**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns clearing pipework at Birmingham Airport, terminal baggage area on 2nd July 2015.

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**

Clearing blocked pipe work above a suspended ceiling

**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. Drive A1 vehicle to specified site
2. Exit vehicle wearing correct PPE in a controlled manner
3. Inform Airport Representative of arrival and sign in if required
4. Remove equipment from A1 vehicle and take to the location of the work using correct manual handling techniques
5. Ensure ceiling tiles have been removed prior to commencing work by Mitie
6. Cover any equipment with tarpauling to ensure doesn’t become contaminated with debris
7. Locate and remove rodding eye from pipework
8. Erect signage around area to warn pedestrians on work being conducted
9. Erect 7 meter ladder in area to reach pipework
10. Insert jetter into pipework and remove blockage (if there is one)
11. If no blockage a rodding point will be used to insert small camera to identify problem
12. Once blockage removed/problem is identified and resolved reinstate rodding eye and rubber seal and ensure tight
13. Remove all equipment in a controlled and safe manner and using correct manual handling techniques return this to the A1 vehicle
14. Ensure equipment is stored correctly and safely before departure
15. Ensure area is clear of any spillages using a wet vac and ensure safe before leaving site
16. Inform Mitie to replace ceiling tiles
17. Inform Airport Representative of departure and sign out if required
18. Exit site in a controlled and safe manner

**Labour force**

Each cleaning team will consist of:

* 3 A1 Operatives who will be responsible for holding ladder in safe manner at all times, jetting the pipework, operating CCTV unit (if required), wearing correct PPE and adhering to any H&S requirements at all times

**Training**

The team will be trained in:

* Driving A1 vehicle
* Operating jetter to remove waste
* Working safely at heights
* Manual handling
* Emergency first aid

**Protection of assets**

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

**Work permits and licences**

A1 employees will obtain and provide the required licences as requested.

**First aid**

All A1 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, safety boots, hi visibility jackets and safety glasses

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 client. Incidents that are reportable, under RIDDOR 95 will be reported to the HSE using forms F2506, F2508A etc. Copies will be sent to client.

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 areas on site 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 A1 vehicles to and from the work site.

**Statutory records**

All accidents will be recorded in the accident book and client 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 will have an individual accident book, and all information held will be recorded in the A1 head office accident book.

**Noise and vibration**

N/A

**Air quality and dust**

N/A

**Waste management**

Any waste materials will be placed in A1 vehicle, removed from site and taken to our licensed sewage treatment works. 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 Wet Waste is a licensed waste carrier and its registration no. is CB/BE5104ZY.

**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:

*Working close to busy area*

* Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking work. Safety barriers to be erected around working area if required to avoid general public falling into drain

*Lifting equipment from and onto vehicle*

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

*Falling debris – 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. Signage will be erected in the area even though not a public pedestrian access

*Trip Hazards*

* Control Measure: Cordoned off areas and restrict access as agreed. Hose from jetting unit will be controlled to avoid trips

*Work at Height*

* Control Measure: Cordoned off areas and restrict access as agreed. 2 A1 employees will hold the 7metre adder at all times. All operators trained at working from heights. All H&S procedures whilst work at height will be strictly adhered to at all times

Other

* There will be no hazardous materials used
* No chemicals
* No silicone
* No burners
* 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: |