



## Method Statement

### Method Statement Details

**Method statement number** 201

**Method Statement Date** 25/06/2019

**Method statement Author** Gary Scott

**Project/Contract** Alder Community High School

**Start Date** 25th July 2019

**Expected job duration** 6 weeks

**Client Contact** Craig Senior - Elite Systems

**Grid References where work is being completed**

**Helicopter Access (in case of emergency)**


**Work Access (in case there is a need for 4x4 vehicles)**

**Description** Site Ground Works

**Site Address** Alder Community High School  
Mottram Old Road  
Hyde  
SK14 5NJ

**Route to Hospital**

### Signatures

	Name	Title	Signature	Date
Document Author	Gary Scott	Director		25/06/2019

### Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

### ***Emergency Contact Details***

<b>Name</b>	Gary Scott	Gary Scott	Sarah Fisher (Office)	
<b>Telephone Number</b>	01924 219319	07778509249	01924219319	

## **General Precautions**

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

### **Communication with Other Workers on Site.**

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

### **Emergency Procedures**

All emergency procedures will be available in the site file and will be pointed out in the site induction (if required).

### **First Aid**

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

### **Manual Handling**

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

### **Material Handling**

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### **Personal Protective Equipment (PPE)**

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

### **Preparation & Induction**

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

### **Staff and Training**

The task will be carried out by staff from S & H Building Solutions, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

### **Tools and Electrical Equipment**

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 12 months when used on construction sites. A risk assessment will determine if inspection periods need to be varied.

### **Welfare**

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

### **Contractor and Visitor Safety**

S & H will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

### **Digging Out (Excavations)**

The area of excavations will first be checked for live services using cat scanners and plans where possible. Any existing services will be protected or moved as required. The holes will be either dug using an excavator or hand dug by two men using pick and shovel; the excavations will be dug to the required width and depth according to the plans. To prevent the potential for subsidence or collapse coffer dams will be used to support the sides where the depth exceeds 1.5 metres, a distance of approx 1.2 metres is left in situ and another section is dug out, the intermediate sections are not dug out until the back fill or concrete in the original excavations has been set for 48 hours.

### **Emergency Information - Alder High School**

Nearest Accident and Emergency:

Tameside & Glossop Integrated Care NHS Foundation Trust  
Fountain Street  
Ashton Under Lyne  
Lancashire  
OL6 9RW

Tel: 0161 922 6000

### **Excavation Safety**

On site dig permits may be required, refer to the site manager where applicable. No machines are allowed near the excavations to minimise the risk of collapse, all trenches will be protected from collapse with braced timber shuttering and sandbags, or coffer dams; the site foreman will ensure the safety of each excavation prior to allowing work. Barriers will be erected around all excavations. Access and egress to trenches will be via short timber ladders, all excavations will have a banksman on duty and an evacuation hoist on site whilst the trench is being worked. Occasionally water enters the excavations and this has to be cleared out by hand bailing, severe flooding may require the use of a pump. S & H staff are aware of the dangers of standing water and will take precautions to ensure contaminated water does not get onto the skin or enter the body. Good standards of hygiene will be maintained prior to eating, drinking, and clearing site. A fact sheet on Leptospirosis is provided and will be read by all staff and sub contractors under our control. Excavation inspections should be made in accordance with the HSE 'Construction information sheet No 47 (rev1)'.

### **Machine Tools**

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

### **Moving Plant and Equipment**

S & H will arrive on site and the team leader will meet with the site manager to ascertain if there is any local health and safety issues before our staff are allowed on site, the staff will be familiarized with any local inductions and safe system of works,

Staff will create a sterile area with the use of barriers, fencing and red striped barrier tape as applicable , giving limited access to S & H staff only will be the only personnel allowed in the restricted area

Lifting of plant and Equipment: A test lift will be made of the a unit before the main lift occurs. the units will be lifted & placed on the truck by trained operatives the equipment will be lifted to the rear of the vehicle & strapped for safe transportation.

S & H will check all equipment for damage and report, if in order the lifting equipment will be loaded back to the vehicle for return to the hire station. All staff will make the area accessible and sign out of site

### **Refuelling Procedure on site for plant machinery and equipment**

Fuel for all S & H equipment is carried in explosive proof metal containers & secured in the van. Plant and machines will be refuelled away from the van, visitors, and members of the public. Fuel is transferred from the proprietary containers by certified fuel transfer unit or through a funnel into the machine tank. Caution will be exercised to prevent overfilling and spillages will be cleared up immediately. Return the fuel can to the van and ensure it is clamped in position and the van locked.

Smoking is not permitted in any of S & H vehicles at any time, including during operation of plant equipment and machines on or off clients premises.

### **Site Access and Egress**

The principle contractor is responsible for providing safe access and egress to the site, S & H staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. S & H will be responsible for safe access and egress when you are the principle contractor. Access routes will be sign posted and barriers will be put in place where necessary.

### **Vehicle Safety**

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing.

### Preparation

1. Load all equipment required for job
2. Carry out vehicle safety checks
3. Transport equipment and installers to site
4. Report to site office and receive permit to work (where required)
5. Put on personal protective equipment
6. Inform all other persons in area of start of works
7. Liaise with the principle contractor and other contractors to ensure safe operation
8. Cordon off work area with heras fencing
9. Insure the area to be worked and exit points are clear of obstruction
10. Ensure that safe access and egress is maintained

### Removal of fencing Alder High School

- Removal of fencing to boundary of new building
- Removal of fencing around culvert
- Removal of palisade to boundary, for access
- All set aside to be reinstated once project complete.

### Reducing ground level 2

Reduce ground level as per drawings/instructions received for building to have a level access.

### Foundations (Excavation)

1. Trench to be 1200mm wide.
2. Pipe work to have a minimum 750mm of cover.
3. The pipes will be surrounded by bedding gravel.
4. The trench will be backfilled with 40mm type 1 road stone in 150mm layers to within 100mm of surface
5. 20mm binder course 60mm layer
6. 10/45 surface course 40mm layer
7. The area of excavations will first be checked for live services using cat scanners and plans where possible
8. Existing services will be protected or moved as required
9. Mark out the area to be excavated
10. Break up the existing surface (if necessary)
11. Excavate the ground by hand/Mini Excavator or JCB (Follow safe operating procedures)
12. Any spoil produced by the process will be removed via wheelbarrow onto flatbed tipper trucks
13. Shuttering will be fixed to the front face of the excavations and braced with batons to prevent collapse
14. Additional Hydraulic ram braces may be required if excavation exceeds 1metre in depth
15. No persons shall enter an excavation deeper than 1 metre, without appropriate trench support being installed
16. Add the reinforcing bars as required
17. The concrete will be delivered premixed from a recognised supplier via cement mixer or boom truck, and poured against the face of the excavation
18. The concrete must be a minimum strength of 30 N/m<sup>2</sup>, once poured the concrete will be levelled with the use of a vibrating poker; the site foreman is responsible for ensuring the correct distribution of the concrete into the shuttering and that the 20mm reinforcing rod is kept in position
19. Sample cubes for concrete strength testing will be taken by S&H Building Solutions Ltd as a minimum from every other concrete delivery. 3x 100mm square blocks will be cast per test and stored under test conditions. The cubes will be tested as per the works specification and to BSEN 12390 part 1, 2, and 3. The results will be recorded and cross referenced to the properties for which the concrete was used, and full details passed to Clients at the conclusion of works. Any test failures will be reported to Clients immediately
20. All area will be made good as per site plans

### Highway Back fill Specifications

1. Trench to be 1200mm wide
2. Pipe work to have a minimum 750mm of cover
3. The pipes will be surrounded by bedding

4. The trench will be backfilled with 40mm type 1 road stone in 150mm layers to within 100mm of surface
5. 20mm binder course 60mm layer
6. 10/45 surface course 40mm layer

### **Excavators (Safe Practices)**

1. Excavators / loaders may be used as cranes where the work is directly associated with an excavation, and any other application where this type of equipment can be used
2. All work is subject to a suitable and sufficient risk assessment, subsequent control measures and capabilities of the work
3. The safe working load of the machine in its least stable position must not be exceeded at any time
4. The safe working load must be clearly marked on the machine, or a copy of the table of safe working loads, bearing the ID number of the machine, must be clearly visible on the cab
5. Excavators above 1 tonne safe working load must be fitted with acoustic and visual warning devices and check valves on the main boom. All excavators, whether UK manufactured or imported, must conform to BS EN 474 or its equivalent
6. Chains or slings for lifting must not be placed around or on the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine
7. Whilst BS 7121 may not specifically refer to excavators used as cranes, compliance with all parts of BS 7121 would assist in the provision of safe work as required by section 2(2) of the H&S at work act 1974
8. A banks-man shall be present at all times during lifting operations

### **Drainage**

To install all drainage connections (new to existing), foul and storm as per drawing/instruction.

### **Flagging**

Flag and edge detail to allow ventilation

### **Tarmacing to affected areas**

1. Prepare area to be tarmaced, by cutting edges straight and making sure that the sub base is compacted by means of a whacker plate or whacker foot.
2. Edge seal the sides with bitumen
3. Place the bitmac and level off
4. Compact area with either whacker plate or roller
5. Sweep and clean area.

### **Duct laying**

1. Check area to be excavated by means of utility prints and CAT scan
2. Mark any services found making sure to extend beyond the work area
3. Excavate trial hole by hand
4. Guard off the work area using barriers, if on a public highway also use signs to chapter 8
5. Saw cut the intended area to be excavated by means of a floor saw
6. Excavate trench by means of a 360 excavator with a banksman. Depth of trench is 450mm in a footway area and 700mm in a carriageway area
7. All material excavated is to be placed on the wagon and removed from site

8. Place the duct in the bottom of the trench, connect the duct to previous laid duct and make sure it is properly knocked home
9. Surround duct with sand
10. Backfill the trench with MOT type 1 and compact in layers using a whacker foot
11. Lay 20mm base and compact
12. Top off using matching materials to the surrounding footpath
13. Remove signs and barriers from site

### **Installation of concrete pipe**

Lay 1200 diameter concrete pipe to extend culvert

### **Crushed Stone - Alder School**

Lay 20 Tonne of crushed stone to public footpath, to level up

### **Extended Culvert**

Fill above extended culvert with 6F2 or similar

Compacted ready to accept Tarmac

### **Tarmacing**

1. Prepare area to be tarmaced, by cutting edges straight and making sure that the sub base is compacted by means of a whacker plate or whacker foot.
2. Edge seal the sides with bitumen
3. Place the bitmac and level off
4. Compact area with either whacker plate or roller
5. Pin kerb edging
6. Sweep and clean area.

### **Removal of Spoil**

Any spoil produced by the process will be removed via wheelbarrow onto flatbed tipper trucks; the tipper truck will then dump the spoil in a designated area. The spoil will then be collected by grab wagons and removed from site to landfill.

### **Landscaping Top soil/seeding**

1. Put on your Personal Protective Equipment
2. Ensure all plant is disabled when not in use
3. Excavate the ground using the relevant machinery
4. Prepare ground for top soil & seeding using the rotavator
5. Lay top soil as per site plan
6. Seed the areas as plans
7. Remove all waste and debris, leave site clean

### **Test and Handover**

1. Check all area for successful operation



2. Snagging works will be carried out to client satisfaction
3. Remove all tools and equipment
4. Clean area
5. Ensure waste is disposed of in accordance with local authority requirements
6. Remove all waste and recycle wherever possible
7. Handover to client
8. Sign out if applicable

#### **Test and Handover (Landscape Work)**

1. Check off work area for successful operation
2. Snagging works will be carried out to client satisfaction
3. Remove all tools and equipment
4. Clean area
5. Ensure waste is disposed of in accordance with local authority requirements
6. Remove all waste and recycle wherever possible
7. Handover to client
8. Sign out if applicable

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**

[illegible]