

Method Statement Template

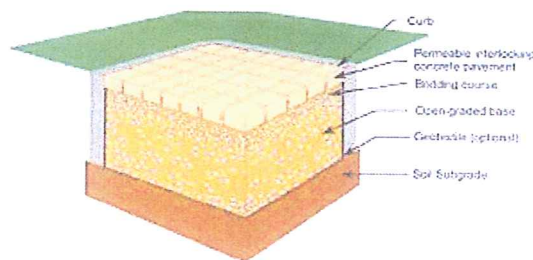
Ref No.: E5660
















Description of the Task/Activity:	Drive way Reconfiguration			
Project Name:	Millfield Lane	Project Ref:	E5660	
Site Address/ Location:	16 Millfield Lane London N6 6JD	Start Date/Time:	TBA	
		Finish Date/Time:	TBA	
Personnel involved:	Name	Role/Trade		
	Charlie Avara	Contracts Manager		
	Martin Kachtik	Site Manager/Brick Layer		
	Michael Ford	Electrician		
	Yasen Harbov	Labourer		
	Robert Yabandzhiev	Labourer		
Works Supervisor:	Charlie Avara	Role:	Contracts Manager	Tel: 07792 645856
Key Plant and Tools Required:	Skips, hand tools, vibrating compactor, jet wash, hammer, excavator, wheel barrow, cement mixer.			
Key Materials Required:	GeoTextile membrane, coarse sand, cobblestone paver system, crushed limestone, epoxy grout mixer, fencing and posts			
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))	Dust, debris, manual lifting, vibration			
Specific Staff Training Requirements:	Manual Handling			

Sequence of Operations:

(Specifying methods of working, tools, materials and equipment utilised)

1. Disconnect and remove existing garden gate and set aside for future use.
2. Carefully remove existing cobble sets, as per plan, and set aside for future use. Remove sand/cement and hardcore and scrape back to soil base. Leave ready for landscaper to apply top soil as required all as per drawings SK07
3. Excavate area for new driveway (approx 30m²), all as per drawings 24818/16MR/P/01, to a depth of 300mm, ensuring completed driveway sits level with existing topography.
4. Re-route existing electrical supply for new gate location and reinstall intercom system at new location.
5. Reinstall gate system at new location together with concrete foundations for gate posts.
6. Install new fencing in location of removed gate and either side of new gate. Set fence posts into concrete.
7. Install edge restraints to prevent lateral displacement.
8. Install Geotextile layer all as per manufacturers instruction, to aid drainage and prevent soil layers mixing.
9. Install a 150-200mm layer of crushed limestone to assist with drainage which must be compacted down to prevent movement. This layer will be laid in 50-75mm layers and compacted before the next layer is laid. This layer will be our levelling layer and graded 1 in 80 longitudinal fall and 1 in 40 crossfall (levelling must not be left to the bedding layer)
10. We will lay a weed protection membrane followed by a river of coarse sand of approximately 30mm which will be compacted and we will then install the cobble sets set aside earlier.
11. Once laid a mix of dry sand and cement will be swept into joints.
12. Using a compactor and a protective layer the cobbles will be compacted in straight lines to ensure even levelling.
13. Steps 11 & 12 to be repeated as required.



Method of Access and Egress to the work area:	(ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc) Not Applicable						
Fall Protection Measures: (Where work at height cannot be eliminated - consider both Personnel & Materials)	(ie: Guard Rails/Toe Boards/Brick Guards/Safety Harnesses/Exclusion Zones etc) Not Applicable						
Hazardous Substances: (Attach COSHH Assessments and MSDS) Applicable:	(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)						
	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous for the environment	 Oxidising	 Highly flammable	 Explosive
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	Other: 1. Hi-Viz 2. Coveralls 3.
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
 First Aid Facilities: 	Name of On-Site First Aider:			Martin Kachtik			
	First Aid Box Location:			In site van			
	Location of Nearest Hospital:			Royal Free Hospital			
Other Information & Comments:	Royal Free Hospital Pond Street London NW3 2QC 0207 794 0500						

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy.

Prepared by: SHARON KNIGHT

Position: OFFICE MANAGER

Date: 12.6.2017

Reviewed by: CHARLIE ANARA

Position: GENERAL MANAGER

Date: 12.6.2017

