**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns the installation of new manhole and associated new pipework to manhole at University of Reading, Building L024, Crown Place, London Road Campus, Reading, Berkshire RG1 5AE on the Monday 1st August 2016.

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**

installation of new manhole and associated new pipework to manhole at University of Reading, Building L024, Crown Place, London Road Campus, Reading, Berkshire RG1 5AE.

**Scope of work for A1 Employee**

1. The task involved is to stop A1 Group vehicle at University of Reading, Building L024by area where work is to take place.
2. Two A1 Group employees will exit their vehicle wearing Hi visibility jackets / steel toe capped footwear which will be worn at all times whilst working in the area.
3. Exit vehicle wearing Hi Viability jackets/Steel toe capped boots at all times.
4. Make college representative aware of arrival and sign in
5. Review RAMS prior to commencement of work with necessary college representative and if required clarify any points of concern
6. Two A1 Group employees will then erect barrier system around (safety barriers) around the works
7. Conduct a CAT scan and mark up all the major utilities (Gas /Water / Electric) around area that needs digging up
8. Excavator will 1.5-ton excavator to dig down onto an existing foul sewer
9. All debris will be placed within the cordoned area and any materials not required will be stored in A1 vehicle.
10. Where necessary hand digging will be undertaken in sensitive areas
11. Trench will be excavated to a depth approx. 500 mm deep
12. Install 1-meter diameter concrete formed manhole
13. Place on top a 150mm concrete biscuit and cast iron manhole cover and frame and cement in secure
14. Excavate a trench from new manhole across the lawn area to the corner of the building approx. 25 meters long and a meter deep.
15. Clean shingle will then be laid throughout the bed of the trench to support the next pipe
16. A 100 mm pipe will be laid through trench from gully to manhole
17. The pipe will then be fully covered in shingle and then once not visible a teram sheet will be placed on top of shingle
18. All materials in trench will then be compacted and the dirt will be placed on top
19. The trench will then be reseeded
20. Whole area will then be cleaned and all debris will be removed
21. Safety fencing will be removed and placed back on A1 vehicle
22. A1 Staff will confirm to college representative work have been complete
23. A1 staff sign out of site and exit site in a safe and controlled manner

**Housekeeping**

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

**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.

**Work permits and licences**

* Tools, equipment and materials will be removed from site at the end of a job.
* 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.

**Labour force**

Each manhole replacing and associated pipe laying team will consist of:

* 2 x Suitably qualified and experienced person

**Training**

The team will be trained in:

* CITB working safely
* Emergency first aid
* NRASWA- signing, lighting and guarding
* Tool box talks as appropriate

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

**Transportation**

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

**Lifting equipment**

* All manhole covers where required will be lifted using mechanical manhole lifting equipment.
* Hydraulic manhole lifting equipment will be used if the mechanical lifting is not successful.

**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.

**Track mounted vehicles and plant**

1.5-ton excavator

**Temporary lighting and power**

N/A

**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.



 **Work Ahead being conducted**

**Safety Barriers**

* Compliant with BS 7818 for pedestrian restraint systems and Chapter 8 Street works A1 Group use Avalon plastic barriers with locking system which creates secure joints on uneven ground, up slopes, over kerbs and across rough terrain. Either unlocked or in locked mode, configurations are made to prevent unauthorised dismantling.

**Traffic management**

N/A

**Temporary structures/ false work**

N/A

**Working at heights**

N/A

**Emergency Procedures**

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

**Tel: 07831 507 920**

**Fax: 0118 989 4652**

**Safety Officer: 07712 556 825**

**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.

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

**24-hour contact numbers: 07712 556 825 / 07831 507 920.**

**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 client. 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.

**Statutory records**

* All accidents will be recorded in the site accident book and the client 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.

**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**

1.5-ton excavator to dig down onto an existing foul sewer and install 1-meter diameter concrete formed manholes.

Excavate a trench from new manhole across the lawn area to the corner of the building approx. 25 meters long and a meter deep.

**Materials**

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

**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.

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

N/A

**System/codes of practice**

* A schedule of documents and references will be provided by the A1 Group. This list is not exhaustive and check should be made for any revisions. If in doubt refer to quality/safety department at head office.

**Inspection and Environmental auditing**

* The Operations manager at each depot is the person responsible for environmental surveillance on a client site.
* The A1 Operative is the person responsible for environmental surveillance on site, as work progresses.

**Noise and vibration**

* If the Team Leader is concerned regarding noise and vibration levels of an activity or an item of plant he will refer back to A1 Management, 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**

* 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.

**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.

**Protection of water quality**

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

**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.

**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.

**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.

**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.

**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**

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

1. Working in a busy access area.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work on site. Safety barriers to erected around working area to avoid school employees / students and general public falling into hole.

1. Lifting barriers from and onto vehicle

Control Measure: Use correct manual handling techniques to remove and replace barriers from vehicle.

1. Falling into manhole/trench – Employees / students and public will not have access to working area.

Control Measure: Barriers to be erected around working area. A1 Group will ensure access to these areas is strictly controlled whilst work is being undertaken. If necessary signage will be erected to warn Employees / students and public.

1. Trip Hazards.

Control Measure: Cordoned off areas and restrict access as agreed. All excavated material to placed away from working but remain in cordoned off area to avoid trip. All tools and materials will be stored on van until required to avoid cluttered area. There will be no debris left in public access areas once work complete.

1. Noise

Control Measure: When using the Excavator and Compactor – A1 employees will wear appropriate ear defenders. Risk to employees / students and public is negligible as they will not be in the area for significant time.

Other:

* There will be no hazardous materials used
* No chemicals
* No silicone
* No burners
* No hazardous materials
* No oils
* No lubricants
* No gas or naked flames
* No water
* No mains voltage tooling

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| **Confirmation** |

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| Print Name:  |

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| Signature:  |  | Date:  |