**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns CCTV Surveys of the void beneath the East and West gutter of Westminster Hall on behalf of the Parliamentary Estate Directorate on behalf of Donald Insall Associates.

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 void beneath the East and West gutter of Westminster Hall.

**Scope of work for A1 Employee**

1. Park A1 Vehicle in designated area. Remove keys and apply handbrake before exiting vehicle in a safe manner
2. Contact the Client’s responsible person and obtain necessary induction training and note any special precautions required. All staff employed by A1 Wokingham Wet Waste Limited carrying out CCTV surveying duties will have been through approved training.
3. A Team leader will control a trained team for the duration of the job
4. A Team Leader to ensure that all operators are wearing issued PPE. All A1 Employees must wear PPE provided.
5. All equipment required will be transported to the area using stairwell to the roof in a safe manner and using the correct manual handling techniques. The gutters are situated behind parapets, located at the foot of the principal roof over Westminster Hall. The gutters are located at high level; however access is available to the gutters from the roof of the Westminster Palace
6. The lead on the roof would have been lifted temporarily by a lead work prior to the job being undertaken
7. The CCTV equipment will be lowered into the void under the lead which will then move independently along the 75 metres of gutter which is to be inspected recording as it moves along the void
8. Once complete the CCTV footage recorded will be used to inform the client who is developing the proposed cabling routes to supply Westminster Hall. The outputs from the survey are to be included a PDF report (including survey images (with diagrams to locate positions) and notes) and a DVD recording.
9. Once job has been completed all safety and surveying equipment will be taken back down the stairwell in a controlled manner and then cleaned, checked and carefully stored away.
10. Any defects with any item of the equipment will be reported on a Defect report form and passed to the operations manager for action.
11. The A1 Team leader will ensure that the customer has signed all necessary paperwork (satisfaction notes, work instructions sheets etc).
12. A1 employees will exit the site in a controlled and safe manner

**Labour force**

Each CCTV surveying team will consist of:

* 1 x Team Leader
* 1 x suitably qualified and experienced person

**Training**

The team will be trained in:

CITB working safely

Emergency first aid

Working at heights

**Lifting equipment**

N/A

**Portable tools**

N/A

**Mechanical plant**

The CCTV surveying unit will be located as close as possible to the work area as is permitted.

**Track mounted vehicles and plant**

N/A

**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**

N/A

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

N/A

**Working at heights**

Site specific. All A1 Operatives on site will have received applicable work at heights training

**Work permits and licences**

N/A

**Temporary lighting and power**

N/A

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

N/A

**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.

24hr contact number: 07712556825/07831507920.

**Fire**

All the client’s fire evacuation procedures will be carried out as per site induction 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**

N/A

**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

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.

**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 for transport to and from the work site.

**Signs and notices**

Notices of warning of 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 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.

**Noise and vibration**

N/A

**Air quality and dust**

N/A

**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**

N/A

**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**

N/A

**Contaminated Land**

N/A

**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 in confined spaces: Control Measure: Ensure full assessment of area conducted prior to commencing work and ensure both entry and exits routes are clear
* Working at Height: Control Measure: ensure all A1 Operatives receive the appropriate Working at Height training
* Lifting operations (Manual handling): Control Measure: Ensure correct manual handling procedures are followed at all times
* 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: |