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Method Statement

Method Statement Details

Method statement number	396
Method Statement Date	Wednesday 20th July 2016
Method statement Author	Graham Thorpe
Project/Contract	Goldthorpe School
Start Date	01-08-16
Expected job duration	10 week
Client Contact	Andrew Osborn
Description	Site Set Up
Site Address	Goldthorpe School High Street Goldthorpe South Yorkshire

Signatures

	Name	Title	Signature	Date
Document Author	Graham Thorpe	QEHS	<i>G Thorpe</i>	20/07/16

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 Risk Assessment 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

Name	Graham Thorpe	Peter Westley	Robert Couldwell	Graham Thorpe
Telephone Number	01142 213795	07984867818	07787 295992	07823773029

General Precautions

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

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 to the work area. All staff will take care when handling materials. Where necessary material shall be split into manageable sections. No operative is to lift any weight that they are uncomfortable with.

Staff and Training

The task will be carried out by staff from MHH Contracting Ltd, all staff are qualified, experienced and receive ongoing training, and hold suitable qualifications for the tasks / operations they are carrying out

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.

Working at height (no sub contractors)

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Accident & Emergency Information - barnsley

1. In the event of a serious accident or emergency it may be necessary to attend the local Hospital, this is located at :

BARNSELY HOSPITAL- ACCIDENT & EMERGENCY

GARBER ROAD
BARNSELY
S75 2EP

The route to follow is: As detailed on the plan attached

1. The Telephone number of the Hospital is: 01226730000

Dismounting Machinery

When climbing up into a vehicle or indeed down from the cab of the vehicle three points of contact must be maintained at all times.

All machinery will be stopped and keys shall be removed before leaving the cab.

Environmental Issues

We will at all times monitor the works to ensure that there is little or no detrimental effect to the environment. Monitoring of waste production and noise shall be carried out to ensure that no significant issues arise. Where possible we shall attempt to separate waste and recycle accordingly.

The production of dust shall be kept to a minimum and at all times shall be monitored. Where necessary dust suppression shall be used by utilising a water bowser with spray bar. Noise will be kept to a minimum and shall be concentrated in specific working areas and associated with specific tasks. Again the monitoring of this shall be undertaken and any adverse noise shall be addressed as practicable as possible.

First Aid - MHH

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 four days duration and he/she will re-train at least every three years on a course of not less than two days.

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.

In this instance the first aider will be provided by MHH.

House Keeping

Good methods of House Keeping must be implemented at all times. All employees are responsible for maintaining the cleanliness of their own work space and welfare facilities. Proper cleaning materials i.e. disinfectant, floor cleaner, mops, etc are available on site.

Hygiene

All employees are responsible for their own personal hygiene, this is extremely important on sites such as this where there is a risk of vermin/pests and the diseases that they carry. Operatives should always wash their hands thoroughly before eating and drinking or smoking.

Personal Protective Equipment (PPE)

All site workers will wear Safety boots with steel toe cap and mid sole, Hi Visibility Vests, Hard Hats and protective equipment at all times, other items of PPE such as eye protection, ear defenders and gloves are available to be worn as and when necessary and to suit the specific task. All stocks of PPE can be replenished from the site office.

Preparation & Induction

A Method Statement & 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 manager who will ensure they are dealt with. Staff and sub contractors will be inducted onto site and will follow all site rules and safety procedures.

Prior to any works commencing anyone working on site will also be inducted by the site manager.

Scaffold

Scaffold where required will be provided and erected by an approved contractor; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access. Inspections shall be carried out before the scaffold is put into use for the first time and also after any event that has affected stability or at a period not exceeding 7 days. Reports of inspections shall be given to the responsible person who will keep reports on site for the duration of the contract and for 3 months after the end of the contract. No one shall be allowed access to the tower if the inspection finds any faults

Welfare - MHH Contracting Ltd Responsibility

For the duration of our works we will be responsible for providing adequate washing, toilet, drying and refreshment facilities for our staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are

maintained in a clean and wholesome manner.

Site Set Up Goldthorpe School

Site Set Up-Scope of Work

- Erect hoarding around the site(site security)
- Establish site compound area (welfare,plant equipment storage and car park)
- Secure site access
- Unload plant and equipment
- Dismantle & demolish internal walls and fencing

Method of Work

Site Security

The site of the school requires securing using solid hoarding fixed to the existing perimeter walls and fencing where possible. The hoarding should be fixed to the inside of the site boundary securely attached to existing fencing or walls. Where required suitable fixing brackets will be used to attach to the walls. The hoarding should be checked prior to handling for splinters, nails etc. with the appropriate PPE to prevent cuts and abrasions. Good Manual Handling techniques to be used and two man operation when ever possible.

The hoarding needs to be fitted to prevent unauthorised access and be of a minimum height of 2.5m from the foot path level.

Suitable signage will be attached to the site boundary with information on the work being carried out, site hazards and access for authorised persons only

Site Set Up -Access and plant & equipment

Initially the current entrance on High Street between buildings 1 & 2 will be used as the site access and egress, with the gates secured and locked. Signs at the site entrance will display the site H&S requirements and information (PPE etc)

A banksman will control the gates to prevent any interruption or blockage of the local roads and footpaths

Site Compound

Once the site has been secured the area to the far north east corner of the playground will used to set up the welfare cabin. This will be segregated from the work area using heras fencing

All plant and equipment will unloaded in a safe controlled manner with no pedestrian access, the banksman will control and coordinate the access, egress and unloading process

The plant and equipment will be temporary stored in a safe area until the demolition and dismantle of fencing and walls behind building 3(adjacent the playing fields) This area will be cleared, prepared and made secure for the longer term storage.,

This area will also be for the parking of site operatives and visitors vehicles, with a segregated pedestrian secured route to the welfare area.

Demolish & dismantle of internal walls, fencing and fixtures

To create a better and safer working environment within the site the internal walls ,fencing and fixtures will be removed first. This will help with segregation, plant and vehicle access and site compound set up.

The first section will be the area for the site compound adjacent the playing fields (see site transport management plan)

The wall demolition will be carried out in a safe methodical manner to ensure no uncontrolled structural collapse

The walls will be demolished using both an excavator and in some sections by hand, this is to enable the bricks to be salvaged. The machine will operate in an exclusion zone with no pedestrians within 5 ms when in operation. If any hand demolition is required the machine will cease work, be switched off and keys removed before the hand demolition begins. All the bricks will be loaded into skips by the excavator for removal from site.

The internal fencing will be removed and dismantled by hand using power tools. The fence will be cut from the concrete and then into sizable sections using a power saw. All additional PPE for use with power tools must be worn (Ear defenders & Eye protection)

The fencing will be placed onto the ground in a safe manner ready for loading into a skip using the excavator, once the work is complete this is to reduce manual handling injuries.

The other fixtures and fittings within the playground area will also be removed with the safest and best method assessed at the time by the site supervisor using the MHH dynamic risk assessment with assistance and advice from the MHH QEHS Manager if required.

The area will be cleared and made safe to ready for the next stage of the project and allow for safer access within the site for both pedestrians and vehicles/plant.

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]