**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns laying new pipe to manhole at Wellington College on the <Insert Date>.

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**

Lay new pipe from gully to manhole at Wellington College Duke's Ride, Crowthorne, West Berkshire RG45 7PU

**Scope of work for A1 Employee**

1. The task involved is to stop A1 Group vehicle in Wellington College by 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. Ensure college staff have marked up all the major utilities (Gas /Water / Electric) around area that needs digging up
7. Two A1 Group employees will then erect barrier system around (Heras Fencing) around the works and always allow pedestrian access to front of college
8. Mark out on Tarmac with paint area for cutting
9. A floor saw with dust suppression will be used to cut lines for trench in tarmac
10. Excavator will be set up to break top layer of tarmac top layer
11. All debris will be placed within the cordoned area and any materials not required will be stored in A1 vehicle.
12. Where necessary hand digging will be undertaken in sensitive areas
13. Trench will be excavated to a depth approx 500 mm deep
14. Clean shingle will then be laid throughout the bed of the trench to support the next pipe
15. A 100 mm pipe will be laid through trench from gully to manhole
16. The pipe will then be fully covered in shingle and then once not visible a teram sheet will be placed on top of shingle
17. The entire trench will then be covered in type 1 scalping's
18. All materials in trench will then be compacted
19. Tarmac will then be placed o top of compacted material level with existing road and seal both edges
20. Whole area will then be cleaned and all debris will be removed
21. Heras 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

**Potential Hazards to A1 Group employees**

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 hole – 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.

1. Dust

Control Measure: dust will be created when cutting tarmac with floor saw. The risk is minimal as the equipment has a dust suppression system.

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: |