**A1 Group H&S Method Statement**

This Health and Safety Method Statement 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 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. All work will be first discussed with operational staff; a permit of work will be arranged and all isolations electrical or mechanical will be provided by TWOSA as required
4. Review area where ALL equipment needs to be set up and barrier off
5. Receive deliveries of all plant and equipment – Banksman/Supervisor to oversee only trained personnel to offload and drive plant
6. Set up dewatering unit (DWU) and connect to site electricity using extension lead
7. Unload A1 Group vehicles of equipment and place in a safe area
8. Set up ladders and secure for access/egress into filter
9. Lower Venturi pump (VP) & hoses into filter using manual handling techniques and rope
10. Set up VP in filter and connect fire hydrant hoses and 4” discharge hoses
11. Connect fire hydrant hose to 4” diesel driven pump – leads to VP
12. Connect 4” discharge hoses to dewatering/separation plant
13. Line skip with sheeting and fill with clean water in readiness for recycling
14. Place 4” suction hose into water of skip and connect to diesel driven pump
15. Connect 4” discharge hose from dewatering/separation unit into skip for recycling water
16. Fill skip with water either from additional site supply of using 4” pump – hoses will have to be swapped over if using diesel driven pump to fill the skip
17. Hand tools to be lowered into SSF
18. Telehandler with bucket to be driven and parked under sand discharge chute of DWU
19. Telehandler with forks to have tote bag in place and parked under gravel discharge chute of DWU
20. Once all equipment set up Supervisor to test all equipment to ensure all running correctly
21. Once tests have been completed men start to shovel sand/gravel into hopper of the DWU
22. DWU will wash and separate sand & gravel and discharge into bucket or tote bags
23. Once tote bag is full, a bag is to be held in place with a trestle, the telehandler lifts then drives the filled bag to designated storage area on site returns and lifts the tote bag from the trestle
24. Once the bucket of the telehandler has been filled the telehandler with drive to the sand washing plant on site and discharge into the hopper before returning to repeat operations
25. After each section of the filter has been skimmed of sand/gravel a fire hydrant with nozzle attachment will be used to wash the floor in readiness for inspection
26. The 250 gallon bunded fuel bowser will be filled by A1 Group employees
27. At the end of each day the Supervisor will ensure all equipment is topped up with diesel following the measures as stated in the risk assessment
28. At the end of each day the squad will drain down to prevent any hoses being frozen overnight
29. All operations will be repeated for all filters
30. Once a filter has been completed all areas requiring repairs must be identified to A1 Group employees
31. After completion of contract all areas to be cleaned
32. All equipment disconnected and cleaned
33. Arrangements made for collections of all plant/equipment
34. Sign off TWOSA
35. Demobilise from site

**Labour force**

Each cleaning team will consist of:

**XX**

**Training**

The teams will be trained in:

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

**Plant and Equipment**

* Hand Tools
* 415v Dewatering/separation plant c/w extension leads
* 4” Diesel driven water pump c/w hoses
* Telehandlers, one c/w bucket and one c/w forks
* 8 yard skip for recycling water
* 250 Gallon bunded fuel bowser
* Ladders
* Venturi pump c/w fire hydrant hose and 4” discharge hoses
* Mobile phone (only for emergency use)
* Tote bags for washed gravel storage

**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 of the shift.

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**

There are working toilets in the building with water and lighting.

**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 at each depot.

**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 |
| Slips, trips & falls | Low | Ensure main work area is clear of debris and tripping hazards. Keep hose runs tidy |
| 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 drill 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 staff 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 | Ensure all A1 Group personnel read the COSHH forms and correct PPE worn for task in hand |
| Construction Activities | Low | All personnel are issued with personal protective equipment (PPE), A1 Group personnel 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:  |