**A1 Group H&S Method Statement - MS01**

This Health and Safety Method Statement (MS01) has been prepared by A1 Group and concerns carrying out **drain repair** works at Walton AWTW, Hurst Road, Walton on Thames, KT12.

Please find below details of the work to be carried out and any perceived hazards associated to the work involved. This method statement will be adhered to by our operatives whilst completing the removing of the old machinery and their associated assets described by the client

**Nature of Work**

Identifying and repairing a single collapsed drain at Walton AWTW.

**Site person in charge**

The site person in charge will have accessible at all times a copy of the accepted method statement whilst carrying out the work. This person will ensure that all work is completed in accordance with this accepted method statement.

**Scope of work for A1 Employee**

1. On arrival at site, contact the Client’s responsible person and note any special precautions or necessary site inductions required. All staff employed by A1 Wokingham Wet Waste to sign in and carrying out protection duties will have been through approved training and carry appropriate and up to date documentation in order to carry out the work required
2. Receive a site induction if not already inducted
3. Deliver 7.5 ton excavator and pecker using roll on roll of lorry with flat bed
4. Deliver heras fencing and blocks and barriers to area to be excavated
5. Build an exclusion zone with fencing around work area
6. Close off footpath and put out signs and barriers
7. Place 7.5 ton excavator inside exclusion zone
8. Have cctv camera unit on site to sonde and locate collapse from both ends and mark up exact location of collapse
9. Cat scan area for water or electric
10. Once area is marked remove block paving from foot path and stockpile within exclusion zone in a safe place for reuse
11. Break out curb edgings and clean off and stock pile within exclusion zone for re use
12. Mark tarmac with a straight edge and set out area which needs cutting and excavating
13. Use floor saw to cut tarmac in straight sections and to keep trench neat
14. Use pecker on 7.5 ton excavator to break up tarmac in small pieces
15. Remove pecker from excavator and attach digging bucket
16. Scrape off all surface spoils/ tarmac and sand and stock pile to one side to be taken away in a skip
17. All materials will be delivered by Keyline builders merchant using hiab will consist of scalping’s, shingle, sand , cement , hepsleave clay pipe and connections
18. Keyline builders will contact A1 Representative when they arrive on site
19. Keyline Representative will sign in and complete site induction
20. Once area is all marked out we will excavate bit by bit and CAT scan as we go
21. Once trench is down to 0.5 meters deep and 2 meters in length we will drop in two 8x4 sheets and use acro props as shuttering
22. Carry on excavating down until a depth of 1.5 meters and 3 meters in length is reached and drop in 2 more 8 x 4 sheets and secure with acro props as trench supports Carry on excavating down until a depth of 1.5 meters and 3 meters in length is reached and drop in 2 more 8 x 4 sheets and secure with acro props as trench supports
23. Expose pipe which is broken and dig back carefully until we find a good section with no cracks to make a new connection
24. Connect new 1.5 meter section of 6 inch clay hepsleave and lay in trench
25. Connect next section of 1.5 meter hepsleave and lay in trench and butt up to existing pipe and connect using speed fit collar
26. Tighten up jubilee clips on speed fit collar
27. All depths and lengths will be approximate but we will excavate in 3 meter sections and once section is replaced we will back fill that section and then excavate another 3 meter section
28. We will repeat this process until the full section of broken pipe is replaced
29. Once all pipes are replaced with new we will bed the trench with shingle and cover the pipe
30. Then back fill trench with type 1 scalping’s and compact in layers for extra strength using a wacker plate
31. Carry out cctv inspection using push camera to make sure all pipe connections are good
32. Scalping’s will be brought up to 100mm below existing road level
33. Re in state all curb edgings and secure using concrete and bed back level with existing curb edges
34. Fill footpath back with sharp sand and compact and level off
35. Re in state block paving to footpath and point back in with sharp sand
36. Prepare road for tarmac to be re-instated
37. Install tarmac using Euro surfacing contractor (ESC) Sub contractor to A1
38. Clean up exclusion zone and make sure all debris and waste is removed in 20 yard roll on of bin
39. Load up excavator and pecker using roll on off lorry with flat bed
40. Remove all heras fencing and signs and barriers
41. All A1 employees to sign out and leave site in safe and controlled manner

**Labour force**

Each cleaning team will consist of:

* 1 Team Leader
* 3 other employees

**Training**

The teams will be trained in:

* Operating lifting and moving equipment
* Manual handling
* Emergency first aid

**Plant and Equipment**

* 7.5 ton excavator and hydraulic pecker attachment
* Diamond tip petrol floor saw
* Petrol wacker plate
* 20 yard roll on off bin for waste
* Various hand tools
* Electric cement mixer
* 240/110 petrol generator

**Protection of assets**

The client’s assets will be protected during the course of all work.

**Work permits and licences**

No tools or equipment are left on site at the end when work completed or overnight.

A Permit to Work will be issued following the local area induction.

The only possibility of any work being undertaken meeting any of the clients ‘conditions of work’ in relation to a ‘Permit of Work’ is cutting with a portable grinder. The client will provide a ‘Hot Work Permit’ for this activity.

**Temporary lighting and power**

There is power on site to provide lighting, and no other power is required.

**Welfare facilities**

All A1 Group employees MUST receive site induction

Hard hats, Safety boots, overalls, high visibility jackets and must be worn at all times. Additional PPE e.g. gloves, ear protection etc. shall be worn as necessary or when instructed by the Site Supervisor.

Welfare arrangements will be provided by Thames Water.

All A1 Group employees will provide evidence of training, including CSCS, CPCS, NPORS RITB and EUSR National Hygiene certification where applicable.

A1 Group are an approved contractor to Thames Water and all insurance and company documentation has been assessed and validated.

**First aid**

All company vehicles are equipped with a suitable first aid kit.

The Health and Safety manager for the A1 Group is Mr Clive Owen 24hr contact number: 07712556825.

**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.6 litre foam fire extinguishers

**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 and ear defenders

Detailed records of monitoring 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 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.

**Statutory records**

All accidents will be recorded in the accident book and the DER notified immediately. A1 Group 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.

**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.

Asbestos survey records have been checked and there are no asbestos risks highlighted.

**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:

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| **Hazards** | **Risk****High/Med/Low** | **Control Measures**  |
| Confined Space Working | Low | Follow confined space regulations and procedures for entry into trench if required |
| Slips, trips & falls | Low | Ensure main work area is clear of debris and tripping hazards.  |
| Working at Heights | Low | N/a |
| Electric shock | Low | All portable tools to be 110 Volts. Equipment PAT tested & Inspected regularly. Permits to be issued where necessary.  |
| Manual handling | Low | Use lifting equipment at every opportunity, and follow the Health & Safety Executive (HSE) recommendations (literature available at main office). Site supervisor to assess activities and create a separate method statement if required. |
| Noise | Low | Personnel to wear the appropriate hearing protection as advised by the tool (Wacker plate / floor saw) manufacturers |
| Vibration | Low | HAVS procedures to be followed and correct ppe to be used. |
| Excavations | Low |  |
| Lifting Operations | Low | Operators/banksman to hold valid licence to operate |
| Existing operational plant. | Low | All A1 Group employees to be inducted and aware of operational plant in vicinity of work area.  |
| Power washing  | Low | Ensure the area is clear and erect barrier to prevent others from entering area. Correct PPE to be used |
| Site chemicals | Low | N/A  |
| Construction Chemicals | Low | N/a |
| Construction Activities | Low | All personnel are issued with personal protective equipment (PPE), A1 Group employees are required to wear PPE at all times when on site. |

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| **Confirmation** |

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| Print Name:  |

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| --- | --- | --- |
| Signature:  |  | Date:  |