



**HEALTH & SAFETY  
METHOD STATEMENT COVER SHEET**

RAMS No WHS/LUL/TW/002

**METHOD STATEMENT FOR INSTALLATION OF  
SITE PERIMETER HOARDING AT WEST  
HAMPSTEAD SQUARE**

| Prepared By   | Date                           | Checked By | Date |
|---------------|--------------------------------|------------|------|
| Gerard Brooks | 11 <sup>th</sup> February 2014 |            |      |

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| Revision    | Date | Status | Client | Date |
|             |      |        |        |      |
|             |      |        |        |      |

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| Distribution List           |          |                        |
|-----------------------------|----------|------------------------|
| Issued To                   | Date     | Sign & Return Top Copy |
| Nigel Moore Mott Mac Donald | 12.2.14. |                        |
|                             |          |                        |
|                             |          |                        |



**METHOD STATEMENT FOR REMOVAL OF THE  
EXISTING BOUNDARY TREATMENTS AND  
FORMING OF NEW CONCRETE RETAINING  
WALL TO THE LUL BOUNDARY OF THE WEST  
HAMPSTEAD SQUARE DEVELOPMENT**

**NAME OF CLIENT:** West Hampstead Square LLP.

**LOCATION OF WORKS:** 195 West End Lane, West Hampstead, NW6 2LJ.  
Adjacent to the Eastbound Metropolitan Line between  
Kilburn & West Hampstead .

**PRINCIPAL CONTRACTOR:** O'Hare & Mc Govern Ltd Carnbane House, Shepherd's  
Way, Newry, Co Down

**DOCUMENT REVISION NUMBER AND DATE:** Rev – 11<sup>th</sup> Feb 2014

**PROGRAMME DATES AND ESTIMATED DURATION:** Start Date 10<sup>th</sup> March for 25 weeks



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| CHECKLIST  | YES/NO  |
|--|---|
| 1. Has the Method Statement been signed by the appropriate individuals?  | No – Operatives will sign in on-site induction prior to commencing work |
| 2. Has an appropriate risk assessment been carried out, including proposals for eliminating and controlling them in relation to the railway? | YES   |
| 3. Have the appropriate emergency procedures and contact numbers been included in the Method Statement?                                      | YES   |
| 4. Has the location of the works been appropriately identified?  | YES – see location plan WH 001  |
| 5. Has a schedule of plant and equipment to be used been provided in the Method Statement?   | YES   |
| 6. Have all guidance comments highlighted in red fonts been deleted from the Method Statement?   |   |



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## Contents

|   |    |
|---|----|
| A1 DESCRIPTION OF WORKS .....   | 7  |
| A1.2 Brief description of works .....                                   | 7  |
| A1.2 Limits of works boundaries .....                                   | 7  |
| A1.3 Method of authorizing commencement and completion of works.....    | 8  |
| A1.4 Permits .....  | 8  |
| A2 METHODOLOGY .....  | 9  |
| A3. PLANT AND EQUIPMENT.....  | 11 |
| A3.1 Personal Protective Equipment (PPE) to be used. ....               | 11 |
| A4. POSSESSIONS AND ISOLATIONS.....                                     | 12 |
| A4.1 Possessions .....  | 12 |
| A4.2 Other protection arrangements.....                                 | 12 |
| A5 HAZARDS IDENTIFIED.....  | 13 |
| A6 BRIEFING ARRANGEMENTS.....   | 14 |
| A6.1. Who is briefed on method statement .....                          | 14 |
| A6.2. How is briefing recorded and how is understanding confirmed ..... | 14 |
| A7 EMERGENCY ARRANGEMENTS .....   | 15 |
| A7.1. Welfare and first aid arrangements.....                           | 16 |
| A8 MONITORING AND COMPLIANCE .....                                      | 17 |
| A9 OTHER SUPPLEMENTARY INFORMATION.....                                 | 18 |



## **A1 DESCRIPTION OF WORKS**

### **A1.2 Brief description of works**

This risk assessment and method statement (RAMS) is for the construction of the new approved concrete retaining wall to the LUL Boundary. Note a RAMS for the erection of a temporary timber hoarding to facilitate the works has been previously submitted and approved and until this hoarding has been erected no works as identified by this Method Statement will be undertaken.

This task will involve the removal of the existing boundary treatments and low level retention structures, clearance of all necessary vegetation and excavation works to form and cast the new in-situ concrete retaining wall.

These works shall involve the following:

1. Removal of existing wire perimeter fence.
2. Removal of existing trees / vegetation.
3. Removal of existing low level masonry retaining wall and foundations.
4. Reduced dig to form proposed retaining wall foundations.
5. Shuttering and casting of new wall structure.
6. Reinstatement/ backfilling to LUL face of new wall.

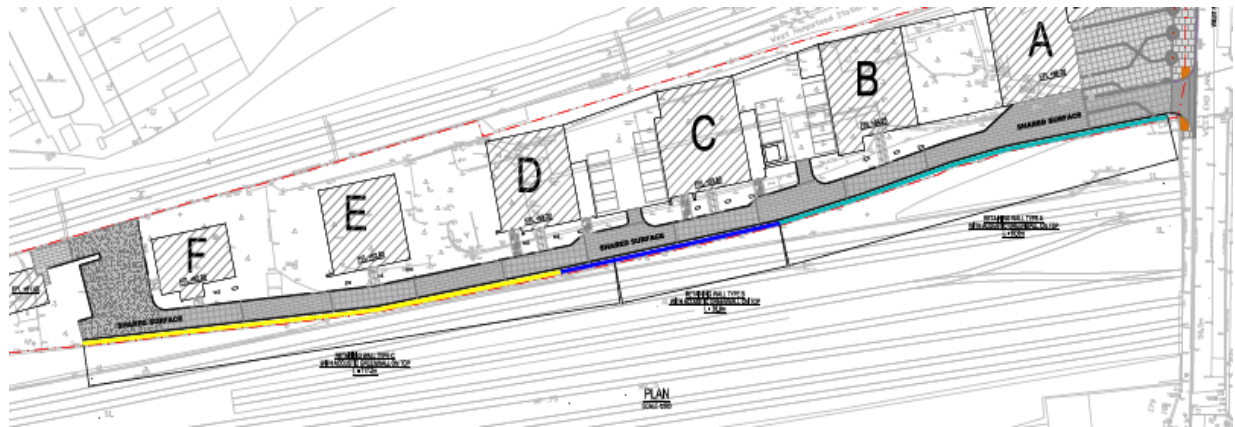
### **A1.2 Limits of works boundaries**

The Hoarding is proposed to be used as security, protection and segregation from London Underground equipment, to enable new site perimeter works to be completed. The hoarding is to be positioned at various distances from LUL equipment to a maximum distance of 2m from the legal boundary line. The hoarding will be erected on sloping banks in some locations both on the north and south sides as the site nears the road. All works shall be supplied from the confines of the Principal Contractors construction site.

Only when the hoarding has been erected can the works to construct the boundary retaining wall be commenced.

Works will be controlled by a 'Permit to Work' system, the permits will be subject to individuals been specifically inducted and made aware of the specific issues / risks in working alongside the rail boundary, furthermore all works will be controlled by a nominated individual.

The proposed line of the retaining wall is depicted by the yellow, blue and turquoise highlighted lines on the drawing below.



### **A1.3 Method of authorizing commencement and completion of works**

Work shall commence at a date and time to be agreed but only once appropriate approvals have been granted by London Underground Limited.

### **A1.4 Permits**

Any necessary permits shall be obtained in advance of work commencing in accordance with the Construction Phase plan and Site Rules.





## **A2 METHODOLOGY**

### Introduction

The dates and times of all works will be notified in advance to London Underground.

1. All works to be carried out in strict compliance with the approved RAMS.
2. No materials are to be stored on or adjacent to temporary boundary fencing.
3. All work will be carried out in normal working hours, ie 8:00am - 5:30pm
4. No plant other than that working to form the new wall will be permitted within the identified working area and all plant will be removed from the working area outside working hours
5. All operatives working on the project shall undertake induction training on site prior to commencing work. At induction, a copy of training records shall be provided by operatives for inspection, copies shall be retained on site within the Site H&S file.
6. On completion of the site specific induction, all persons involved with this operation shall be additionally job specific inducted where this method statement shall be explained, read through and all participants shall sign to confirm they understand the methodology.
7. All personnel shall wear appropriate PPE.

### Sequence

1. Prior to commencement of any works a Permit To Work shall be obtained, any conditions shall be informed to all work team members.
2. Zone off / secure designated works area/s as required to create safe working zone.
3. Scan area for the presence of existing services. In the event of a live service been identified no works are to be progressed in this area until such time as the service has been terminated / relocated or other agreed solution determined and agreed.
4. Remove existing boundary fence.
5. Remove existing trees / vegetation from boundary.
6. Carefully Breakout and remove existing low level masonry retaining walls and existing concrete hardstands with the use of mechanical excavator fitted where necessary with hydraulic breaker. In locations where the sensitivity of the works will impact upon the adjacent infrastructure hand held compressed air breakers will be used in conjunction with localized cutting of the concrete taking account of possible impact on adjacent infrastructure.



7. Undertake reduced dig excavations to new wall base formation level including as a minimum adequate working space to accommodate a tracked excavator to operate at base of wall formation level.
8. Place concrete mud mat to base of wall.
9. Place and tie rebar.
10. Place/ fix shutter foundations
11. Cast foundation base.
12. Place/ fix wall shutters.
13. Cast wall.
14. Remove shutters.
15. Backfill wall.



### **A3. PLANT AND EQUIPMENT**

- Tracked Excavator
- Site dumper
- Concrete skip
- Wire cutters
- Petrol disc saw
- Chain Saw
- Compressor
- Handheld breaker
- Wacker plate
- Concrete poker
- Electric wood saw
- Battery operated Hand Tools
- Drills
- All hand tools to be 'Non Conductive Type'

**Note:** all lifting operations will be undertaken using a suitably load tested tracked excavator the excavator will have the SWL at which it can operate stamped clearly on the jib of the machine the machine will have in attendance at all times a suitably qualified banks man to control all of the required lifts and to provide clear direction on the proximity of the boundary during lifting and swinging operations he will ensure that **NO** over sailing of the temporary timber fence boundary is undertaken. If deemed necessary vertical slew restriction indicators will be erected and maintained as a secondary measure to clearly mark the boundary.

#### **A3.1 Personal Protective Equipment (PPE) to be used.**

All operatives will wear as standard:

- Safety hardhats – to conform to BS EN 397.
- Hi Viz – yellow as standard, to conform to EN
- Steel toe capped boots – with steel mid-sole, to conform to EN20345.
- Safety Glasses & Gloves – when required by site rules or as prescribed in risk assessments.
- Any other PPE requirements deemed necessary or identified in specific Risk Assessments.



## **A4. POSSESSIONS AND ISOLATIONS**

### **A4.1 Possessions**

This work is to be carried out 'Near the Line', however no access will be required to the line with all works been undertaken within the temporary hoarding line provided for the works.

This work will be carried out in Engineering Hours and under the direction of London Underground resident Site Inspector.

### **A4.2 Other protection arrangements**

All operatives shall hold valid CSCS Cards (or equivalent). Training cards shall be available upon request and shall be produced upon induction, a copy shall be retained on site in the Site H & S File.

Adequate supervision to be provided at all times.

If the Supervising Officer must leave the work area, then the works shall be suspended until he returns. It is the duty of Supervisor Officer to appoint competent persons to specific tasks with significant hazards. The supervisor will ensure that all site employees review the method statements and risk assessments, ensuring they are understood and sign-off accordingly prior to commencement of work.

All operatives working on this operation shall sign this document to confirm that they have been briefed on its contents and agree to follow the safe systems of work contained herein.

Work must never take place directly over the heads of other workers or members of the public.

Defects in plant, equipment or unsafe systems of work must be reported immediately to the site manager for corrective action.



## **A5 HAZARDS IDENTIFIED**

The following hazards have been identified :

- Access / Egress
- Pedestrian/Site Traffic interface
- Operatives accessing on or near rail lines.
- Working at heights
- Power Tools
- Hazardous Substances
- Manual Handling
- Electrocution
- Fire
- Removal of Existing Boundary Structures
- Plant Operation Adjacent to LUL Boundary
- Traffic Routes Adjacent to LUL Boundary

Please refer to separate Risk Assessments for risk mitigation measures.



## A6 BRIEFING ARRANGEMENTS

O'Hare & Mc Govern Ltd site manager shall both induct and brief installation operatives on the content of this method statement.

### A6.1. Who is briefed on method statement

All site operatives working on this project on behalf of O'Hare & Mc Govern Ltd shall be briefed on the contents of the method statement and risk assessment prior to work commencing. They shall then sign-off below to acknowledge that they have been briefed on the RA/MS.

### A6.2. How is briefing recorded and how is understanding confirmed

Each individual will be required to sign and date the attached form below as a written record that they have received a detailed briefing on the contents and requirements of the site specific RAMS produced to undertake the works.

|   |           |      |
|---|-----------|------|
| I hereby confirm that I have been briefed on the contents and requirements of this method statement and its associated risk assessments. I agree to fully comply with the requirements therein and will take all reasonable precautions at all times to safeguard the health, safety and welfare of myself and others |           |      |
| INDUCTION CARRIED OUT BY  |           |      |
| OPERATIVES ACKNOWLEDGEMENT  |           |      |
| NAME  | SIGNATURE | DATE |
|   |           |      |
|   |           |      |
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## **A7 EMERGENCY ARRANGEMENTS**

The nearest hospital with Accident and Emergency facilities is located at:

### Local Accident & Emergency

Royal Free  
Hospital, Pond  
Street  
London NW3 2QG

Tel: 020 7794 0500  
Fax: 020 7830 2468

### Site Address

Former Woodley Park estate  
195 West End Lane,  
West Hampstead NW6 2LJ

### Additional Emergency No's.

Networks Rail emergency contact number: 08457 11 41 41  
London Underground emergency number: 0845 330 9880  
British Transport Police 0800 40 50 40 (For Non-Emergencies).

### Emergency Plan

In the event of a serious injury/emergency dial 999 and ask for appropriate assistance.

In the event of a serious injury/emergency contact the Site Management Team to inform them of the details of the incident. Alan Reid 07526674998 /Peter Burton 07876 481933

Subsequently, contact O'Hare & Mc Govern Ltd H&S Manager Gavin Blaney on 028 30264662 to inform of the incident.

All incidents shall be reported to O'Hare & Mc Govern Ltd management as soon as practicable so that remedial action can be taken to prevent recurrence, in the event of a near miss, these shall be recorded, a copy shall be retained on site and also sent to O'Hare & Mc Govern's head office for further action and review.

All reportable accidents and dangerous occurrences that occur on site shall be reported to the HSE without delay. All first aid treatments will also be recorded.

Carnbane House, Shepherd's Way, Newry Co Down, BT35 6EE



In case of a fire, the O'Hare & Mc Govern Ltd supervisor will assess the situation and lead further actions. If the fire is serious, alert all persons to vacate the area to an agreed safe distance away from the fire area. Subsequently, contact O'Hare & Mc Govern Ltd H&S Manager.

Site supervisor to manage persons away from the works are, until emergency services have made the area safe and an assessment shows no residual health and safety hazards to those on- site.

Any concerns that relate to the safety of the railway's can also be reported to CIRAS, the railway's confidential reporting service – 0800 0850449

### **A7.1. Welfare and first aid arrangements**

Welfare facilities and first aid arrangement will be provided by O'Hare & Mc Govern Ltd.

First Aid boxes will be located in the Site Office. There will be at least one person on site at all times who has been trained in First Aid and holds a current First Aid at Work certificate.

The names of all First Aid trained personnel will be covered in the site induction briefing.





## **A8 MONITORING AND COMPLIANCE**

O'Hare & Mc Govern Ltd has an integrated environmental, quality and health and safety management system in place. This system is certified to ISO 19001, 14001 & OHSAS 18001 and is designed to maintain and continually improve the effectiveness and efficiency of the organizations performance. To monitor the company's performance on site the following inspections shall take place:

- Periodic safety inspections shall be carried out on site by O'Hare & Mc Govern Ltd site manager and additional visits from O'Hare & Mc Govern Ltd visiting H & S Officer.
- The Supervisor shall ensure that all statutory inspections are carried out on site. This includes plant and work/lifting equipment, scaffolding, excavations, etc. Certificates of thorough examinations shall be maintained in the on-site folders. All health and safety inspections shall be maintained in designated site folders that shall be maintained on site and made available to interested parties upon request.



## A9 OTHER SUPPLEMENTARY INFORMATION

### Site Location Plan

