Its For Hire (Yorkshire) ltd
METHOD STATEMENT
Prevention of transfer of debris to road surfaces

SITE NAME & LOCATION

Cockle Edge Farm , Ingbirchworth, Penistone, Sheffield, S36 7GF

WORK TO BE DONE

Cleaning of Vehicles before exiting site to prevent transfer of site debris onto highway

START DATE

TBC

DURATION OF WORK

Approx 40 weeks

SUPERVISED BY

Appointed person for Its For Hire(Yorkshire)Ltd
(yet to be confirmed dependent upon start date)

TOOLS / PLANT TO BE USED

Pressure washer and brush

MATERIALS TO BE USED

Water
Soil debris when vehicles

PPE EQUIPMENT REQUIRED

Safety boots
Hi vis jacket
Gloves
Safety glasses
Addition equipment may be added subject to the tasks being undertaken on site

ACCESS TO WORKS / ADJOINING AREAS

Access to the site is via existing drive way from main access road to the perimeter of the top elevation of the site
Additional properties are located on this site so the drive way to be kept clear at all times
Remaining perimeters are farm fields which will also require access maintaining

OPERATIVES INVOLVED IN PROCESS

Its for Hire site operatives and associated specialist trades to be employed by Its for Hire during the course of the contract

Delivery drivers for associated trades and operations

SEQUENCE OF WORKS

During the course of the contract there will be some excavation works which will require the removal of spoil it is possible that during this aspect of works there is a risk of transfer of debris

To reduce this risk whenever possible vehicles are to remain on existing hard standing area

In order to prevent the transfer of debris a wheel / chassis wash shall be put in place

The vehicles will stand on the existing hard standing area within the site boundary where they will be inspected for debris once identified it shall be cleared from the vehicle by means of a pressure washer and brush as required to ensure debris is cleared

The operative is be fully trained in the operation of the pressure washer and made aware of the risks and protective measured required to operate it correctly

Water produced by the operation shall drain via the existing drainage system the gulley trap system is to be monitored and kept clear to prevent the introduction of debris into the drainage system it should be noted that the surface water for this site discharges into an onsite soak away system

Once the excavation and ground formation are completed the requirement for wheel wash is expected to decrease but the inspection to vehicle before exiting is to be maintained to ensure there is no accidental depositing of debris

ADDITIONAL PAGES TO BE INCLUDED AS REQUIRED

RISK ASSESSSMENTS ATTACHED

General operations risk assessment attached to cover all aspects of works identified at this time

ICONFIRM I HAVE READ AND UNDERSTAND THE METHOD STATEMENT/RISK ASSESSMENTS FOR THE WORKS DESCRIBED

SUPERVISOR

NAME	SIGNATURE	DATE

OPERATIVES

NAME	SIGNATURE	DATE

Risk Assessment

TS FOR HIRE
YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Use of hand tools			Persons at risk:	Employees, 3rd parties	Ref. No.		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK		Re-assessment		
	L	S	R			L	S	R
Sprains & strains	3	3	9	Always use the correct tool for the task in hand. During repetitive work (hammering, sawing) share the task or take regular breaks to do alternative work.		1	3	3
Flying particles	3	3	9	Safety glasses/ face shield to be worn when using hand tools. Where required screens should be used to protect other personnel.		1	3	3
Lacerations	5	3	15	Ensure sharp edges of tools are protected when stored or carried. Always keep hands behind the cutting edge. Wear suitable PPE where required.		1	3	3
Falling from height	4	4	16	All hand tools used at a height where there is a risk of them falling must be securely stored or secured with a lanyard to prevent falling objects.		1	4	4
Slips, trips & falls	3	3	9	After use all hand tools must be correctly stored away.		1	3	3
Injuries from insufficient lighting	3	3	9	When using hand tools ensure there is adequate lighting to enable the task to be done safely.		1	3	3
Injury from damaged equipment	5	3	15	Only use tools which are in good condition, prior to use check all tools for signs of wear and damage. Any worn or damaged equipment must be taken out of use & reported immediately		1	3	3

Likelihood →	Almost Certain	Probable	Possible	Unlikely	Very unlikely
↓Severity	(5)	(4)	(3)	(2)	(1)
Death (5)	25	20	15	10	5
Major Injury (4)	20	16	12	8	4
Over 7 Day Injury (RIDDOR)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S – Severity
L – Likelihood
R – Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

ITS FOR HIRE YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Manual handling			Persons at risk:	Employees, 3rd parties	Ref. No.		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK		Re-assessment		
	L	S	R			L	S	R
Lifting/ pulling/ pushing heavy loads.	4	3	12	Use mechanical aids where possible i.e. pallet truck, rollers, hoists etc. If this is not necessary or practicable, and the load is within your capabilities - No Greater than-20Kg, use safe lifting techniques, lift the load keeping your back straight and your knees bent looking straight ahead, taking the strain on your legs. If the load is too heavy or awkward seek assistance- Do not attempt to lift it on your own.		1	3	3
Slips/ trips/ falls.	4	3	12	Plan your route, move any obstacles. Ensure safe access and egress to and from all work areas and adequate lighting. Maintain high standards of housekeeping.		1	3	3
Trapped fingers & hands, cuts from sharp edges.	4	3	12	Wear gloves for manual handling operations to protect hands. Always try to keep hands away from load edges especially in tight areas and use handles where provided.		1	3	3
Muscularskeletal disorders/Sprains & strains.	4	3	12	Avoid twisting, stooping, reaching and carrying long distances. Ensure an even floor and sufficient rest/ recovery time. Maintain a good posture, if the task is repetitive a separate risk assessment may be required.		1	3	3

Likelihood → / ↓Severity	Almost Certain (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Over 7 Day Injury (RIDDOR)	10	8	6	4	2
Minor Injury (2)	5	4	3	2	1
No Injury (1)	5	4	3	2	1

KEY: S = Severity; L = Likelihood; R = Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE YORKSHIRE LTD GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Works on Highway.			Persons at risk:	Employees, 3rd parties	Ref. No.		37
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK		Re-assessment		
	S	L	R			S	L	R
Traffic accidents.	4	4	16	Carriageway to be kept clear of delivery vehicles. Ensure that adequate traffic control measures are in place. Site access/egress to be kept clear at all times. Any plant operating on the highway to have rotating beacon, reverse alarm, CCTV system and appropriate signage.		4	1	4
Contamination of the carriageway.	4	3	12	Carriageway to be regularly checked by Site Foreman and any contamination to be cleared, see relevant COSHH Assessment.		4	1	4
Struck by traffic.	4	4	16	Operatives to wear high-visibility clothing. All operatives to work within the safety zones/coned areas at all times. If not satisfied with traffic management stop work and contact Principal Contractor, or Head Office. Ensure signage preceding and within the work area is clear, e.g. speed limits.		4	1	4
Lighting	4	4	16	Ensure that area is well lit especially on night work.		4	1	4
Members of public	4	4	16	Ensure public are excluded from the work area at all times		4	1	4
Adverse weather	4	3	12	PPE to be worn by personnel to protect from cold/ wet weather. In foggy conditions work area must be assessed to ensure visibility is sufficient for safe working.		4	1	4
Slips, trips and falls	3	4	12	Keep work areas free from debris, store materials neatly.		3	1	3

Likelihood →	Almost Certain (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	10	5
Major Injury (3)	15	12	11	8	4
Over 7 Day Injury (RIDDOR)	11	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S = Severity
L = Likelihood
R = Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: **Date:**

Operation:	**Public safety**			**Persons at risk:**	**Employees, 3rd parties**	**Ref. No.**		**38**
HAZARD	Assessment			**CONTROL MEASURES TO REDUCE THE RISK**		Re-assessment		
	S	L	R			S	L	R
Struck by plant	4	4	16	Pedestrians to be made aware of plant entering and leaving the site and whilst crossing all pedestrian areas. Ensure plant is not in danger of knocking down barriers onto pedestrian areas. Ensure reverse alarms, lights and beacons are in working order. Ensure traffic management is appropriate to deal with members of the public. Any concerns about the safety of public or other site operatives stop work & report to supervisor.		4	1	4
Traffic accidents	4	4	16	Ensure safety exclusion zone from traffic (Road and Street works Act) is in place. Access/ Egress to be signed and controlled by banksman. Rotating beacons to be used on all vehicles. Hi-vis jackets/vests to be worn at all times. **If not satisfied with traffic management stop work and report to immediately to supervisor.**		4	1	4
Struck by materials	4	4	16	Ensure all materials are stacked and safely secured away from areas where pedestrians may enter.		4	1	4
Noise	3	5	15	When working in built up areas always use equipment and plant with consideration for residents living in the area.		3	1	3
Dust	3	5	15	Use water spray to damp surface down.		3	1	3
Injury to trespassers	4	4	16	Members of public will not be allowed to enter the workshop area. Ensure work area is securely protected with signage warning of all hazards. All plant to be immobilised when left unattended. Flammable and dangerous substances securely stored.		4	1	4

Likelihood-> / Severity ↓	Almost Certain (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
Death (5)	25	20	15	10	5
Major Injury (3)	20	16	12	8	4
Over 7 Day Injury (RIDDOR)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S = Severity
L = Likelihood
R= Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eyes/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Transport safety on site			Persons at risk:	Employees, 3rd parties	Ref. No.		39
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK		Re-assessment		
	S	L	R			S	L	R
Struck by plant	4	4	16	Separate vehicle routes and pedestrian routes and where possible provide footways. Ensure all traffic routes, and offloading points are adequately signed. Ensure system is in place to ensure that all delivery drivers report to site before entering. Control vehicles/plant using designated banksman. Ensure banksman and driver use agreed and recognised signs. Banksman must always wear high visibility jacket.		4	1	4
Reversing	4	4	16	Minimise the need for reversing operations. Keep personnel clear of areas where vehicles need to reverse. Provide markings to guide drivers. Ensure that banksman is used when reversing. Ensure rotating beacons, reverse alarms and reverse cameras are used and are all in working order.		4	1	4
Vehicles overturning	4	4	16	Ensure traffic areas are firm and level. Drivers should drive with care and attention. Visible warnings/barriers must be used near hazards (e.g. excavations).		4	1	4
Struck by falling materials.	4	4	16	Designate an area for offloading and keep personnel clear. Ensure there are no objects, which may fall from the equipment onto those working below.		4	1	4

Likelihood→ / ↓Severity	Almost Certain (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
Death (6)	30	24	18	12	6
Major Injury (5)	25	20	15	10	5
Over 7 Day Injury (RIDDOR)	20	16	12	8	4
Minor Injury (3)	15	12	9	6	3
No Injury (1)	5	4	3	2	1

KEY: S – Severity
L – Likelihood
R – Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE
YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Dust			Persons at risk:	Employees, 3rd parties	Ref. No.		48
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK		Re-assessment		
	S	L	R			S	L	R
Production of dust	4	4	16	Work areas will be kept free from excessive dust by regular cleaning. Areas where excessive dust production is foreseeable will be kept clear of personnel until airborne levels settle. Personnel will wear suitable respiratory protection at all times in these areas. Covers will be in place on equipment to prevent emissions of dust. Where possible areas that are to be cleaned will be dampened prior to cleaning to reduce the levels of dust being spread into the air. Measures to reduce the amount of dust produced during all stages of the graining process should be implemented.		4	1	4
Eye irritation	3	5	15	Ensure all operatives who are working in areas prone to dust must wear eye protection.		3	2	6
Inhalation of dust	4	5	20	When there are still high levels of dust present Respiratory Protective Equipment must be used. RPE will be carefully selected and used in consultation with the supplier/manufacturer. Unless selected carefully it is unlikely to be effective in providing the appropriate protection. Use natural ventilation where possible to reduce the amounts of dust, ensure that this ventilation does not produce a build up of dust in another area. Ensure systems installed to protect operatives from dust such as filtration systems in cabs are maintained and full working order.		4	1	4

Likelihood→ / ↓Severity	Almost Certain (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Over 7 Day Injury (RIDDOR)	10	8	6	4	2
Minor Injury (2)	5	4	3	2	1
No Injury (1)	5	4	3	2	1

KEY: S - Severity
L - Likelihood
R - Risk rating

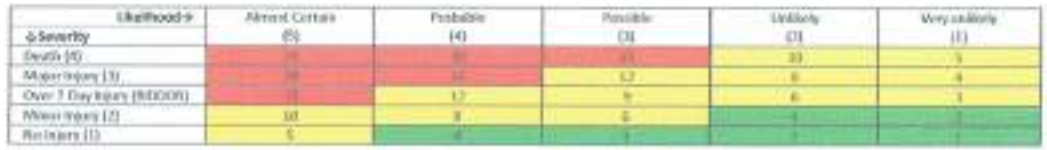
PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: **Date:**

Operation:	Loading/Unloading of plant and machinery			**Persons at risk:**	Employees, 3rd parties		
HAZARD	Assessment			**CONTROL MEASURES TO REDUCE THE RISK**	Re-assessment		
	S	L	R		S	L	R
Overturn whilst loading/unloading	4	4	16	Ensure area is cleared of non-essential personnel. Area for approach, loading and unloading to be level and well consolidated. Competent banksman to be appointed. Only trained and competent operatives to load/unload. **Plant being loaded must be operated in a controlled manner.**	4	1	4
Overturn whilst entering/leaving site	4	3	12	Driver to report to supervisor before vehicle enters site. Driver to ensure the route on site is well consolidated and level.	4	1	4
Load inadequately secured	4	4	16	Driver to ensure load is evenly distributed and adequately secured with tested chains. Any damaged chains to be reported immediately and removed from service. Prior to leaving site all loose items must be secured and any mud/debris that could be a hazard to other vehicles removed.	4	1	4
Vehicle Defects	4	4	16	Driver should check vehicle/trailer for defects prior to all journeys. All defects to vehicles/trailers to be reported to supervisor.	4	1	4
Driver fatigue/illness/injury	4	4	16	Drivers will not exceed the recommended driving hours at any time. Stop journey and report to depot if you experience fatigue, distress or are involved in an accident.	4	1	4
Vehicle defects	4	4	16	All defects to vehicles/trailers to be reported to supervisor. Driver should check for defects prior to all journeys.	4	1	4



KEY: S – Severity
L – Likelihood
R – Risk rating

PPE REQUIRED	
Hard hat	Y
High vis clothing & Safety boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

Risk Assessment

TS FOR HIRE
YORKSHIRE LTD
GROUNDWORKS & TARMACADAM

Site: Date:

Operation:	Operation of tipper			Persons at risk:	Employees, 3rd parties			Ref. No.		96
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK				Re-assessment		
	S	L	R					S	L	R
Contact with Site Personnel	4	4	16	Minimise reversing manoeuvres. Use reverse alarms, cameras and lights. Use a Banksman where vision is impaired or area of work is congested. When using a Banksman an agreed system of signalling should be used. Non essential personnel to be separated from moving plant where possible. All personnel to wear high vis clothing. **Only licensed personnel should operate plant vehicles.** Beacons to be used when in operation to increase the visibility of the tipper and awareness of site personnel. No one should ever attempt to join/ vacate a moving vehicle. Personnel must be clear of front and rear of vehicle when tipping. Designated traffic routes and site rules must be obeyed.				4	1	4
Tipper Entering Excavation.	4	4	16	Use suitable stop blocks to prevent plant from over-running and entering the excavation area. Excavation site should be highly visible and the edges should be fenced off.				4	1	4
Personnel Becoming Trapped.	4	4	16	At no time should operatives enter the space between the tipper body and the undercarriage of the tipper when in operation.				4	1	4
Maintenance Failure During Tipping Process.	4	4	16	Lorry to be maintained as per manufacturer's specifications- daily inspection by operator to be completed with findings recorded. Do not use plant if any component is unsafe.				4	1	4
Falling Materials.	4	4	16	Ensure load is spread evenly across the vehicle and sheeted. Check the tailgate is released and locked open or removed completely, before tipping.				4	1	4
Load Sticking	4	4	16	Do not drive vehicle to free a stuck load. If load does stick, body must be lowered and the load freed before body is raised again. Ensure the body is completely empty after tipping.				4	1	4
Striking of overhead lines.	4	4	16	Visible barriers and solid goalposts to be erected at safe distance from cables determined by electricity company and GS6 requirements. **Lorries will not tip under overhead cables unless specific risk assessment and method statement are in place**				4	1	4

Likelihood →	Almost Certain	Probable	Possible	Unlikely	Very unlikely
↓ Severity	(5)	(4)	(3)	(2)	(1)
Death (6)	30	24	18	12	6
Major Injury (5)	25	20	15	10	5
Over 7 Day Injury (RIDDOR)	20	16	12	8	4
Minor Injury (7)	15	12	9	6	3
No Injury (1)	10	8	6	4	2
	5	4	3	2	1

KEY: S = Severity
L = Likelihood
R = Risk rating

PPE REQUIRED	
Hard hat	?
High vis clothing & Safety boots	?
Eyes/ ear protection	As necessary
Suitable gloves	?
Respiratory equipment	As necessary
Safety harness	As necessary