**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns Drain sample removal from pavement area outside Heathrow terminal 1 and 2 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**

Remove samples of silt from a drain on pavement outside Heathrow terminals 1 and 2.

**Scope of work for A1 Employee**

1. The task involved is to stop A1 Group vehicle on a pavement outside Heathrow terminal 1 and 2. Other traffic will still be using the main road.
2. A traffic management blocking vehicle provided from Renteq will be directly behind working area to provide protection to the A1 Group workers whilst undertaking the task of lifting the manhole and removing silt and debris sample this will ensure approaching traffic approaches the working area approach in a slow and in a safe manner.
3. Two A1 Group employees will exit their vehicle wearing Hi visibility jackets which will be worn at all times whilst working in the area.
4. Two A1 Group employees will then erect barrier system around the manhole on the pavement.
5. Both employees will then use manhole lifting keys to remove the manhole using the correct manual handling lifting techniques. The manhole cover will be placed away from the drain area to avoid tripping over it whilst obtaining the sample.
6. The two A1 Group employees will then use a gully scoop to remove approx. 10kgs of silt and debris from the bottom of the drain and place in to a black bag securing it with a cable tie and then placing directly into a bucket and into the back of the A1 Group vehicle to be taken away for sampling the following day.
7. The manhole cover will then be replaced by two A1 Group employees using the manhole lift keys and the correct manual handling techniques
8. Once manhole safely in place on the drain opening, the safety barriers will be removed and placed into the A1 Group vehicle using the correct manual handling technique.
9. Barriers will be safely placed in the vehicle to prevent them moving whilst A1 Group vehicle is moving.
10. A1 Group employees will check to ensure manhole is safely in place and no tools are left on site and area is clean and tidy.
11. The A1 Group vehicle will then exit from the site ensuring in a slow and controlled manner and using the vehicle signalling system at all times ensuring they are aware of other traffic.
12. The traffic management vehicle will then depart from site.
13. Tools to be used. – Barriers / man hole lifting keys / gully scoop /sample bucket / black bag and cable ties.

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

1. Working close to busy road near major international airport.

Control Measure: Renteq Traffic Management vehicle to be in place prior to work commencing. A1 employees to wear Hi visibility jackets at all times whilst undertaking sample removal process. Safety barriers to erected around working area to avoid general public falling into drain. The area is a non pedestrian pavement so no public access.

1. Lifting barriers from and onto vehicle

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

1. Falling into drain – 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. No signage is required as the area is not a public pedestrian access.

1. Trip Hazards.

Control Measure: Cordoned off areas and restrict access as agreed. Manhole cover to placed away from working but remain in cordoned off area to avoid trips

1. Debris sample. There will be approx. 10kg of debris collected.

Control Measure: Debris will be collected using gully scoop and placed directly into black bag, cable tied and then into a bucket and immediately into A1 Group vehicle. There will be no debris left on pavement once work complete. A1 will keep area isolated although as no public access on pavement no issue envisaged.

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:  |