

Method Statement



Project: **Ground Screws**

Project Start Date: Start Date
Project Approx End Date: End Date

Method Statement: **Standard Ground Screw Installation**

MS Start Date:
MS Approx End Date:

Eor®

I sign to confirm that I have read, understood, and will abide by the contents of the RAMS and

[illegible]



Start Date: End Date:

Method Statement: Standard Ground Screw Installation

Project Description:

Standard Ground Screw Installation

MS Description:

Standard ground screw installation

Arrangements:

• **Communication**

- Team briefing
- Site induction where necessary
- RAMS briefing
- SOP briefing
- Toolbox talks where necessary

Sequence of Operations:

• **Site [Entering]**

- Park car in designated parking area
- Visit office
- Sign sign in register (remember to sign out whenever leaving site)
- Attend site induction (as applicable) (ask any questions to clarify your knowledge)
- Read and understand your project specific risk assessment and method statement (ask any questions to clarify knowledge). If you identify areas of the site specific risk assessment and method statement which you believe could be improved, or items that you feel should be included then ensure that this is communicated to your Line Manager.
- Sign the project specific risk assessment and method statement to confirm your understanding
- Deliver tools and equipment as close to the work area as possible to minimise the need for manual handling
- Carry out your own assessment of the risks and controls. If you do not believe these to be accurate then do not commence work, report this to your Line Manager immediately

• **[Check] [Pre-Start] [Services & Obstructions] [Overground]**

- Prior to the commencement of works a check must be carried out to identify the potential presence of overground services / obstructions
 - Overhead Services & Obstructions
 - Carry out a walkover survey to identify the presence of any overhead obstructions
 - Where overhead obstructions are present ensure that these are adequately protected, for example by using alternative routes, or erecting goal posts
 - Discovery of Services or Obstructions
 - If services or obstructions are discovered that have not been planned for within this RAMS then do not start work. Contact the office and request that the RAMS be adjusted to detail the new safe method of working
 - This should include contacting the service provider for advice
 - Isolation of the services where possible

• **[Check] [Pre-Start] [Services & Obstructions] [Underground]**

- Prior to the commencement of works a check must be carried out to identify the potential presence of underground services / obstructions

services / obstructions

- • Underground Services & Obstructions
- Request & study copies of underground service drawings
- Carry out a walkover survey to identify any signs of the potential presence of underground services, including but not limited to: scars, raised ground, man holes, electrical junction boxes, etc.
- Utilise underground service detection tools to assist with the identification of the potential presence of any underground services
- Mark any potential underground services onto the ground using e.g. line-marking spray paint
- • Discovery of Services or Obstructions
- If services or obstructions are discovered that have not been planned for within this RAMS then do not start work. Contact the office and request that the RAMS be adjusted to detail the new safe method of working
- This should include contacting the service provider for advice.
- Isolation of the services where possible

• **[Construction] Setting Out**

- Setting out to be carried out as per drawings
- measures such as string lines and ground marking spray paint to be utilised
- lines and levels to be checked before works commence and throughout works

• **Drill [Pilot Hole] [in Ground]**

- Don PPE, eye protection and Face Fitted FFP3 respiratory protection
- Ensure underground service detection has been carried out
- carry out pre-use check on drill
- Ensure a good and stable standing position is established
- maintain a firm grip on drill
- commence drill at slow and steady pace, be alert that the drill may snag.

• **Ground Screw [Winding In] [Handheld]**

- Do not carry out this task if you do not feel fit to do so. If this is the case please contact your line manager immediately
- Don PPE including eye protection, safety footwear. Ensure others in close proximity also don PPE
- Carry out pre-use check on turning machine
- erect turning machine in position, ensure that it is positioned on firm level ground.
- Extend turning machine stabiliser arm and ensure that you will have a firm footing to steady the stabiliser arm during operation
- Retrieve screw from storage area. Utilise good manual handling technique and the TILE (Task Individual Load Environment) principal.

Where possible use mechanical assistance to help move the screw into position.

- Place screw into pilot hole
- Attach screw to turning machine
- Steady turning machine using stabiliser arm

Ensure that you adopt a stable and strong stance

Be alert that you will have to counter act the turning moment of the screw

- Activate turning machine using a slow and steady motion
- Maintain vigilant watch on screen to ensure it is winding in vertically
- Once screw is in final position, detach it from turning machine.
- Repeat the process until all screws are in position

- Repeat the process until all screws are in position
- Use correct manual handling technique and the TILE principal to pack away the turning machine

Relevant Assessments

GRAs:

- | | |
|---|--|
| •[Plant] [Trailers] [Work On Trailers] | •[Dust] [Control Of] [Localised] |
| •Slips Trips and Falls | •Control Of Substances Hazardous To Health |
| •[Work Equipment] Hand Tools | •Avoiding Danger from Underground Services |
| •Avoiding Danger from Overhead Services | •Working On Site |
| •[Ppe] Personal Protective Equipment [Use Of] [General] | •[Welfare] Welfare Facilities [General] |
| •[Exposure] Havs [General] | •Driving Company Vehicles [Site Based Workers] |
| •[Work Equipment] Drill [Battery] [The Use Of] | •[Plant] Refuelling |
| •Young Person [Construction Work] [General] | •Installation [Ground Screws] |
| •[Manual Handling] [General] | •[Exposure] Noise [General] |
| •Contact With Overhead Or Underground Cables | •Repetitive Tasks |
| •Coring Holes [2 - 4 Inch Radius] [Using Drill] | •[Lone Working] General |
| •Storage Of Materials | •[Loading & Unloading] [Vehicle] [General] |
| •Disposal Of Waste Materials | |

COSHHs:

- Silica Dust
- Linemarking Spray Paint
- Diesel
- Dust [Wood]
- Petrol