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# General

## This method statement applies to the removal of eight (8) no. existing heritage lighting columns mounted in the centre reservation on Tottenham Court Road between from Grafton Way to Goodge Street. It should be read in conjunction with the company method statement for General Site Awareness (GSA).

## Responsibility for day to day health and safety, welfare, quality and environmental matters and all McCann site activities is vested in our Area Manager, Stephen Ellis who can be contacted on 07773 251 894, Contract Manager Marvin McGill 07773 251 770. On site Supervisor Eammon Saunders 07722 767 702

## Prior to the start of each shift, all operatives will receive a recorded daily briefing from the project supervisor/contract manager that will detail any known changes to the working environment.

|  |
| --- |
| Remember at any stageHAS THE TASK CHANGED? IF SO STOP!  |

# Operative Key Competencies

## The following operatives completing the works detailed in these RAMS shall have the following competency:

|  |  |  |  |
| --- | --- | --- | --- |
| HERS Registered Electrician | [x]  | HERS registered Crane Operator. | [x]  |
| HERS Registered street lighting operative / labourer. | [x]  |  | [ ]  |

## Note; The nominated Competent Person must be on-site for the duration of the operation.

## If the RAMS task required that the operative uses plant and equipment that they have not received any training for, stop works in a safe manner and contact your project supervisor.

# PPE Required

## Operatives must wear the J McCann minimum standard of PPE as specified in the company method statement for General Site Awareness (GSA). This includes, but is not limited to:

## Additional PPE will be worn for the following tasks detailed in these RAMS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Impact goggles to EN166 and EN170 | [x]  | Ear defenders if using power tools | [x]  | Dust mask if required | [x]  |

# Plant, Equipment and Materials

## Plant, equipment and materials specific to the activity detailed within these RAMS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mobile elevated working platform (MEWP) | [x]  | Lorry crane (HIAB) | [x]  | Polyester Roundslings rated to the correct weight capacity and guide ropes | [x]  |
| Calibrated Electrical test equipment | [x]  | Insulated Hand tools for excavation | [x]  | Socket set for anchor bolt / nut removal | [x]  |
| Suitable Macadam product for carrying out temporary reinstatements upon removal of columns | [x]  | Expanding foam for use within the duct ends | [x]  | Penetrating oil | [x]  |
| Insulated electrical hand tools | [x]  | Battery powered hand drill | [x]  | Breaker Pack | [x]  |
| Cable resin joint kit | [x]  | Stihl Saw with dust suppression kit | [x]  | Calibrated CAT & Genny | [x]  |

# Mandatory Documentation

## The project supervisor must check that the following documentation, as applicable to the works, has been issued to the operatives before they are put to work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Permit to work- to be issued by Eurovia/Client | [x]  | Noise Exposure Assessment (if provided by client) | [x]  | Manual Handling Assessment Form | [x]  |
| CoSHH Assessment for each material as required | [x]  | Plant & vehicle Pre-use Daily Inspection Record | [x]  | Excavation Inspection Report – to be issued by Client | [x]  |
| Valid underground utility plans | [x]  | Hot works permit if required – to be issued by Client | [x]  |  |  |

## All operatives must check that the issued permits are still in date and that they cover the scope and area of work they have been instructed to complete. Where anything is incorrect or has expired then stop work immediately and contact the project supervisor.

# Removal of Lighting columns

|  |
| --- |
| Remember at any stageHAS THE TASK CHANGED? IF SO STOP!  |

### Pre-start – Point of Work Check

## The following point of work pre-start checks shall be carried out before commencement of the activity:

|  |  |
| --- | --- |
| Item | Pre-start Check |
| 1 | Review the work instruction and construction drawings. |
| 2 | Read above sections of this method statement to confirm compliance. |
| 3 | Carry out point of work risk assessment and get all operatives on site to confirm findings and sign onto sheet. |
| 4 | Review Statutory Authority services drawings (above and below ground). |
| 5 | Traffic management plans are to be supplied and TM installed by Eurovia/Client. If for any reason the arrangement needs to be changed, contact the Project supervisor/Contract manager with immediate effect to liaise with Eurovia/Client. |

## If significant issue is found at any stage in the pre-start check **you must** suspend works at that location and seek advice from the Project supervisor who will liaise with Eurovia/Client.

### Activity Procedure

## The following steps are applicable to this activity consist of the stages described below:

|  |
| --- |
| *Stage 1 - Traffic Management – This is to be supplied and installed by Eurovia/Client* |
| Item | Activity |
| 1 | If traffic management and guarding is required establish appropriate site set-up for signs, lighting and guarding and notify the Project Supervisor. |
| 2 | If traffic management and guarding is pre-existing confirm site set-up for signs, lighting and guarding are appropriate and request access via Eurovia/Client. |

|  |
| --- |
| *Stage 2 - Lantern Unit Supply Cable Disconnection and Removal* |
| Step | Activity |
| 1 | Isolate supply at the supply point (if private cable network supply) and install isolation locks / notices. |
| 2 | Remove fuse carrier from cut-out termination arrangement. |
| 3 | Remove terminal covers from isolated side of cut-out / termination arrangement. |
| 4 | Using suitable insulated hand tools loosen the terminal screws to allow the cable cores to be withdrawn from the terminals. |
| 5 | Withdraw lantern unit supply cable cores from base compartment termination arrangement. |
| 6 | Re-install terminal covers from isolated side of cut-out / termination arrangement. |
| 7 | Remove fuse and replace fuse carrier in cut-out termination  |
| 8 | Do not re-energise as the asset being supplied will be removed from the location permanently. |
|  |  |
| *Stage 3 - Lantern Unit Removal* |
| Step | Activity |
| 1 | Carry out visual inspection of lighting column and surrounding area. |
| 2 | Remove base compartment door following the G39/1 Guidance and procedure. |
| 3 | Disconnect and remove electricity lantern supply cables from base compartment termination arrangement (see Supply Cable Disconnection and Removal procedure below). |
| 4 | Position mobile elevated working platform (MEWP) adjacent to / under lantern unit so that all aspects of lantern unit are accessible. |
| 5 | Remove lantern unit electrical compartment cover. |
| 6 | Disconnect and remove electricity lantern supply cables from lantern unit electrical compartment termination arrangement. |
| 7 | Remove Porcelain bowl for safe keeping before removing any fixing bolts/screws. Using battery operated drill/screw driver or hand tools. |
| 8 | Lift lantern unit and place within mobile elevated working platform (MEWP) basket. |
| 9 | Withdraw lantern unit supply cable from lighting column. |
| 10 | Take lantern unit down in mobile elevated working platform (MEWP) and carefully store in support vehicle.  |
|  |  |
| *Stage 4 - Lighting Column Bracket Arrangement Removal* |
| Step | Activity |
| 1 | Ensure procedures described in 'Lantern Unit Supply Cable Disconnection and Removal' and 'Lantern Unit Removal' sections have already been applied. |
| 2 | Remove fixing bolts / screws using battery operated drill / screw driver or hand tools. |
| 3 | Lift the lighting column bracket arrangement and place within mobile elevated working platform (MEWP) basket. |
| 4 | Take lighting column bracket arrangement down in mobile elevated working platform (MEWP) and carefully store in covered support vehicle.  |
|  |  |
| *Stage 5 - Incoming Supply Cable Disconnection and Removal* |
| Step | Activity |
| 1 | Isolate supply at Supply point (if private cable network supply) and install isolation locks / notices. |
| 2 | Remove fuse carrier from cut-out termination arrangement. |
| 3 | Remove terminal covers from isolated cut-out / termination arrangement. |
| 4 | Confirm supply has been de-energised by application of voltage test equipment. |
| 5 | Using suitable insulated hand tools loosen the terminal screws to allow the cable cores to be withdrawn from the terminals. |
| 6 | Withdraw incoming supply cable cores from base compartment termination arrangement. |
| 7 | Apply heat shrink insulation to end of incoming cable(s). and carefully use a suitable heat source to shrink sufficiently around the cable end  |
| 8 | Remove lighting column by application of procedure described in stage 6 'lighting column removal'. |
| 9 | Install 'pot end' cable joint on incoming supply cable. |
| 10 | Re-energise supply at feeder pillar (if private cable network supply) |
|  |  |
| *Stage 6 - Lighting Column Removal* |
| Step | Activity |
| 1 | Ensure procedures described in 'Incoming Supply Cable Disconnection', 'Lantern Unit Removal' and 'lighting Column Bracket Arrangement Removal' sections have already been applied. |
| 2 | Carry out visual inspection of lighting column and surrounding area. |
| 3 | Position lorry mounted crane (HIAB) on firm ground adjacent to lighting column set out the pressure pads and set out the stabilisers as per the vehicle specifications. |
| 4 | Attach lifting slings to lighting column and lorry crane hook |
| 5 | Position lorry crane arm and lifting slings correctly to ensure that the column is lifted vertically with the base section closest to the ground. Ensuring that no strain or lifting is carried out on the column until the anchorage bolts are removed. |
| 6 | Note; Pull ropes can be attached to the slings. The use of these ropes is to release the sling and not to be used as a guide rope. |
| 7 | At all times the column should be in reach of the 2nd operatives guiding hand that should be kept at 90 degrees adjacent to the body. |
| 8 | Excavate around lighting column base to expose the base area and flange plate arrangement anchor bolts / nuts. |
| 9 | Clear all dirt from around anchor bolts / nuts and apply penetrating oil. |
| 10 | Allow penetrating oil to penetrate flange plate base and anchor bolt / nut arrangement. |
| 11 | Remove anchor nuts / bolts with suitable wrench, ensuring that the column is held in an upright position by the crane arm and slings at all times during removal of anchor bolts / nuts. |
| 12 | If the bolts are seized on the studs then a cut off saw may need to be utilised to facilitate removal - Note; consult with your on site supervisor before applying this method of bolt / nut removal. |
| 13 | When all anchor bolts / nuts have been removed lift lighting column off the flange plate base and carefully place on the lorry mounted crane (HIAB). |
| 14 | When lifting the lighting column ensure that disconnected incoming supply cable is handled carefully and placed to one side on the ground. |
| 15 | Note; Care must be taken to ensure that the maximum lifting loads of all plant and equipment is not exceeded - if in doubt stop working and report your concerns to the works supervisor. |
|  |  |
| *Stage 7 - Temporary Reinstatement*  |
| Step | Activity |
| 1 | Place 'pot end' cable joint in foundation service duct. |
| 2 | Fill service duct end with expanding foam. |
| 3 | Back fill with approved temporary re-instatement material to a depth of 50mm below ground level. |
| 4 | Backfill to ground level with Macadam and tamper. |

### Before Leaving Site

## On completion of the works or end of each shift, ensure that all plant, equipment and surplus materials\waste are removed from site.

## We acknowledge that all traffic management will be provided by others we will however check any traffic management and guarding that remains is site set-up and is still appropriate and that signs, lighting and guarding have not moved, become damaged or dirty during activity.

## If traffic management and guarding remains unattended ensure clients works supervisor is notified.

## Confirm works complete or end of shift to works client supervisor and/or client contact.

### After Leaving Site

## On completion of the works or end of each shift, return all site records and quality information to works supervisor as described in section 7 below.

# Site Records & Quality Documentation

## The following inspection check sheets and quality documentation must be completed by the operatives completing the works and handed in to the project supervisor at the end of each shift:

|  |  |  |  |
| --- | --- | --- | --- |
| Daily Site records | [x]  | Job pack (updated) | [x]  |
| Completed POWRA | [x]  |  | [ ]  |

# Activity Specific Risk Assessment

## The risk assessment that follows is specific to the activity detailed within this RAMS:

|  |
| --- |
| Activity: | Heritage Lighting Column Removal Method Statement | Issue Number:  | 1 | Revision Number: | A |
| Author: | JMcCann | Date Issued: | February 2018 |
| Hazards | At Risk | Risk Rating | Control Measures | Residual Risk Rating |
| S | L |  |  | S | L |  |
| Driving into or Striking Personnel, Plant or Adjacent Structures with machinery | OperativesStaffPublicEnvironment | 3 | 3 | H | Certificate of training achievement for all plant operators. Ensure equipment is operated in line with the manufacturers instructions. Ensure a Banksman is utilised for all operations. Ensure sufficient safe space is left around any working equipment, clear of pedestrian and vehicular traffic. | 3 | 1 | L |
| Falling from Working Platform | OperativesStaffPublicEnvironment | 3 | 3 | H | Certificate of training achievement for all plant operators. Ensure equipment is operated in line with the manufacturers instructions. Ensure Fall restraint harness and lanyard are worn and attached to the correct anchorage point within the bucket. Ensure that the fall restraint equipment is in good order and has no visible signs of damage or decay prior to use. Ensure safe working load stated on equipment is not exceeded. | 3 | 1 | L |
| Falling Materials/loads | OperativesStaffPublicEnvironment | 3 | 3 | H | Ensure sufficient safe space is left around any working equipment, clear of pedestrian and vehicular traffic. Use correct lifting equipment for task. Ensure Protective Helmet and Safety Footwear are worn at all times. | 3 | 1 | L |
| Overturning vehicle due to overloading or overreaching | OperativesStaffPublicEnvironment | 3 | 3 | H | Ensure equipment is operated in line with the manufacturers instructions. Correct use of out riggers and appropriate size mats for relevant ground conditions. Ensure ground conditions are suitable before locating lifting equipment i.e. away from trenches, manhole covers, cellar accesses etc. Ensure safe working load of equipment is not exceeded. | 3 | 1 | L |
| Contact with underground Services, Electrocution – Explosion | OperativesStaffPublicEnvironment | 3 | 3 | H | Wherever possible obtain local plans, services drawings or other suitable information for all buried services for the area prior to starting any excavation work. The area should be CAT Scanned by a competent operative in conjunction with the above information. Mechanical excavation should not be undertaken until trial holes have been dug and services revealed or eliminated. Mechanical excavations may then take place but under the guidance of a Banksman acting as lookout for buried services. All excavations should be carried out in line with HSG47 – Avoiding Dangers from Underground Services. | 3 | 1 | L |
| Sparks from cutting operation starting localised fire | OperativesStaffPublicEnvironment | 3 | 3 | H | Where possible remove all flammable materials and substances from the area. Where this is not possible protect flammable items from the sparks using screens. Always ensure firefighting equipment is available and operation is overlooked by a competent person. | 3 | 1 | L |
| Being Struck by Passing Traffic | OperativesStaffPublicEnvironment | 3 | 3 | H | Ensure suitable and sufficient Traffic Management is established and a safe working area for equipment to operate within is maintained with suitable advance signing for approaching traffic. Operators must not allow equipment to leave the safe working area. All plant should be clearly visible with the use of flashing beacons and signage. All operatives must wear High Visibility Clothing to BS 471 Class 3. | 3 | 1 | L |
| Working with Hazardous Substances | OperativesStaffPublicEnvironment | 2 | 2 | M | Ensure Manufacturers MSDS or COSHH assessment Sheets are available for all substances used. Always follow the manufacturers recommendations and wear the correct PPE where required. | 2 | 1 | L |
| Use of hand tools | OperativesStaffPublicEnvironment | 2 | 2 | M | Ensure that all hand tools used to undertake the task are of good quality, good condition and suitable for the task. Do not improvise. Use the correct tool for the task. | 2 | 1 | L |
| Slips, Trips, Falls and Personnel Injury | OperativesStaffPublicEnvironment | 2 | 2 | M | Ensure the workplace is kept clean and tidy. Ensure all excavations or chambers that are left open are adequately guarded and warning signs erected. Ensure Safety footwear, Safety helmet and any other appropriate personnel protective equipment that is required is worn at all times. | 2 | 1 | L |
| General Note. This risk assessment can only be approved for site use when a competent person having taken into account relevant site conditions has verified its suitability. Any additional hazards and control measures found necessary are to be recorded below and the form signed as evidence that a site assessment has been carried out. |
|  |  |  |  |  |  |  |  |  |
| Approved for use on:  | METHOD STATEMENT No. |  |
| Date: |  | Signed: | J. McCann & Co (Nottm) Ltd |

# Risk Assessment Guidance

## Give the Risk Assessment the same number as the method statement reference number.

## Identify the activity to be assessed.

## List the hazards associated with the activity (a hazard being the ability to cause harm). Consider the people / equipment / materials / workplace and the effect on the environment. (Noise, vibration, dust, underground and overhead services etc. etc.).

## Identify the people directly and indirectly at risk i.e. operator, other team members, the environment or members of the public.

## Assess the risk likely to arise from the hazard before applying control measures by multiplying the likelihood (L) of the hazard occurring by the severity (S) of the consequences of it did occur, this will result in a value of 1 to 9 and allow the risk to be classified as Low, Medium or High. To facilitate in the determination of these categories, the table below is offered as a guide:

Yellow = Low (L) / Orange = Medium (M) / Red = High (H)

|  |
| --- |
| Severity of the consequences (S) |
| Likelihood (L) | Slightly harmful (1) | Moderately harmful (2) | Extremely harmful (3) |
| Unlikely (1) | (1) Trivial | (2) Acceptable | (3) Moderate |
| Likely (2) | (2) Acceptable | (4) Substantial | (6) Substantial |
| Highly likely (3) | (3) Moderate | (6) Substantial | (9) Intolerable |
| Risk rating | 1, 2 and 3 = LOW | 4 and 6 = MEDIUM | 9 = HIGH |

## Detail the control measures necessary to either eliminate the hazard or to control risks that cannot be avoided. Consider training, safe working procedures, Permits to Work, limitation of exposure, tools and equipment, traffic management, protection of the public and personal protective equipment.

## Re-assess the risk rating, taking into account the planned control measures, this should result in a reduction of the initial risk rating.

## The information contained in this Risk Assessment and the accompanying Safe Working Procedure must be conveyed to the crews carrying out the work.

|  |
| --- |
|  |
| Client:  |
| Contract:  |
|  |
| Activity: | Heritage lighting column removal (Tottenham Court Road, London) |
| Reverence Number: |  |
| Issue: |  | Revision:  |  |
|  |
| N.B. – Signing of this form constitutes a declaration that you have fully understood the contents of the briefing given |
| Name (Print) | Signature | Date |
|  |  |  |
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|  |  |  |
|  |  |  |
| I, the undersigned, declare that I have briefed the above \_\_\_ (No.) personnel on the briefing as stated |
| Name (Print): |  | Signature: |  |
| Position: |  | Date: |  |
|  |
| When completed, please forward a copy of this document to the Principal Contractor |

Please do not write on the reverse of this form – use additional forms if required.

Copy of the signed RAMS to be retained on site by the operatives completing the works!