HARRISON CONTRACTORS

UCL. Rear 134-136 Gower Street ~ ITC Concepts

Method Statement for excavating lift pit inside The Old Mouse House

Ref. MS UCL 1 **Date: 25/6/2010**

Distribution

Contracts Manager	O
Project Manager	O
Site Manager	O
General Foreman	O
Notice Board	O
ITC Concepts	O

Written By: D.Harrison

Checked By: A. Harrison

Method Statement for the Excavation of the lift pit including soil contamination testing

All method statements must be agreed by the Principal Contractor before work commences. This method statement will be conveyed via a 'Method Statement Briefing' where upon this method statement will be thoroughly explained and any questions answered as raised by those attending. The 'Method Statement Briefing' will be given before the operation commences and a copy given to those operatives involved. A signed record that the method statement was fully understood will be kept in the Health and Safety file. The method statement/risk assessment will be monitored by the Harrison Contractors site management and visiting Safety Officers.

Any amendments to this method statement will be recorded on the 'Addendum Sheet' at the back page of this method statement and signed by the person making the amendment. Any alterations subsequently made will be brought to the attention of those involved via a 'Tool Box Talk' where an attendance sheet must be signed and dated by those present.

Contents

1. Description of Works

The excavation of the lift pit in The Old Mouse house including soil testing.

2. Program

Commencing July 2010. Please see attached program.

3. Method of Works

i) All works will be undertaken in line with the current Construction Site Safety guide GE700 which is available on request.

ii) Prior to work commencing the area to be reduced/excavated will be investigated for the existence of services. This will be by means of researching existing drawings and setting out and marking services, or a CAT scan in an area where no information is available. Any information about existing services will be made known to the personnel involved. Any confusion over services will be discussed with ITC Concepts site personnel.

iii) Where it is known that services are present then a dedicated banksman/lookout will be present at all times whilst excavation is being carried out. All areas of site will have a perimeter fencing/hoarding erected by ITC Concepts.

iv) Upon receipt of the permit to dig from ITC Concepts and setting out information, Harrison Contractors site engineer shall mark out the area to be excavated.

v) The area of the excavation is the position of the new lift pit as given by the structural engineer/Architect. This is in The Old Mouse house at basement level.

vi) Access to The Old Mouse House basement level, is via the service yard entrance from Gower court.

vii) Generally the existing floor will be protected using plywood sheets, although a new floor is to be constructed on to the existing floor in its permanent state. The excavation area will be securely fenced off locally to protect other operatives and work force. This will be with pedestrian barriers secured together.

viii) Once the excavation is marked out allowing for working space around the lift pit, the existing concrete slab will be saw cut using a diamond blade mounted to a circular saw. Dust will be suppressed water attached to the saw via a hose system. The concrete slab will then be broken out using pneumatic breakers. Concrete break out will then be carted away from the works to the

agreed location outside the building. Dust from the breaking operation will be suppressed using water.

ix) Operatives will be required to where dust masks, ear protection and eye protection at all times during the concrete breaking operation.

x) Following the completion of the concrete slab removal, the lift pit will be excavated using a small mini digger and/or by hand. Arisings generated by the excavation works will be stored away from the excavation in the agreed location either in a skip or on plywood sheets ready for soil contamination testing. Detail of the soil testing as below.

xi) On completion of the excavation works, the sides of the lift pit excavation will be temporary shored using timber whalers and Acro props until such time as the permanent construction is complete.

xii) Following the receipt of the soil tests the arisings can then be taken away to the correct land fill location. All documentation will be available if required.

Soil Testing

i) A sample of the arisings generated from the excavation of the lift pit will be taken. The sample taken will be by Harrison Contractors and placed in to rubble sacks. Generally two half filled rubble sacks is enough to provide enough material for the sample of this volume of arisings.
ii) The type of test being taken will be a full Chemical Analysis test and waist acceptance criteria test (if required, this will be required if the chemical analysis test proves that the soil has elevated levels above the threshold for clean inert).
iii) The samples will then be taken to the laboratory as below;
iv) The laboratory providing the tests; Site Analytical Services Ltd, Units 14+15, River Road Business Park, 33 River Road, Barking, Essex. IG11 0EA. Tel. 02085948134.
v) On completion of the laboratory tests, we will receive a general introduction in to their findings (including classification of the soil) from the sample and a full laboratory test data spread sheet showing the following;
   - Analytical parameters
   - General inorganics
   - Total Phenols
   - Speciated PAHs
   - Total PAH
   - Heavy Metals/Metalloids
   - Petroleum Hydrocarbons

4. Resource Requirements

Harrison Contractors Site supervisor.

Harrison Contractors Manager/ engineer.

Harrison Contractors plant operators.

Harrison Contractors Groundworkers

5. PPE / Plant / Material Requirements

PPE	PLANT
1. Safety Helmet	1. Mini Excavators
2. Hi-Vis Vest	2. Skips
3. Safety Boots	3. Diamond cutting equipment including suppression equipment
4. Gloves, ear protection, eye protection, dust protection	4. Compressor and breaker

6. Environmental / COSHH

All vehicles entering site to be checked for oil/fuel leaks. Fuel will be kept in a covered, double skin bowser locked at all times. This will be in an area away from the main works and agreed with ITC Concepts. The cover must be maintained at all times A drip tray will be placed at the front of the bowser to contain drips from the hose. A concrete spill tray/polythene sheeting will be provided to stop spillages when unloading concrete from lorry.

7. Emergency Procedures

First Aiders on site will be ITC Concepts.

In the event of a serious accident or emergency then a site supervisor will report the incident to the site office. Should the emergency services be required then the appropriate service will be contacted. The main contractor will be informed immediately when there is a need to call in an emergency service.

Outside of normal working hours, A Harrison (Harrison Contractors Manager) can be contacted on 07775511103.

COSHH ASSESSMENT

Product Name(s):	Diesel/Petrol	COSHH Assess. No.:	
Description of Substance & Physical Form:	Clear/ Red, Brown Liquid	Assessed By: Date:	D.Harrison February 10
Workplace Exposure Limits:	None Specified (EH 40/2005 Workplace Exposure Limits)	Risk Phrases: If R42, 43, 45,46 or 49 present then also complete Appendix 2	R40, 65, 66, 51/53
Task/Activity: *(What is it used for? Where is it used & by whom? Quantity, Frequency & Duration if possible)*	Used as a fuel for plant and machinery, dispensed from bunded storage tank or bowser.	Safety Phrases:	S2, 24, 36/37, 61, 62
Suppliers Name & Address:	Shell UK Oil Products Ltd, Stanlow Manufacturing Complex, PO Box 3, Ellesmere Port, CH65 4HB	Telephone/ Fax No's:	0151 3504595
		MSDS Reference:	F32005 03:10:02

OVERALL HAZARDS

							
Flammable/ Highly Flammable			Harmful		Irritant	Dangerous to the Environment	

CONSTITUENTS, HAZARDOUS PROPERTIES, HEALTH EFFECTS

ROUTE OF EXPOSURE						PERSONS AT RISK					
Skin	✓	Eyes	✓	Inhalation	✓	Substance User(s)	✓	Members of Public		Visitors	
Ingestion	✓					Other Workers	✓	Young Persons			

PREVENTION OF EXPOSURE – *can the substance be eliminated from use, replaced by a safer alternative or can peoples exposure otherwise be prevented?*

As the product is classed as a non hazardous material, prevention of exposure is not required.

Note: If exposure cannot be eliminated Site Manager and Safety Manager must also ensure measures indicated in Appendix 1 have been applied

WHAT CONTROL MEASURES ARE REQUIRED? - PPE REQUIREMENTS

						**Other:**	**Other:**
PVC, Nitrile rubber				If risk of splashing		Yes / No	Yes / No

OTHER CONTROL MEASURES AND FURTHER ACTIONS *(to assess/control risk & to comply with regulations)*

Wash hands before and immediately after handling the product. Thoroughly clean contaminated skin and change dirty clothing and equipment. Ensure that the required PPE above are provided and worn.

ASSESSMENT OF HEALTH RISK *(Conclusions as to whether exposure is adequately controlled)*

Ensure good ventilation. Use protective equipment and/or local ventilation when needed. Avoid skin contact

ınd inhalation of oil mists.

EMERGENCY ACTION	COSHH Assessment No:	

First Aid	Fire
➢ **EYES: Rinse with plenty of water (also under eyelids) for at least 10 minutes and seek medical attentions if symptoms persist.** ➢ **SKIN: Wash from skin using soap and water and seek medical attention if symptoms persist.** ➢ **INHALATION: not applicable in normal use, as vapour is low.** ➢ **INGESTION: Seek medical attention DO NOT INDUCE VOMITING.**	➢ Flashpoint less than 61°c ➢ Use Carbon Dioxide, foam or dry powder ➢ In the event of a large fire self-contained fire breathing apparatus should be worn.
LEV Requirements	**Monitoring Requirements** *(workplace exposure monitoring or health surveillance)*
➢ Ensure that working area is well ventilated at all times.	➢ Consider additional monitoring if this product us to be used within a confined space. ➢ Provide additional monitoring where young or inexperienced persons are carrying out works.
Transport Arrangements	**Storage Requirements**
➢ Only to be transported by licensed contractors	➢ Store in cool, dry bunded area away from direct sunlight and heat (storage temperature not to exceed 50°C) ➢ Keep away from sources of ignition ➢ Avoid spilling, skin and eye contact.
Spillage Procedures	**Disposal Requirements**
➢ Clear people away from the area to a safe place. ➢ Summon aid of emergency services if required ➢ Try to stop any flow if safe to do so ➢ Prevent material entering waterways or courses ➢ Use sand or spill granules to soak up spillage	➢ Dispose of as special waste via a licensed waste contractor.

Comments and Review

This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the Site Manager's responsibility to ensure that a suitable and sufficient assessment of the risks is undertaken when using any material which may be hazardous to health.

An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.

This Assessment must also be reviewed if there is any evidence of ill-health or 'near miss' indicating failure/inadequate PPE; or circumstances of use change.

8. RISK ASSESSMENT

Operation: :- **Excavations**

Hazards

- Cutting into underground electricity .
- Collapse of unsupported excavations.
- Falling into unfenced excavations.
- Materials or plant falling into excavations.
- Breaking into gas or water mains.
- Struck by excavator.

Concerning :- **Site operatives and Members of the public**

Potential Outcome :- **Major – Serious accident or fatality**

Risk Potential :- **High**

Controls

- Accurate location of underground services by operatives experienced in the use of Cable Avoiding Tools.
- Planned provision and use of trench support equipment if required (if unstable any depth should be shored).
- Adequate fencing or covering for excavations and excavations back filled as soon as practicable.
- Materials to be stockpiled clear of the excavation 1.5m from the edge of the excavation.

Risk Potential After Controls :- **Acceptable**

RISK ASSESSMENT

Operation: :- **Working near excavators and other plant.**

Hazards

- **Machine turning over, or materials / equipment falling from the machine**
- **Members of the public or workmen being endangered by machine operation**

Concerning :- **Site operatives and Members of the public**

Potential Outcome :- **Major – Serious accident or fatality**

Risk Potential :- **High**

Controls

- **Excavators will only be driven by trained competent operatives who are the holders of a certificate of Competence, a copy of which will be retained for site records**
- **An excavator will not be used unless it has been thoroughly examined during preceding 12 months and a certificate of test is provided for site records.**
- **Materials and equipment lifted shall be attached properly by trained operatives and secured with lifting gear that has been certified safe and inspected prior to use.**
- **Banksman to be present at all times, all operatives to wear hi-vis vests.**
- **Site to be securely fenced off to prevent unauthorised access by** ITC Concepts.

Risk Potential After Controls :- **Acceptable**

RISK ASSESSMENT

Operation: :- **Screening of excavated material.**

Hazards

- **Noise**
- **Skin Contamination / Inhalation of dust & fumes**
- **Moving Plant and Machinery**

Concerning :- **Site operatives and Members of the public**

Potential Outcome :- **Major – Serious accident or fatality**

Risk Potential :- **High**

Controls

- **Works to be completed during agreed working hours. Machinery to be used as recommended by manufactures.**
- **Best hygiene practices to be observed, appropriate PPE to be worn and well maintained.**
- **All operatives to wear hi-vis vests. Machinery to only be operated by trained operatives.**
- **Banksman to be in place and reduce the need for reversing machine movements.**

Risk Potential After Controls :- **Acceptable**

RISK ASSESSMENT

Operation: :- **Deliveries to site**

Hazards

- **Vehicles colliding with site operatives or members of the public.**
- **Delivery vehicles leaving site fencing opening.**
- **Operatives sustaining back injuries unloading items.**

Concerning :- **Site operatives & Members of the Public**

Potential Outcome :- **Major – Serious accident**

Risk Potential :- **High**

Controls

- **Where there is a risk of injury from heavy loads items will be split in to manageable loads or mechanical means. Maximum use of telescopic handlers, pallet trucks, HIABS, excavators.**
- **Gate man to ensure that the fencing is kept closed. Separate compound to exist to store materials.**
- **Toolbox talks to discuss/remind all of best manual handling practices.**

Risk Potential After Controls :- **Acceptable**

RISK ASSESSMENT

Operation	:-	**Lorries reversing/Tipping**
Hazards	:-	**Running Over Operatives**
		Collision of lorries
		Collision of lorries with Excavators
		Mud/Debris on the Public Highway
Concerning	:-	**Mainly Site Operatives , also Members of the Public**
Potential Outcome	:	**Major**
Risk Potential :	**High**	
Controls	:	**All reversing lorries to tipping point be controlled by a banksman.**
		Controlled flow of traffic.
		All operatives to wear Hi-Vis Vests.
		Road to be swept clean following deliveries.
Level of Risk Following Controls	:	**Acceptable**

9. SITE SPECIFIC METHOD STATEMENT / RISK ASSESSMENT ADDENDUM SHEET

SITE: ..... **PACKAGE:** .....

MS Ref: ..... **SHEET 1 of** ..... **DATE:** .....

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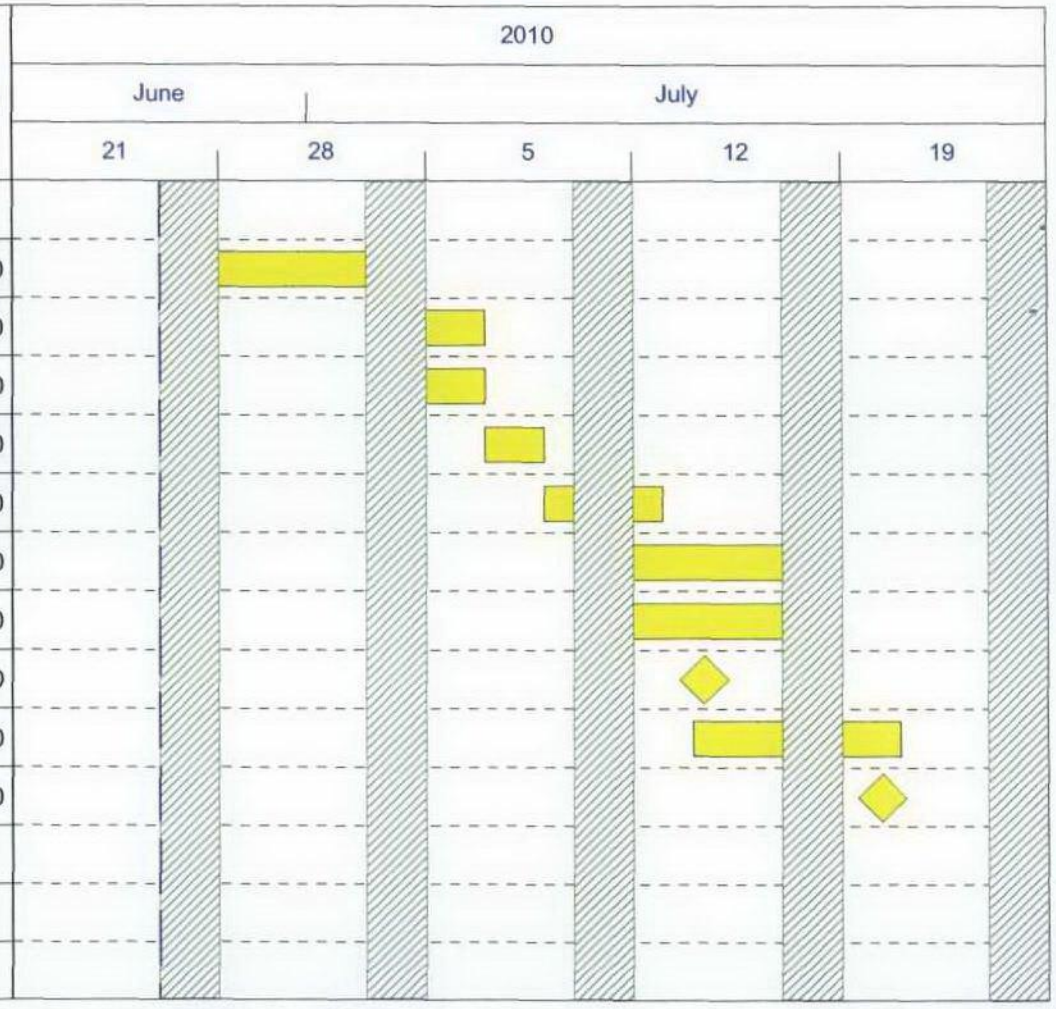
UCL
134-136 GOWER STREET
BASEMENT
SOIL INVESTIGATION PROGRAMME

ITC CONCEPTS LTD
Oakwood House
526 Purley Way
Croydon, Surrey, CR0 4RE
Tel: 020 8296 1800
Fax: 020 8296 1841
Author: R Stace
Revision:28-06-10

Date

ID	Name	Start	Duration	Finish
1	**Soil Investigation Programme**			
2	Review Structural Engineers Tender Information	28/06/10	5d	02/07/10
3	Set Out Existing Columns / Drainage Location	05/07/10	2d	06/07/10
4	Set Out Proposed Lift Pit	05/07/10	2d	06/07/10
5	Cut Through Existing Basement Slab	07/07/10	2d	08/07/10
6	Remove Existing Basement Slab	09/07/10	2d	12/07/10
7	Excavate Around Existing Footings	12/07/10	5d	16/07/10
8	Excavate Proposed Lift Pit Location	12/07/10	5d	16/07/10
9	Obtain Soil Samples	14/07/10	0d	14/07/10
10	Process and Test Soil Samples Off Site	14/07/10	5d	20/07/10
11	Submit Investigation Findings and Report.	20/07/10	0d	20/07/10
12				
13				
14				



Groundworks Milestone