	ATHE DESIGN LTD		
	METHOD STATEMENT : Ground works and excavations		
Address: 41D Barnsbury Street, London N1 1PW	Contact: Veta Sitaropoulos	Mobile: 07760 498 009	Email: studio@athedesign.com

Project / Contract	9 Parsifal Road - Garden Studio and Garages
Contractor	Ziggy Denis Ltd
Site Address	9 Parsifal Road, London NW6 1UG

	Name	Position	Signature	Date
Document Author	Veta Sitaropoulos	Director		01/11/2021

Emergency Contact Details			
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Data Protection Statement

The information and data provided herein 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 Athe Design Ltd.


Staff Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are:

1. Falling from height
2. Injury from incorrect manual handling
3. Injury from contact with hidden services
4. Injury from slips trips and falls
5. Working with hazardous substances
6. Vehicle hazards
7. Injury to other staff or members of the public
8. Trench/excavation collapse
9. Falls into trenches, equipment falling
10. Injury to operators and others from contact with heavy machinery
11. Leptospirosis

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Preventative measures you must take:

1. You must be competent to carry out the task.
2. You must be competent and have received training to work at height.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.
5. You must be trained and competent to use hand tools, mains voltage and battery power tools.
6. You must not lift beyond your capabilities, get help if necessary.
7. You must follow all directions given by the manager or his agents.
8. You must hold the appropriate license and training for operating machinery.
9. You must read and understand the information sheet on leptospirosis (Weils Disease).

Personal protective equipment you must wear:

1. Hard hat (at all times outside)
2. Safety boots (at all times)
3. Eye protection
4. Hi-visibility vests
5. Overalls
6. Gloves

Environmental protection measures you must take:

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.
3. Consideration must be given to potential for exposure to asbestos in buildings and sewer pipes constructed before 2000.

Quality Control

1. Adhere strictly to the following procedure to ensure quality of service
2. If in doubt contact your manager for clarification before proceeding.


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.

Staff and Training

The works will be carried out by staff from Ziggy Denis Ltd. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

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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 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 planned breaks on long journeys. Heavy plant and equipment will be hired from reputable sources and have the necessary inspection certificates available at all times.

PPE

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary.

Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

Manual Handling

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

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 a recognised course and attends a refresher course every year and a full course every 3 years. 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. Principal Contractors will ensure sufficient first aid cover for sites under their control.

Access and Egress


On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; Ziggy Denis staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

Working at Height

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work falls from height are an obvious and ever present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, 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/senior person to ensure conditions are safe before allowing any work at height to take place.

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The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall, he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

Guidelines on Safe Operating Procedures

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

En 131 Professional or Class 1 ladders must be used. Any ladder longer than 3000 mm will require use of a base stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

Ladders must be in good condition, and located properly prior to use, i.e. the base of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers must be used where there is a risk of ladders slipping. Ladders should be set at a base to height ratio of 1:4.

All staff and subcontractors are required to read and understand HSE leaflet [http:// Safe use of Ladders and Step Ladders](http://Safe use of Ladders and Step Ladders)

Contractor/Visitor Safety

Ziggy Denis Ltd 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. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis and, prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum and will hold current PAT certification, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose.

Welfare

The Principal Contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and subcontractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.


Waterborne Diseases (Leptospirosis)

Waterborne diseases may be present in the areas of work especially where water collects. Leptospirosis is present in various animals, but is widespread in the rat population and is spread in rat urine.

It gains entry into the body usually through cuts, but can get in through the mouth and eyes; therefore, all members of staff are required to wear adequate PPE when carrying out work where water accumulates and observe good personal hygiene practices. Any cases of flu-like symptoms must be reported immediately to a medical professional who must be informed of the type of work that is carried out.

Good standards of hygiene will be maintained prior to eating, drinking, smoking and toilet and all staff must read and be familiar with the Leptospirosis (Weills Disease) precautions.

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Task Description

Elements specific to this project

1. Before any major excavations (including foundations, trenches) carry out a check of all proposed pile locations, and dig trial pits to ensure that proposed pile locations will not impact any existing tree root systems
2. If any roots are determined to be in the location of the proposed piles, adjust pile location to accommodate root location and not disturb or impact trees on and adjoining the site

Marking out and excavation of site - Step by Step Process

Preparation


1. Load all equipment required for job.
2. Carry out vehicle safety checks.
3. Transport equipment to site.
4. Report to site foreman and receive permit to work (where required).
5. Put on personal protective equipment.
6. Inform all other contractors in area of start of works.
7. Liaise with the Principal Contractor and other contractors to ensure safe operation.
8. Cordon off work area.
9. Ensure the area to be worked and exit points are clear of obstruction.
10. Ensure that safe access and egress is maintained.
11. Locate any drawings/site plans of existing ground.
12. Determine location of underground services.
13. Prepare area to be excavated by clearing slabs, debris etc.
14. Ensure excavations will not undermine nearby structures.
15. Ensure trench supports are available prior to starting work.

Digging Out (Excavations All Depths)

1. Mark out area to be excavated with marker paint or pegs.
2. Carry out CAT scans of ground to check and locate live services.
3. Arrange for existing live services to be shutdown where possible.
4. Bring heavy machinery onto site following safety procedures listed above.
5. Ensure trained banksman is available to watch excavation work.
6. Dig out ground as per contract drawings to required size and depth
7. Where live services have been located machines must not dig within 0.5 metres.
8. Hand dig around live services where necessary using spade and shovel.
9. You must ensure contaminated water does not get onto the skin or enter the body.
10. Ensure that deep excavations are cordoned off with secure barriers.
11. All excavations must be left safe at the end of each shift.

N.B: Where operatives must enter the trenches to work, you must follow the Standard Operating Procedure for shoring and protecting trenches where necessary.

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Excavations in Excess of 1.2 Metre Depth

1. Excavations in excess of 1.2 metre deep must be assessed by a competent person and must be shored, benched or battered as specified.
2. Provide suitable means of access and egress to the trench, ladders must be located on a firm and level base; they must be secured to prevent slipping and extend a minimum of 1 metre above the landing place.
3. Provide suitable guards and barriers to prevent persons or materials falling into the trench.
4. A competent person must inspect the trench/excavation at the start of the shift before work begins or after any event likely to have affected its stability and after any accidental fall of rock or earth. The competent person must advise the site manager if work cannot be carried out safely and produce a written report before the end of the shift, this report must be kept on site until work is completed and for a further 3 months at the company offices.

Emergency Procedures

Emergency contacts must be available on site and a site emergency plan provided to deal with issues such as contact with live services, flooding, trench collapse etc.

Sign Off Sheet

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

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