by the following means:**	
	7.5T or 17.5T Tipper Lorry A hi-ab mounted crane vehicle Artic or Rigid flat top vehicles	
MATERIAL LOADING /UNLOADING	**All materials will be loaded or unloaded by one of the following means** Personnel must ensure that adequate space on the site is available for these operations to be carried out and also that adequate safe storage area is set aside.	
	By 360º Wheeled excavator (if required) By manual handling (yes) By hi-ab vehicle mounted crane (if required) Direct from tipper wagon (yes) skips	
EQUIPMENT TO BE USED	**STANDARD EQUIPMENT**	Compressor, pedestrian vibrating roller, cable locator, Genny, stihl saw, compaction plate. 8 ton excavator with breaker.
	ADDITIONAL EQUIPMENT	
FIRST AID.	First aid boxes are carried in all our vehicles. There are sufficient operatives trained within the company to ensure that at least one trained First Aider / Appointed person is on site at all times	
WELFARE FACILITIES.	Temporary site accommodation, suitable welfare facilities and toilets are be provided by the Principle contractor to comply with the required regulations. Temporary site accommodation and storage units will be provided to comply with current legislation. Materials will be brought to site on a daily basis or be stored within the main contract area.	
MATERIAL STORAGE	A secure storage area will be set in location designated. This will mainly be used for storage of main contractor's materials. Most other materials will be supplied on an as required basis and brought to site on a daily basis. Where storage cannot be avoided this will be in secure areas suitably fenced and signed and total quantities will be kept to a minimum	
ENVIRONMENT.	The company has an Enviromental Policy and every effort will be made to comply with it. Noise, dust and waste levels will be kept to a minimum, in order that we do not cause a hazard or become a nuisance to others. At regular intervals working areas will be cleared and waste removed to licensed tips off site. All spillages must be reported immediately and measures taken to prevent further spread of contaminates.	

THE FOLLOWING DRAWINGS RELATE TO THESE WORKS:	SEE PACK.

R W SERVICES CONTRACTORS LIMITED.

SITE SPECIFIC RISK ASSESSMENT

TASK: demolition of existing garages

THE ABOVE SITE HAS BEEN ASSESSED FOR RISK FOLLOWING A PHYSICAL EXAMINATION OF THE SITE CONDITIONS AND THE FOLLOWING RISKS IDENTIFIED WITH THE APPROPRIATE CONTROL MEASURES AS LISTED REDUCING ANY IDENTIFIED RISK TO ACCEPTABLE LEVELS.

GENERAL WORKS IDENTIFIED	TICK	SPECIFIC WORKS IDENTIFIED	TICK	SPECIFIC LOCATION	TICK
Excavation Works	x	Installation of street furniture		Minor road	x
Road Works	x	Installation of Ducting		Major road	
Underground Services	x	Pipe laying, Manhole & Gully Construction.		Pavement	x
				Car Park	x
Overhead Services	x	Timber Heading		School	
Live Sewers, Manholes and Confined Spaces	x	Other (*State*)		City Centre	
				Shopping precinct	
Working with Hot Materials	x			Other (*State*)	
Other (*State*)				**garages**	x

CONTROLS USED (see specific control sheet)

A Specific Training	1,2,3,5,6,7	G Plant	1,2,3,4,5	N Hot Materials	1,2,
B Excavation Works	7,8	H Work near / over water	n/a	P Public Protection	1,2.3
C Road Works	1,2,3,5,6	J Cranes / MHE	1,2,3	Q Emergency Services	1
D Underground Services	1,2,3,4,5,6	K Night work / Poor Visibility	n/a	R Working with Moving Traffic	1,2,3,4
E Overhead Services	1	L COSHH / Chemicals / Gases	3	S Noise	3
F Confined Spaces		M Manual Handling	1,2,3	T Personal Protective Equipment (PPE)	1,2,3,4,5 10

I confirm that I have been instructed on the method of work, the hazards and risks involved and the necessary control measures. I understand that if the work situation changes or other hazards / risks occur I must bring it to the attention of my immediate supervisor.

Name	Signature	Date	ASSESSOR:- Steve Nock
t.b.c			
			SIGNATURE:
			[redacted]

SPECIFIC RISK CONTROLS SHEET

	TICK
A. SPECIFIC TRAINING	
1. General Health and Safety Training	x
2. Streetworks Trained Qualified Operative	x
3. Certified Plant Operator	x
4. Confined Spaces	x
5. First Aider / Appointed person	x
6. Site Specific Tool Box Talk	x
7. Signs and signals Trained operative	x
B. EXCAVATION WORKS	
1. Trench Support System Installation	
2. Temporary support system to existing buildings required.	
3. Provision of edge protection.	
4. Provision of ladder access.	
5. Air monitoring, before entry.	
6. Air monitoring, during works.	
7. Area signed and barriered off.	X
8. Daily Inspection.	X
9. Weekly inspection and records of inspection.	
10. Permit to work required.	x
11. Heading Support System	
C ROAD WORKS	
1. Area Signed with adequate barriers installed.	X
2. Area Signed and barriered off in accordance with section 8 of Street Works and Road Works Legislation.	X
3. Maintain suitable access for the public.	X
4. Temporary Traffic Lights to be installed.	
5. Maintain a safe road width of 3.5m.	X
6. Working Hours Restriction.	X
C. UNDERGROUND SERVICES	
1. Identified by CAT inspection.	X
2. Repeat CAT scan every 300mm depth.	X
3. Hand dig to expose services.	X
4. Adequately support and protect exposed services.	X
5. Obtain plans and drawings where available.	X
6. Excavate Trial Hole	X
D. OVERHEAD SERVICES	
1. Complete a site survey to identify overhead services.	x
2. Ensure isolation of electrical services.	
3. Erect suitable barriers to prevent contact.	
4. Restrict plant use to avoid contact.	
5. Warning barriers erected	
6. Work area limited and materials kept clear	
7. Permit to work required.	

	TICK
F. CONFINED SPACES	
1. Provision of safe access / egress	
2. Provision of rescue equipment and procedure.	
3. Air monitoring, before entry.	
4. Air monitoring, during works.	
5. Area signed and barriered off.	
6. Permit to work required.	
7. Breathing apparatus required.	
G. PLANT	
1. Inspection and maintenance records.	x
2. Maintain a 1.2m safe working barrier width.	x
3. Vibrating plant- restriction of operatives use.	x
4. Banksman required.	x
5. Lifting equipment certified.	x
H. WORK NEAR / OVER WATER	
1. Rescue Boat and crew supplied	
2. Buoyancy aids	
3. Lifeboats and ropes in position	
4. Harnesses & Safety line installation.	
5. Leptospirosis Card Issue to operatives.	
J. CRANES / MHE (e.g. forklift trucks, hiabs etc.)	
1. Slinging & banking by client/RWS trained operatives	x
2. Machine Test certificates checked	x
3. Operatives / drivers have certificates	x
K. NIGHT WORKING / POOR VISIBILITY	
1. Lighting provided by client / RWS	
2. High visibility clothing.	
L COSHH / Chemicals & Gases	
1. Refer to client/ / Principal Contractor	
2. Refer to Main Contractor	
3. Refer to attached COSHH data sheets.	x

	TICK
M MANUAL HANDLING	
1. Use of Mechanical Handling	x
2. Use of Kinetic manual handling techniques	x
3. Safe controlled storage of materials.	x
N. HOT MATERIALS	
1. Personal Hygiene	x
2. Correct use of PPE	x
P. PUBLIC PROTECTION	
1. Exclusion Zone	x
2. Signs and Coning	x
3. Maintain access route at all times.	x
Q. EMERGENCY SERVICES	
1. Maintain access / egress at all times	x
2. Special notification is required.	
R. WORKING WITH MOVING TRAFFIC	
1. Speed restriction	
2. Signs & Barriers	x
3. Banksman at all times.	x
4. Maintain a safe working distance from excavations.	x
S. NOISE	
1. Maintain below 80dB(A)	x
2. Establish signs and a safe area.	
3. Install barriers.	x
T. PERSONAL PROTECTIVE EQUIPMENT	
1. Safety Footwear.	x
2. Head protection.	x
3. High Visual clothing. (ie Vest / Jacket)	x
4. Light eye protection.	x
5. Goggles	x
6. Half face mask respiratory protection.	x
7. Full respiratory protection.	
8. Safety Harness	
9. Safety Line Established as harness attachment point.	
10. Ear defenders	x
11. sharps boxes	x

PROGRAM OF WORKS

The works will be undertaken in the following order:
See below

METHOD STATEMENT

The work involves standard methods of working normally undertaken by the company and as detailed on the attached sheets. These must be read in conjunction with site rules provided by the designer a copy of which is attached to rear of this document. The following additional specific points should be noted:-

1. Setup safety zone, install chapter 8, signing and guarding, erect herras fencing to the perimeter of the works.
2. Consult photos and visually scan area for overhead power lines.
3. Area to be tested for asbestos prior to job starting, principal contractor WHG to supply details on findings.
4. Cat and genny area to locate underground service and mark up (dig trial holes if required).
5. Using correct manual handling techniques, remove all lose rubble form the site perimeter and store on site for the hiab lorry to remove.
6. Remove all rubbish from within garages using hand tools (be aware of needles – sharps boxes provided) and place into skip provided.
7. Using an 8 tonne excavator, knock inwards the free standing brick walls, hiab vehicle to remove bricks from site and take to a registered waste transfer site.
8. Break out existing concrete bases (8 ton excavator/breaker), having first cat and genny areas for hidden services (machinery to be used by a competent trained operative).
9. Hard core material to be removed from site by a hiab lorry and disposed of at a registered landfill site/waste transfer station.
10. Existing driveway surface to be scraped and moss/greenery to be put into supplied skip.
11. Clean/sweep site, remove all plant from site.
12. Decommission site of all signing/guarding/fencing.

Note.

Ppe to be worn at all times, hard hats, gloves, eye protection, boots and hi-viz vests. Refer to coshh data sheets for guidance on substances hazardous to health and the correct ppe to be worn. If at any stage you are unsure with any aspect of the work…stop immediately! And contact your supervisor for guidance. Only competent trained personal are to operate machinery they have been trained on.

Out of Hours Complaints Procedure:
The company now has a two man gang on standby to deal with minor emergencies out of hours. Should a problem be reported to us, we will endeavor to get a gang out to site within 4 hours to carryout minor remedial works and to make the area safe until the beginning of the next working day. The contact number is to be confirmed before commencement of the works

Visitors to Site:
All visitors to site must report to the foreman or other senior management before entering the working area. They should follow all general health and safety rules and obey all instructions which they might receive in order to prevent injury or other harm to themselves or those around them Appropriate PPE will be worn by visitors at all times. This will include as a very minimum safety boots, high visibility clothing and hard hat. Other PPE will be worn as required. Spare equipment will be kept on site for the use of visitors who may not have their own.

The following general method statements are relevant to the works to be carried out. Additional ones will be provided as and when required.	
WORKING ON OR ADJACENT TO PUBLIC HIGHWAY ✓	Apology boards will be placed at each end of the works Suitable pedestrian footways will be provided with good walking surface and assistance given to members of the public who may have difficulty passing All excavations will be protected with barriers to prevent unauthorised entry Materials will not be stacked more than 1.8m high Area will be adequately signed, coned off and guarded to Chapter 8 standard. Any additional traffic management or control will be agreed with the client before work commences Banksman will be present at all times to oversee the loading & unloading of vehicles on site All operatives will wear high visibility clothing when on site A Permit to Work will be issued and Tool Box Talk given to all operatives before work commences A site induction will be given to all operatives and sub-contractors before they are allowed to work on site All site personnel will wear the specified PPE A qualified Street Works Operative will be present at all times during the works
WORKING IN TRAFFIC SENSITIVE AREA ✓	**When working in an area such as to front of school, church or sports centre the following additional measures will be taken.** Liaise with relevant bodies and authorities with regards to works to be undertaken and most suitable times for these to be undertaken to avoid disruption, for example arrival and collection times of children or times of church services Plan works around this information Keep all parties informed of the plan of works and any changes which may be necessary
TRAFFIC MANAGEMENT ✓	The site will be signed and guarded to Chapter 8 of the Traffic Signs Manual Temporary traffic signals, or other suitable traffic control methods, (see Safety at Street Works and Road Works code of practice) will be provided where required to provide safe passage of vehicles. Works will only take place at one side of the road at any one time and a road width of 3.5m will be maintained whenever possible. Traffic control /temporary traffic lights will be used as and when required. Access for emergency vehicles will be maintained at all times On traffic sensitive roads restricted hours of working will be operated A trained Street Works Operative will be in attendance at all times at Highway sites Emergency services and bus companies will be advised of the works All operatives and visitors will wear high visibility jackets and any other PPE specified for the site
ACCESS FOR EMERGENCY VEHICLES ✓	Coning, barriers and signage to Chapter 8 standard Materials on site will be stored properly, guarded and in hours of darkness high visibility barriers and signs erected Daily inspections will be carried out to ensure emergency access is maintained Emergency services will be informed of the site, the duration of the works and any restrictions which might affect their access

WORKING NEAR MOVING TRAFFIC ✓	All Operatives and drivers will wear high visual / reflective PPE at all times Suitable and appropriate signage will be installed prior to any works commencement. Speed restrictions will be in place at all times during our work activities. Suitable barriers will be installed to protect our operatives at all times. A suitable safe distance will be maintained between moving traffic and our works at all times.
GENERAL EXCAVATION AND FILLING TO SITE (SITE STRIP AND SURFACE EXCAVATION ONLY) ✓	Underground services to be located & protected where required before work s commence Overhead services to be noted & marked before commencing Machinery & method of works to be suitable for location of works Area will be adequately signed, coned off and guarded to Chapter 8 standard Banksman will be present at all times to oversee the loading & unloading of vehicles on site All operatives will wear high visibility clothing when on site A Permit to Work will be issued and Tool Box Talk given to all operatives before work commences All site personnel will wear the specified PPE
DEEP EXCAVATION WORKS ✓	Trenches will be either battered or supported using a propriety support system as applicable Underground services will be located before work commences. As work proceeds services will be carefully exposed and supported No excavation will take place close to existing buildings without first having temporary works designed Adequate supplies of trench supports will be on site before works commence Excavations will be fenced off using suitable barriers, Safety Fencing, Cones and signage will be erected to protect members of the public Hard Hats will be worn at all times when entering the excavation Only experienced and trained operators will be used to undertake this work. Inspections of trench supports will be carried out daily. A thorough recorded statutory inspection will be carried out weekly by a competent appointed person A safe means of entry / exit will be maintained at all times. Ladders will be securely fixed, properly maintained and fit for purpose No materials will be stored or heavy plant allowed to operate close to the edge of the excavation
DEALING WITH UNDERGROUND SERVICES ✓	Before work commences obtain plans, drawings and where possible, mark outs by the relevant authorities Make an initial survey of the site and note of any trenches or existing service boxes Use CAT locating equipment to scan the site and mark up clearly any services located Carefully dig by HAND trial holes to locate any services identified previously Before starting excavation in areas where services have located check whether the position of the works can be moved to avoid conflict Once excavation has started a banksman will be employed to continuously check for signs of underground obstructions All services exposed will be supported to the satisfaction of the relevant authorities The driving of steel fencing or kerb pins will be considered as an excavation and the above precautions will be taken Under no circumstances will a repair be carried out to any cable or service by the principal contractor or any sub contractor under his control. All repairs will be carried out by the undertakers themselves or their approved contractors Exposed cables will be protected and supported whenever required

INSTALLATION OF DUCTING IN FOOTWAY AND CARRIAGEWAY ✓	Carry out a visual inspection of the surface to be excavated to establish any possible hazards Carry out a CAT scan of the area and mark up clearly the position of any services located. Repeat the scan every 300mm during the excavation Hand excavation will carried out around any services that are located Coning, barriers and signage will be erected to Chapter 8 standard Operatives will be trained in the type of work being carried out and at least one operator will be a trained Street Works Operative Alternative footways with a reasonable walking surface will be provided for members of the public Operatives will provide assistance for members of the public who may find difficulty passing around the works Trenches will be kept open for the minimum length of time, backfilling and reinstatement to be undertaken at the earliest opportunity as the work proceeds Traffic management will be considered before work commences A minimum of 3.65m lane width will be maintained whenever possible
INSTALLATION OF PRECAST CONCRETE PRODUCTS (KERBS, SLABS AND PAVINGS) ✓	Materials on site will not be stacked more than 1.8m high Manual handling will be minimised and wherever possible mechanical handling equipment will be used When laying on wet concrete suitable PPE specified in the COSHH data sheet will be worn Dry cutting will be minimised at all times Gloves will be worn at all times to protect against cuts and abrasions
DRAINAGE WORKS (PIPELAYING, MANHOLE & GULLY CONSTRUCTION)	COSHH information will be made available before work commences All operatives will be instructed in the dangers of Sewer Diseases, and will be issued with a Leptospirosis card Materials on site will not be stacked more than 1.8m high Manual handling will be minimised and wherever possible mechanical handling equipment will be used A “HIAB “ should used for lifting heavy pipes, Manhole Covers and Frames Dry cutting will be minimised at all times Gloves will be worn at all times to protect against cuts and abrasions PPE specified in the COSHH data sheet will be used at all times

TRIAL HOLES & TRENCHES ✓	Trial holes will be excavated when required to locate the position of existing services Prior to commencement every effort will be made to locate the position of known services by the use of drawings, plans, CAT scan, and general inspection of the site. Excavation of the trial holes will normally be by hand The use of mechanical equipment such as excavators and breakers should be kept to a minimum during this operation and then only if it can be proved that it is safe to do so... **In no circumstance should mechanical means be used in the immediate vicinity of known services** All sides of open trenches will be supported where required by appropriate trench sheeting. At all times edge protection will be maintained as protection against falls into the excavations. The areas of excavation will also be fenced off for the duration of the excavation works Spoil from excavations will be stored alongside the works area in a position so as not to affect the stability of the excavations and not interfere with other activities on the site. These spoil heaps to remain within the confinement of the fenced work area It is not anticipated that persons will require access to the open excavations**.** Following completion of your inspection works, all trial holes and excavations will be backfilled and the areas made good. All areas of excavation shall be signed and barriered off to prevent unauthorised access. Where applicable, roadworks management with appropriate signing, coning and barriers will be in accordance generally with the New Roads and Street Works Act 1991, section 8. This to be installed prior to any works commencement and removed upon satisfactory works completion
NOISE ✓	At all times noise levels will be maintained below 85dB(A) Suitable and appropriate signage will be installed prior to any commencement of our works. Appropriate ear protection will be issued to all operatives. Where applicable the use of ear protection will be mandatory. Noise deflection / absorption barriers will be installed where necessary
EMERGENCY SERVICES ✓	Access and Egress will be maintained at all times as near to the works as is practicable. The emergency services have been notified of our works in the area.
PROTECTION OF THE PUBLIC. ✓	At all times exclusion zone will be established to keep the public away form our work activities. Appropriate signage and coning will be in place prior to any works commencement. Safe access routes for the public will be maintained throughout the period of our works.
CRANES & MECHANICAL HANDLING EQUIPMENT (ie forklift, Hi-ab, etc) ✓	All machines will have current test certification. All operatives will have current authorization and certification allowing them to operate specified machinery. All slinging & banking will be by trained competent operatives.

GENERAL PLANT OPERATIONS ✓	Only trained authorised operatives will operate plant and associated equipment. All plant and associated equipment is regularly inspected and maintenance records kept where applicable Plant will be inspected on a daily basis, or prior to use, by the authorised operator All lifting equipment will be tested and certified in accordance with current legislative requirements. Where vibrating equipment is used all such equipment will be dampened to current legislative requirements and all operatives will work with regular breaks from vibrating equipment.
USE OF PLANT-MECHANICAL BREAKER ✓	All operatives and those in the immediate vicinity will wear ear defenders Barriers will be erected to protect passersby from flying debris and noise Machinery will be silenced restricting noise level to an acceptable level Operator hours of work will be minimised for operators of hand breakers
USE OF PLANT-EXCAVATOR ✓	Only trained and certificated operators will drive excavators A safe method of working will be established between the plant operator and the ground worker Weekly inspections of the excavator will be carried out by a competent person and maintenance records kept.
USE OF PLANT-MASONARY SAW ✓	All operatives will be trained in the use of Masonary Saws Only operatives with a certificate for changing Abrasive Wheels will undertake this task and will be responsible for selecting the correct type of wheel for the task All operatives will wear the correct PPE at all times. This will include goggles or face mask, dust mask and ear defenders
CONTROL OF STORED MATERIALS AND WASTE PRODUCTS ✓	Working and Storage Areas will be Signed, Lit and Guarded to Chapter 8 standard Suitable barriers will be erected to protect members of the public Stored materials will not be stacked higher than 1.8m Concrete and Clay materials will be stacked in the correct manner to avoid collapse Flammable materials will be kept in a locked store at all times when not in use and, where possible removed from site at the end of each shift Gas bottles will not be stored in habitable accommodation. When needed for heating they will be located in a secure position outside the facility, connected in compliance with current legislation and provided with an emergence shut off facility Hot materials will be stored so as not to cause damage to existing surfaces, sheeted and any surplus cleared away at the end of each shift Waste materials will be disposed of at a suitable licensed tipping facility Excavated and waste materials will not generally be stored on site overnight and will be removed to tip at the end of each shift. Where this is not possible they will be securely fenced and removed at the earliest opportunity

NOISE EMISSIONS FROM MECHANICAL PLANT ✓	All equipment on site will be fitted with functional guards and baffles All plant used on site will comply with E.U. Regulations of 80 'dBA' Consideration will be given to screening the site or timing the works to avoid making nuisance noise
LIFTING OF HEAVY MATERIALS – MANUAL HANDLING ✓	Wherever possible mechanical lifting aids will be used Operatives will be trained in correct Manual Handling Kinetic Lifting methods Lifting of heavy weights will be carried out by two or more men using team lifting methods Sufficient rest periods will be taken when repetitive lifting operations are being carried out Gloves will be worn to provide hand protection against cuts and abrasions Mechanical lifting equipment will be approved, certified, registered and routinely inspected by a competent person Operatives will be trained in correct mechanical lifting and slinging methods
WORKING WITH HOT MATERIALS ✓	Specified PPE will be worn at all times to guard against burns, chemical contamination and inhalation of vapours The site will be signed, coned off and guarded to Chapter 8 standard to segregate members of the public from the works All operatives will be trained in dealing with burns and a suitable First Aid kit will be available at each site A high standard of personal hygiene will be maintained at all times with high priority when handling food and drink COSHH information will be available on site for all materials being used A safe procedure will be established to deal with delivery of raw materials, spreading and rolling Surplus material will be cleared away at the end of each shift and disposed of in a safe manner
WORKING WITH CEMENTIOUS MATERIALS ✓	COSHH information will be made available before work commences All materials not used will be swept up and collected at the end of each shift and disposed of safely PPE specified in the COSHH data sheet will be used at all times Inspections will be carried out to ensure materials are contained and do not cause a hazard to the public Barriers and fencing will be used to protect members of the public

COSHH ASSESSMENT

The following materials will be used during these works.					
LOW RISK	Tick	**MODERATE RISK**	Tick	**HIGH RISK**	Tick
Diesel & gas oil	✓	Dust generated from cutting concrete	✓		
Sand	✓	Bitumen cutback	✓		
Natural aggregates	✓	Concrete	✓		
Dust generated from cutting tar materials	✓	Bitumen sealing compounds	✓		
		Cement	✓		
		Coated road stone	✓		
		Line marking paints	✓		
		Thermoplastic	✓		
Copies of full assessment sheets can be supplied if required Operatives have copies all the above sheets within their company Health & Safety handbook					

EMERGENCY PROCEDURES

IN AN EMERGENCY YOU ARE REQUIRED TO:

1. **Stop work IMMEDIATELY!**
2. **If necessary evacuate the workplace and also ensure any persons at risk are removed from the workplace.**
3. **Call any emergency services required by dialling 999.**
4. **Report the emergency immediately to the office on 0121-352-1212.**
5. **Await the arrival of a Company Director.**
6. **DO NOT re-enter the workplace until it is deemed safe to do so by a Company Director.**

REPORTING OF ACCIDENTS, INJURIES, INCIDENTS, DANGEROUS OCCURRANCES and PROPERTY DAMAGE

All accidents or incidents which result in:-

q .....injury to Company employees, subcontractors or third parties
q .....any damage to Company or third party property, plant or equipment
q .....near misses which could have resulted in an injury, damage or accidents
q .....Environmental damage or pollution at third party premises or sites.

MUST be reported IMMEDIATELY or by the fastest possible means to: -

q .....your supervisor or
q .....your line manager
q to any other senior member of the Company should you be unable to contact any of the above

If you receive an injury due to an accident at work then you MUST report this immediately to your supervisor or a Company Director. Any failure to report an injury due to an accident at work will be treated as gross misconduct.

Following any incident the Company will carry out an investigation and all injuries or damage will be documented where necessary.

Co-operate with any investigation, it's for everyone's benefit. All personal injuries MUST be recorded in the Company Accident Book. If you are unable to do this yourself request that an entry is made on your behalf.

Certain categories of major or reportable injuries or dangerous occurrences must be reported to the Health and Safety Executive under the R.I.D.D.O.R. Regulations.

There are NO acceptable reasons for not reporting ANY accident, incident or damage.

INFORMATION TO OPERATIVES	**Our operatives have been informed as to the contents of this method statement.**

I confirm that I have been instructed on the method of work, the hazards and risks involved and the necessary control measures for the works to be undertaken:-

NAME	SIGNATURE

SITE STAFF

TITLE	NAME	TIME ON SITE	CONTACT TELEPHONE NUMBER
Overall Responsibility	Richard Morgan	As Required	[redacted]
Director Responsible for Safety	Richard Morgan	As Required	[redacted]
Contracts Manager	Frazer Dukes	As Required	[redacted]
Site Supervisor	Steve Nock	Daily / As Required	[redacted]
Contract Administration	Frazer Dukes	As Required	[redacted]
Street Works Supervisors	Steve Nock	As Required	[redacted]
Construction Foreman	t.b.c	Full Time	
Surfacing Foreman	t.b.c	As Required	
Street Works Operative	At least one certificated operative will be on site at all times	Full time	
NEBOSH Qualified Safety Manager	Jim Grant	Weekly inspections or as required	[redacted]

SUB-CONTRACTORS

Principal sub-contractors to be used as may be required

WORKS TO BE UNDERTAKEN	CONTRACTORS NAME	METHOD STATEMENT AVAILABLE
	NONE.	

Copy of Site Rules Provided by Designer
These to be read and understood by all operatives prior to working on site

5 Health and Safety
5.1 Summary
This project will be carried out under the Construction Design and Management Regulations.
The Contractor shall also comply with any Site rules or procedures applied by BCH.
5.2 Site rules
In addition to any Site rules imposed by BCH, the Contractor shall comply with the following Utilicom Site rules at all times:

- No smoking on Site (except in designated canteen areas).
- Florescent jackets must be worn on Site.
- Hard hats must be worn on Site (except within Site offices, canteen, etc).
- Suitable safety footwear must be worn by all persons working on site.
- Wear ear defenders, eye protectors and dust masks issued by your supervisor.
- Report any defective equipment directly to your supervisor.
- Keep mess rooms and toilet facilities clean.
- Use chains, slings, etc, that are undamaged and marked with their SWL. If in doubt ask your supervisor.
- Alcohol and unprescribed drugs will not be tolerated on Site.
- Do not leave access routes untidy.
- Do not leave ladders unsecured.
- Do not leave timbers without denailing.
- Do not use radios or walkmans on Site.
- Do not alter or adjust any scaffolding. Your supervisor will arrange a scaffolder.
- Never tamper with electricity. Treat ALL cables as live. Electricity can kill.
- Horseplay and fighting will not be tolerated. Offenders will be ordered off Site.
- Do not leave excavations or open manholes unguarded.
- Do not enter unsupported excavations.
- Never attempt to operate any type of plant unless your competency has been confirmed by the Site Manager and recorded in the Site records.
- No persons are permitted on Site prior to undergoing a Safety Induction Course.
- A designated Contract Safety Officer is to be appointed by the Contractor.

- The access road is to be kept clear of spoil and debris at all times and all deposits of mud and debris must be kept clear from public highways.

- No Hot Works shall be carried out unless a Permit to Work system is in place.

- The use of shot firing techniques is prohibited.

- No burning of demolition materials is to take place.

- During erection of high level elements of the structure, no following trade shall be permitted access to the area of building being erected. Suitable notices are to be provided adjacent to the working area clearly stating that high level working is being undertaken above.

- Underground service screening equipment should be utilised to establish service locations prior to any excavations.

- Specific confined spaces procedures are required before entering manholes, excavations and the like due to carbon dioxide/methane risk.

5.3 Purchasers Outline Method Statements

The Contractor shall provide risk assessments and method statements that incorporate best working practice and the specific requirements of this Contract.

The Purchaser has prepared the following Schedule of Project Specific Risks for the Contractor's guidance only. Within 14 days of the Effective Date, the Contractor shall be responsible for preparing Detailed Method Statements for each element of the Works (including timescales) which are to be approved by the Engineer.

The Schedule of Project Specific Risks is not necessarily exhaustive and the Contractor is required to exercise their own skill and experience to develop the Schedule to be as comprehensive as is possible. The Contractor's method statements must be fully in accordance with the requirements of the Scope of Works and acceptance of any method statement in no way affects the Contractor's obligations to carry out the whole of the Works under this Contact.

Schedule of Project Specific Risks

RISK	CONSEQUENCE	OUTLINE OF CONTROL MEASURES
Exhaustion due to overheating	Personal injury	Permit to Work required service tunnels. Ventilation system to service tunnels.
Contact with live electrical equipment	Electrocution, tripping of electrical supply causing power outage to part or all of the site	Permit to Work required All plant (e.g. welders) to have a current test certificate/mark and approved by Engineer electrical engineer prior to use. Contractor to comply requirements of Site electrical engineer.
Escape of gas	Explosion	Locate gas mains before commencing work. Excavate by hand adjacent to gas pipe Cease work immediately gas is smelt.
Welding in wet trench	Electrocution.	Welders to have current test certificate/mark and approved by Engineer prior to use. Ensure trench is de-watered Erect weather protection.
Unauthorised entry to the works.	Personal injury, vandalism	The areas immediately adjacent to the Works are accessible to persons not under the control of the Engineer or the Purchaser. Barriers are to be maintained at all times. Doors opened for ventilation shall be secured with Harris fencing.