

Greenroofers Method Statement Kingsgate School,



100290317

Wednesday, 26 April 2017

Installation of Sedum Roof

Kingsgate School Pitched Sedum Roof

Prepared by

Matthew Hoddinott

Date and Revisions

Revision 0 – 30-3-2017

Revision1 – 26-4-2017

Location and Contacts

1st Floor, 2 Woodberry Grove, Finchley, London. N12 0DR

Client

Company: Multi-Roofing
Contact Name: David Sharkey
Title: Contracts Director
Mob: 07544 045334
Email: -

Green Roofer Contacts

Ryan Hendy	Managing Director	ryan@greenroofers.co.uk	07506 786 721
Richard Longden	Technical Director	richard@greenroofer.co.uk	07593 023 552
Connor Hendy	Operations Manager	connor@greenroofers.co.uk	07807 781 945

Office 020 7754 0365

In the first instance of an emergency please ring the office number

Format of RAMS

Sections 1	Description of works
Sections 2- 12	Logistics and staff welfare
Sections 13 – 15	Operations to Handover including RAs
Section 16 – 18	Compliance
Appendices	

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1.0 Description of Works

1.1 The installation of Sedum Mat roof consisting of:-

Insulation (Thickness mm)		-	Sedum Mat	X
Min K (or similar)		x	Wildflower Mat	
Drainage Board (Thickness mm)		25	Plugs (Density)	
Substrate (Final thickness)		55	Cobbles (width)	300
Seeds (Coverage)			Trim (Height)	

2.0 Arrival and Delivery

- 2.1 The Green Roofer's team will consist of 3 , who will arrive on site for inductions on Monday, 03 April 2017
- 2.2 The Green Roofer team will also receive a tool box talk which will cover the essential information of the project and the expectations of the management team and client, including a thorough discussion of this document. The team supervisor will have access to this document, either in printed copy or through electronic means. The team will be expected to sign form GR04.01 which acknowledges a thorough understanding of the tool box talk and the induction process
- 2.3 All equipment will be delivered to site with mechanical offload undertaken by others, if required.
- 2.4 All equipment will be checked for suitability prior to arrival on site, and by a visual inspection every morning by the team supervisor and operator.
- 2.5 Our first delivery will be scheduled for Monday, 03 April 2017 , with subsequent deliveries booked on to site by the team supervisor.
- 2.6 Offloading of these materials will be undertaken by forks or crane (as appropriate) as agreed in the pre-start meeting.
- 2.7 Access to the site will be
- 2.8 Deliveries will be made to Kingsgate School Site development entrance
- 2.9 It is our company policy that **ALL** our operatives will hold CSCS cards

3.0 Duration and hours of work

- 3.1 The duration of this project will be 5 days And be undertaken in 1 Phase
- 3.2 Our hours of work will be from 08.00 to 16:30 on a daily basis.
- 3.3 We will undertake weekend work only with prior agreement of the site management team

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4.0 Reporting

- 4.1 All operatives will conform to the onsite rules and regulations as imposed by Graham Construction Ltd in terms of health and safety, site management and reasonable instructions given by Graham Construction Ltd
- 4.2 Graham Construction will issue the Contractors Induction Booklet and induction training which outlines their procedures for contracts working on site. This will be read and signed before works can commence.
- 4.3 The Green Roofers will have a working supervisor on site
 - 4.3.1 Supervisor will be Dean Bedford
 - 4.3.2 Supervisor can be contacted on 07926 454798
- 4.4 A visiting contracts manager will also be responsible for inspecting the quality of works and that the health and safety rules are adhered to
 - 4.4.1 The visiting contracts manager will be Ryan Hendy
 - 4.4.2 The visiting contracts manager can be contacted on 07506 786 721

5.0 Sequence of Works

- 5.1 Agreed Program details

6.0 Schedule of Plant and tools

- 6.1 Hand tools including manual cutting equipment
- 6.2 All equipment will be inspected and recorded as required.

7.0 Lifting / handling

- 7.1 All manual handling will be limited to units under 20kg. All staff will be appropriately trained about manual handling with tool box talks at regular intervals.
- 7.2 All heavier items will be lifted mechanically

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8.0 **PPE**

8.1 At a minimum, PPE required will be safety boots, HI-viz vest, task suitable gloves, ear protection (where required), suitable safety glasses or safety goggles.

9.0 **Public / third party protection**

9.1 All colleague contractors will be informed as to our area of operations and encouraged to be vigilant with the passage of our machinery.

9.2 Where required, after a suitable risk assessment, control measures will be implemented to exclude other parties from our areas of works.

9.3 Barriers and signage will be incorporated into our works where appropriate following a suitable risk assessment

10.0 **First Aid and Accident Reporting**

10.1 Graham Construction emergency procedures will define these arrangements.

10.2 The First aid station is located in the site offices

10.3 All accidents must be reported to the Green Roofers head office and Graham Construction Site management immediately.

11.0 **Emergency Procedures**

11.1 The Graham Construction emergency procedures must be followed when on site.

11.2 In an emergency please leave the work area by the nearest fire exit and muster at the assembly point outside site offices or car park

11.3 The nearest hospital to the site with an accident and emergency unit is University College Hospital, 235 Euston Road, NW1 2BU

12.0 **Welfare and Discipline**

12.1 The site welfare facilities will be used by our operatives, they will not be abused, misused and treated with respect.

12.2 Operatives will not leave any rubbish in the welfare and canteen areas

12.3 Welfare facilities on site will be in full compliance with the Construction (Design and Management) Regulations 2007

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- 12.4 The principle contractors staff and representatives will be treated in a courteous manner at all times.
- 12.5 All operatives will be dress in an appropriate manner in clothing which identifies themselves as Green Roofer employees
- 12.6 Our operatives are requested to refrain from using foul language and abusive behavior
- 12.7 Smoking will not take place within the working environment except in areas designated by the main contractor
- 12.8 Breaches of discipline will be taken extremely seriously by the management team and thorough investigation will be undertaken where such breaches occur. The investigation may result in disciplinary action being taken, which may result in dismissal from site or in serious breaches, the business.

13.0 **Method of Operation**

- 13.1 All setting out will be undertaken by the client. This includes any details of finish levels etc. These will all be agreed prior to commencing works
- 13.2 Operatives will wear a harness at all time whilst operating on the roof and be connected to inertia reels providing required access and preventing over-stretch whilst on the roof.
- 13.3 Materials will be delivered to the working area by means of a fork lift which will be lifted on to a predesigned loading platform
- 13.4 Substrate will be used to ballast the insulation if any area is incomplete at the end of a working shift
- 13.5 Wherever possible the materials will be distributed to the working face immediately, and in some instances the bags of substrate will be split whilst hanging from the lifting equipment for reasons of speed and efficiency
- 13.6 Operatives will cut any drainage board to size with the use of suitable cutting equipment
- 13.7 Tools such as rakes and brooms will be employed to move substrate to the required place and thickness
- 13.8 Substrate will be fully watered prior to installing and vegetation
- 13.9 Watering points will be allocated on the roof and agreed prior to commencement.
- 13.10 Mats, seeds or plugs will be incorporated last but within 24 hours of arrival on site.
- 13.11 A pebble boarder will be installed to the perimeter of the roof and around all obstructions such as vents and skylights
- 13.12 If there is any mechanical cutting to be undertaken, this will be done in an area specified by the client which is deemed acceptable.
- 13.13 The area where the saw will be situated will be have protection laid above the waterproofing, so as to avoid any possible puncturing of the membrane. The area will also be cordoned to prevent access by other site personnel who are unauthorized or untrained.
- 13.14 Upon completion the roof will be inspected by the visiting contracts manager and will be handed to the client "as complete"
- 13.15 The client will be issued with maintenance instructions unless a maintenance package has been agreed upon.

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13.16 Risk Assessments

Kingsgate School		Risk Assessment form	
Activity:	Installation of Greenroof	Reference No:	GR100290317
		Assessed By:	RY
Location:	Kingsgate School	Approved By:	CD
		Issue Date:	29 th March 17
		Revision Date:	26-4-17

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
Cutting bags & drainage board	Cuts, minor damage and minor limb loss	operator	4	4	16	Suitable PPE including FFP3 face fitted mask (if dust is created) and goggles and job specific gloves	1	4	4
Falls from Height of 2 story building	Death	Operator/ tradesperson	4	4	16	Tool box talks, daily inspections, crew awareness of surrounding environment. All works carried out on second story roof with harness and inertia reels at all times on the roof area	4	1	4
Manual Handling	Limb injury	operator	3	2	6	Awareness, lifting equipment where appropriate, planning to reduce repetitive actions from team rotation	3	1	3
Moving machinery	Death	Operator & other trades	4	3	12	Banksman where required, daily briefing of sphere of operations. Areas of operation closed to other trades with barriers and signage	4	1	4
Deliveries	Injury and Possible death	Operator and untrained personnel	4	3	12	Inducted operative to stay with driver, supervised offloading, agreed offloading area	2	1	2
Use of handtools	Cuts, bruises, eye injuries, puncture wounds	Operator, 3 rd parties	2	3	6	Barriers for working area if possible, trained operatives, PPE, correct tools for the task which have been suitably tested , recorded and inspected by the supervisor	2	1	2
General Working	Slips, trips, cuts, bruises, back strain	Operator,	2	3	6	Good housekeeping including tidying cables and ensuring that area of operation is clean and tidy with no slips, trips and obstacles, training, lifting equipment, PPE`	2	1	2

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Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
3 rd Parties	Deaf, limb loss, minor injury, falls	Operator & 3 rd Part	4	2	8	Barriers, communication & signage	4	1	4

RISK ASSESSMENT ACTIONS

Activity	Activity	Reference No.	GR100290317

Action Required	By Whom	Priority	Deadline for Completion	Date Completed	Signature
Provision of suitable PPE	Greenroofers	Immediate	Start on site date	Ongoing	
Allocation of adequate space for unloading	Ryan Hendy	On start	Start on site	On-going	
Tool Box Talks	Ryan Hendy	Monthly	Start on site	On-going	
Manual Handling discussion with tradesmen	Ryan Hendy	On going	Ongoing	On-going	
Discussion with other trades re moving machinery and crossovers	Ryan Hendy	On-going	Ongoing	On-going	

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RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Likelihood					

SEVERITY	
5	Fatality
4	Major injury
3	Lost time
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorisation from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain
Probable
Possible
Remote
Improbable

Severity

Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Lost time	Injury that results in lost working time, but is less serious than a RIDDOR reportable incident.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self-explanatory

All agreed actions must be given a low, medium, high or immediate priority.

Low	6 months to complete
Medium	3 months to complete
High	1 month to complete or to make satisfactory progress
Immediate	Activity should not proceed until satisfactory progress has been made.

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14.0 Special Requirements

Equipment	Required	Special Instructions
Cutting equipment	Yes / No	
Fertiliser	Yes / No	
Seed Distributor	Yes / No	
Irrigation	Yes / No	
Fuel	Yes / No	

15.0 Waste

- 15.1 All Waste will be disposed of by the Green Roofers as per the waste management plan in place on site. At a minimum, the working area will be tidied every evening and rubbish (packaging) will be removed at the end of each shift.
- 15.2 Spill kits and drip trays will be employed when refueling any machinery
- 15.3 Care will be taken not to allow any pollutants to contaminate the local environment
- 15.4 Any Hazardous waste will be separated and disposed of in accordance with the Hazardous Waste Regulations and site rules.
- 15.5 All Pallets will be removed by the Green Roofers unless alternative arrangements have been agreed

16.0 QUALITY PLAN

- 16.1 We operate checking procedure system to ensure that all aspects of our installation meet with the specification and they are installed in accordance with the manufacturer's recommendations.

17.0 HANDOVER

- 17.1 Upon completion of the individual roof spaces, we will carry out an inspection of the works, and upon satisfactory approval, the area will be offered to yourselves for your acceptance. There is no allowance for protection of our works upon completion of various sections.

18.0 Legislative Compliance

- 18.1 Company activities will be in accordance with our Health and Safety Policy & Procedures Manual, the construction phase health and safety plan and this Method Statement. We fully comply with all relevant current legislation and regulations.

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19.0 **Acknowledgement**

The undersigned have read and understand this method statement and will fully comply with the details contained within this document

Name	Company	Signature	Date

Produced by	MH		
Position	Technical		
Revision Number	Rev 2		
Date	29-3-17		