**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns CCTV Surveys of the drainage and sewerage systems and their associated assets as requested by the client

Please find below details of the work to be carried out and any perceived hazards associated to the work involved and should be read in conjunction with quotation provided.

**Nature of Work**

CCTV Surveys of the drainage and sewerage systems

**Scope of work for A1 Employee**

1. On arrival at site, contact the Client’s responsible person and obtain necessary permits and note any special precautions required. All staff employed by A1 Wokingham Wet Waste Limited carrying out protection duties will have been through approved training.
2. A Team leader will control the teams for the duration of the job.
3. Teams of trained staff under the supervision of a Team leader will carry out all works.
4. Charge hand to ensure that all operators are wearing issued PPE. All engineers must wear PPE provided.
5. Carry out protection procedures as required by site and location in accordance with client’s procedures.
6. Provide signing, lighting and guarding to isolate working areas, taking into consideration the protection of any adjacent properties.
7. Lift manhole cover in accordance with manual handling procedures and ventilate for 15 minutes.
8. Lower gas monitor into manhole chamber to invert and leave for 5 minutes. If no alarm is sounded work may proceed. If gas monitor indicates hazardous gases the client’s responsible person will be notified and work will not proceed.
9. The gas monitor will be used to provide constant monitoring of the working environment. One engineer will be the designated top man, who will control the equipment on the surface and report to the charge hand. If the manhole is less than 3 meters deep, a winch is required with one man on top. If the manhole is over 3 meters deep, 3 men are needed on top with 1 man entering. He will also have a 10mm B.A. escape set. If the gas monitor signals an alarm, the engineer working in the confined space will don his escape set and immediately leave the confined space.
10. The CCTV surveying work will then be carried out as required by the client’s specification for a particular contract. For this contract, all CCTV surveying work will be carried out in accordance with the “MODEL CONTRACT DOCUMENT FOR SEWER CONDITION INSPECTION” (May 1994).
11. Particular attention will be given to Section 3.24. At the beginning of each shift, the picture quality will be tested using the Marconi Resolution chart no.1 and work will not commence until the test is proved satisfactory.
12. All safety and surveying equipment will be cleaned, checked and carefully stored away.
13. Any defects with any item of plant and equipment will be reported on a Defect report form and passed to the operations manager for action.
14. The engineer will ensure that the customer has signed all necessary paperwork (satisfaction notes, work instructions sheets etc).

**Labour force**

Each CCTV surveying team will consist of:

1. 1 x Team Leader
2. 1 x Suitably qualified and experienced person

**Training**

The teams will be trained in:

CITB working safely

OS20 x pipe condition surveying

High pressure water jetting techniques

Emergency first aid

NRASWA- signing, lighting and guarding

Working in confined spaces

Tool box talks as appropriate at the start of each shift

**Lifting equipment**

All manhole covers where required will be lifted using hydraulic manhole lifting equipment.

**Portable tools**

Portable tools used will be hand tools such as shovels, drain scoops and buckets. Special items will be detailed on the list of equipment to be used for each job.

**Mechanical plant**

All plant brought onto site will be regularly maintained and tagged for identification purposes. The CCTV surveying unit will be located as close as possible to the work area as is permitted.

**Track mounted vehicles and plant**

Not required.

**Protection of assets**

The client’s assets will be protected during the course of all work. The method for this will be detailed in a detailed site-specific method statement.

**Materials**

Manufacturers’ safety data sheets for any hazardous substances will be supplied in accordance with COSHH regulations 1999 should the requirement become necessary.

**Storage and handling of hazardous substances and materials**

Care will be taken to ensure that all hazardous substances will be stored and handled in accordance with the manufactures safety data sheets and COSHH assessments.

**Sewer traverse (man entry)**

The team leader (top man 1) shall assign the members of his team to specific duties during man entry operations.

**Top Man 1**

Top Man 1 shall test the atmosphere at the base of the access manhole by lowering the gas detector to near the base of the manhole. Five minutes must be allowed to ensure the monitor has carried out a complete sensing cycle. If when the monitor is withdrawn, no audible or visual alarm operating the indication is that the manhole is safe to enter. The detector is then replaced into the manhole for continuous monitoring.

Should alarm indication occur the manhole should not be entered under any circumstances/immediate evacuation must take place.

Once the top man is convinced that the access is safe the survey engineer may descend, followed by the bottom man.

Communication between the top man and the bottom man must be maintained at all times.

Should the prevailing surface conditions give cause for concern (i.e. rainfall), the top man shall call for full confined space evacuation. It is the responsibility of the top man to alert the rescue services in the event of an emergency.

**Bottom Men**

Shall be positioned at the bottom of the manhole and he shall have direct visual and verbal contact with Top Man 1.

Bottom men shall carry his own personal gas monitor, escape breathing apparatus along with safety lines.

On hearing his gas alarm the bottom man 1 must alert top man 1 to effect an evacuation of the sewer.

**Temporary structures/ false work**

Site specific

**Working at heights**

Site specific

**Work permits and licences**

If tools, equipment and materials are left on site at the end of a shift, permission will be obtained by prior arrangement from the client’s agent.

If a confined space is considers to be sufficiently hazardous as to give rise to specific risks, then a permit to work system will be used and a site specific risk and method statement completed.

Where necessary the appropriate client protection will be arranged.

All employees will book in as appropriate on arrival and when leaving the client’s property, to comply with the client’s regulations.

**Temporary lighting and power**

Temporary lighting will be provided by:

**Portable electric lighting rigs**

Hand held intrinsically safe battery powered torches

Power will be obtained from the client’s power sources wherever possible. However, if this is not available, approved portable diesel generators will be used.

**Control of work with Hazardous substances and processes**

Details of any applicable COSHH assessments will be kept on file and all team members will be required to read and understand this file.

If asbestos is found to be present in any working area, the client will be notified and further instructions obtained.

All team members will be trained in the use of the HPWJ equipment.

**First aid**

All vehicles will carry an accident book and are equipped with a suitable first aid kit.

A nominated first aider is available at each depot together with the necessary first aid equipment.

All operators will carry Weils disease and HPWJ cards at all times.

The Health and Safety manager for A1 Wokingham Wet Waste Limited is Mr Clive Owen.

24hr contact number: 07712556825/07831507920.

**Fire**

All the client’s fire evacuation procedures will be carried out as per site instructions. All operators will be trained in Fire awareness.

All Working operations will have present on site for use:

1 no.9 litre Triple F aqueous foam extinguishers

1 no.2.5 kg CO2 extinguisher

**Excavation**

Not required

**Personal protective equipment**

All operators will be issued with, and trained in the use of the following PPE:

General- Overalls, gloves, hard hats, safety boots. Hi visibility jackets, safety glasses.

Specific- Full face visor, ear defender, wetsuit, safety Wellington boots, 10 minute positive pressure escape B.A, safety harness and a 12m safety rope, approved gas monitor and an intrinsically safe torch.

Detailed records of monitoring, servicing and calibration of all equipment are available for inspection, along with issue and use of PPE.

**Accidents, incidents and reporting of injuries, diseases and dangerous occurrences (RIDDOR 1995).**

All accidents will be recorded in the accident book and reported to the DER. Incidents that are reportable, under RIDDOR 95 will be reported to the HSE using forms F2506, F2508A etc. Copies will be sent to the DER.

The company’s safety manager, Mr Clive Owen will investigate all reportable incidents.

The site safety file will contain a site specific accident book, although all information entered will be recorded in the depot accident book.

**Housekeeping**

All working area on all sites will be left clean, tidy, clear of any obstruction and safe on completion of works.

All waste will be removed from site and disposed of to a licensed waste transfer station.

**Access and egress to authorised personnel**

Via approved exits and entrances and other safe areas, this will be determined by a site specific risk assessment.

**Emergency Procedures**

A1 Wokingham Wet Waste Limited 24 hour emergency service number is:

Tel: 07831507920 Fax: 0118 9894652 Safety officer: 07712556825

**Transportation**

All operators use vans or lorries for transport to and from the work site.

**Signs and notices**

The working will be isolated using signing, lighting and guarding in accordance with chapter 8 of the NRASWA 1991.

Notices of warning of HPWJ and CCTV survey activities are erected in prominent positions for the protection of employees and general public.

**System/ codes of practise**

A schedule of documents and references is included within the appendices of the method statements. This list is not exhaustive and check should be made for any revisions. If in doubt refer to quality/safety department at head office.

**Statutory records**

All accidents will be recorded in the accident book and the DER notified immediately. A1 Wokingham Wet Waste Limited head office will handle all reportable incidents in association with the Head office of other contractors, so that the HSE can be notified.

The site safety file will have an individual accident book, and all information held will be recorded in the head office accident book.

This office safety file will be the responsibility of the operations manager at each depot.

**Noise and vibration**

The system of dealing with noise and vibration assessments and preventative action is contained within the project plan. If the supervisor is concerned regarding noise and vibration levels of an activity or an item of plant he must refer to the Quality/Safety department, who will plan the necessary course of action. If noise or vibration assessments and specialized prevention measures are required, a specific risk assessment and method statement will be prepared.

**Air quality and dust**

All equipment will be regularly maintained with specific attention being given to the control of exhaust emissions.

Inspect area of work before work starts to establish if dust may be a problem and be prepared to damp down, especially in windy conditions.

**Waste management**

Any materials or debris arising from the CCTV operations will be placed in double bags, removed from site and taken to a licensed waste transfer station. All such activities are carried out in accordance with the requirements of the “Code of practice. A duty of care” under the provisions of the Environment Protection Act 1990. A1 Wokingham Wet Waste Limited is a licensed waste carrier and its registration no. is TSE/388156

**Protection of water quality**

The teams carrying out the CCTV surveying work will ensure that no materials or debris are allowed to enter any watercourse or drainage outlets or channels.

**Archaeology**

Where it is suspected that archaeology finds may be made a separate method statement will be raised for the works involved.

Should any archaeological finds be made during the works the charge hand will cease working in the areas affected and alert the client and A1 Wokingham Wet Waste Limited head office immediately. The area (s) affected will be left in a safe condition and as undisturbed as that will allow. A1 Wokingham Wet Waste Limited will agree and obtain written instructions from the client as what works are to proceed. A new programme/method statement for the works will be raised by A1 Wokingham Wet Waste Limited and accepted by the client, in writing, prior to works recommencing.

**Nature protection**

Should any special measures be required these will be the subject of a separate instruction from the client and a specific method statement raised by A1 Wokingham Wet Waste Limited and agreed with the client, before work commences.

**Management of pest and weeds**

Should any special measures be required these will be the subject of a separate instruction from the client and a specific method statement raised by A1 Wokingham Wet Waste Limited and agreed with the client, before work commences.

**Traffic management**

Only operators trained in the signing, lighting and guarding of road works in accordance with the requirements of NRASWA 1991 will be employed.

**Contaminated Land**

Should any special measures be required these will be the subject of a separate instruction from the client and a specific method statement raised by A1 Wokingham Wet Waste Limited and agreed with the client, before work commences.

**Inspection and Environmental auditing**

The operations manager at each depot is the person responsible for environmental surveillance on site.

The charge hand on each job is the person responsible for environmental surveillance on site, as work progresses.

**Records and documentation**

All consents, environmental check lists and audit results are kept at our head office at each appropriate depot. These are the responsibility of the operations manager at each depot who can be contacted.

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

1. Splashing from chemicals: Control Measure: Ensure correct PPE is work at all times
2. Fumes from chemicals: Control Measure: Ensure correct PPE is work at all times
3. Noise/Ambience: Control Measure: Ensure correct PPE is work at all times
4. Working in confined spaces: Control Measure: Ensure full assessment of area conducted prior to commencing work and ensure both entry and exits routes are clear
5. Weils disease: Control Measure: Ensure correct PPE is work at all times
6. Lifting operations (Manual handling): Control Measure: Ensure correct manual handling procedures are followed at all times and where necessary using hydraulic machinery to lift heavy objects
7. Tripping: Control Measure: Ensure all potential trip hazards are removed before during and after work completed

The work by its very nature is varied and consequently will need to be risk assessed on a task specific basis.

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| **Confirmation** |

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| Print Name:  |

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| Signature:  |  | Date:  |