**health, safety & environment Method Statement**

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| **Client:** | | | **LB Camden Council** | | **Method Statement Ref. No:** | | | MS.5622 | | |
| **Sub-Contractor:** | | | **Metalcraft (Tottenham) Ltd** | | **Method Statement Rev No:** | | | 0 | | |
| **Work Location:** | | | **Holly Hill, Camden** | | | |  | | | |
| **Work Scope Task(s)**  **(Brief Description):** | | | Removal of existing Bow Top Panels and Reburbishment & Replacement of new panels | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Revision Control** | |  | |  |  |  | |  | | | **Revision No** | **Nature of the revision** | |  | |  | | | | | | Name | | Signature | | Date | | C1 | First Draft | | Prepared by: | | Oliver Kirke | |  | | 11/7/2019 | | Checked by: | | Lee Dean | |  | | 11/07/2019 | | C2 | Client Comments | | Prepared by: | |  | |  | |  | | Checked by: | |  | |  | |  | | | | | | | | | | | |
|  | | | | | | | | | | |
| **ACCEPTANCE** | | | | | | | | | | |
| Responsible Manager (Project Manager, Site Manager, Senior Engineer only) | | | | | | | | | | |
| **Name:** | |  | | **Signature:** | |  | | | **Date:** |  |
| **Previous approval statement:** | | | | | | | | | | |
| **MS + RA CHECK (To be carried out at work commencement by Site Manager / supervisor)** | | | | | | | | | | |
| The operations covered by this risk assessment / method statement have been checked on site and given the following status: (select one only): | | | | | | | | | | |
| **A** |  | **Accepted for operations to continue** | | | | | | | | |
| **B** |  | **Comments made and incorporated. Operations may Proceed** | | | | | | | | |
| **C** |  | **Addendum or revised method statement required for acceptance. Operations to cease** | | | | | | | | |
| **Name:** | |  | | **Signature:** | |  | | | **Date:** |  |

Check to ensure that this method statement is a quality document.

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| --- | --- | --- | --- |
| Check | Producer | Date | Client check |
| Is the method statement complete and in order? Are all the referenced appendices included, and all the required information contained within them? |  |  |  |
| Are the risk assessments signed by the appropriate person? |  |  |  |
| Are the revision numbers and method statement references correct in the header? |  |  |  |
| If required, has the WRF been completed in full and the method statement reference number and revision status been included? |  |  |  |
| Has this method statement been submitted before? If yes, write details in the “Previous approval statement” on the front cover |  |  |  |

Now sign the front cover in the correct place

**SITE SPECIFIC CHECK LIST (tick box as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Have Operational interfaces been assessed? | Yes |  | No |  |
| Does this work take place in a public area of infrastructure? | Yes |  | No |  |
| Have all interfaces with site activities been assessed | Yes |  | No |  |
| Do these works involve interface with roads, pavements or other public areas? | Yes |  | No |  |
| 2 | Do these works involve working at height?  Has adequate access provision being made? Scaffold, Mobile Towers/MEWPS? | Yes |  | No |  |
| Yes |  | No |  |
| 3 | Do these works involve working near / over water? | Yes |  | No |  |
| 4 | Do these works involve excavation? | Yes |  | No |  |
| Have utilities been identified from site information | Yes |  | No |  |
| Is a permit to dig in place? | Yes |  | No |  |
| Is Archaeological supervision required during these excavations? | Yes |  | No |  |
| 5 | Have risk, manual handling and PPE assessments been carried out  for all tasks?  Have all risks been reduced? | Yes |  | No |  |
| Yes |  | No |  |
| 6 | Does this work involve ‘hot works’?  Is a ‘hot works’ permit in place? | Yes |  | No |  |
| Yes |  | No |  |
| 7 | Have COSHH Assessments been carried out for all Biological Hazards,  Chemicals, and Materials? | Yes |  | No |  |
|  |  |  |  |
| 8 | Have the significant environmental issues been addressed? | Yes |  | No |  |
| Are there any contaminated land issues? | Yes |  | No |  |
| Ecological issues – are any controlled species present, Japanese Knotweed, Giant Hogweed? | Yes |  | No |  |
| Is a plan in place to control Noise and dust, and the work being carried out during permissible hours? | Yes |  | No |  |
| Are there any issues relating to groundwater contamination / surface run-off? | Yes |  | No |  |
| 9 | Lifting Operations required?  If yes has a separate Lifting Operations Plan with Sketches and Risk Assessment been attached? | Yes |  | No |  |
| Yes |  | No |  |
| 10 | Are Emergency, contingency and rescue plans in place? | Yes |  | No |  |

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4. **Scope of works**

**Removal of existing Bow Top Panels and Reburbishment & Replacement of new panels**

This method statement and associated risk assessments covers all aspects of the installation, covering all items inclusive of deliveries and covering all aspects with regards to the equipment and materials.

Work will commence on the …………………………….

For the installation Methodology & Sequence, please see the Task Briefing & safe system of work, along with operational Risk assessments & COSHH sheets.

## Labour Force & Competency

The workforce and required competency envisaged for this section of work shall be structured but not limited to, the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Sub-contractor | Trade | Competency | Number of each |
| Metalcraft | Project Manager  O.Kirke | Site Inducted/ CSCS  IOSH | 1 |
| Metalcraft | Site Supervisor | Site Inducted/ CSCS | 1 |
| Metalcraft | Erectors / Fitters | Site Inducted/ CSCS | 2 |
| Metalcraft | Labourers | Site Inducted/ CSCS , | 1 |

## Training

Prior to works commencing, the Supervisor will brief all operatives on the content of the method statement, COSHH and risk assessments, PPE requirements and drugs & alcohol policy.

All relevant H&S Site Regulations will be respected – 5 point PPE will be worn at all times**,** all our operatives will wear a high-visibility vest and hard hat with Metalcraft logo to help identify the contractor.

1. **Access & Egress**

Site deliveries to be between 0730hrs and 1600hrs unless arranged with the client.

## Plant, Equipment & Portable Tools

**Plant**

Hand tools

110v power tools

Petrol Generator

**Temporary power and lighting**

Specific task lighting will not be required as work will be taking place during daylight hours.

**Portable tools and equipment**

All hand tools to be used must be checked for suitability prior to use and checked for damage and wear on a daily basis. All electrical equipment must be 110v only, and must have valid PAT certification. Visual condition checks must be carried out on all plant and equipment prior to use. A register of all tools in use on site must be kept on a daily basis.

**Use of Harnesses**

Operatives are to wear a full harness and clip on to scaffold if working over an open edge. Harnesses will be visually inspected daily, weekly and a monthly manufacturers check. Any operative using a safety harness will be trained accordingly.

## Lifting Operations

Any lifting or carrying of materials will be carried out manually and in accordance with the manual handling risk assessment. The need for specialist lifting equipment and lifting plans will not be necessary for this task.

## Permit to Work

Hot Works

All Metalcraft operatives will be aware of the increased risk of fire during hot work and are trained to deal with small fires using the appropriate fire extinguishing equipment. If a fire is too big to control the fire brigade will be called.

1. **Key Operational, Health & Safety Risks & Control Measures**

Works will take place on a public pavement. Operators must remain vigilent at all times and have signage and barriers in place where works are taking place. Where existing panels are removed, temporary barriers must be secured to the existing bollards.

Daily pre start tool box talks will take place with the site foreman to ensure all operatives are aware of any risks associated. At the end of each shift the area must be checked for any items that may cause problems during live working.

Manual handling techniques must be followed and the operatives must have taken manual handling courses prior to work commencing. Access and egress routes must be observed at all times.

Further risk assessments supplied in Appendix 1.

## Health & Safety

**COSHH**

Please see appendix 2, for COSHH assessments.

**Manual Handling**

Operatives will be briefed on safe manual handling techniques, however all loads to be handled will be placed as close as possible to the work face. Where ever practicable lifts will be mechanically lifted. All operatives must use manual handling techniques and have taken training in manual handling.

**Occupational Noise**

An assessment of the plant has been carried out and deemed to be within tolerances. However when any hammer drills or nut runners are being used ear protection must be worn at all times. All other items of work and the tools required to carry out the works are at this stage deemed to be within tolerance. However ongoing checks will take place and the situation reviewed on a regular basis.

**Personal Protective Equipment (PPE)**

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| **MANDATORY PPE** | **EQUIPMENT REFERENCE** |
| Hi visibility clothing | To EN471 Class 2 or 3 |
| Safety head protection | Safety helmet to EN397 |
| Safety footwear | BS8170/ EN345/ EN346, 200 joules |
| Hand protection | Rigger gloves EN388, gloves EN420, barrier Cream EN420 |
| Eye protection | Impact resistant safety goggles |

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| **AS REQUIRED PPE** | **EQUIPMENT REFERENCE** |
| Hearing Protection | Ear muffs EN352-1, foam ear plugs BS3644-2 |
| Respiratory Protection | Disposable half mask APF20 |

**Safety Equipment**

All safety equipment, helmets, harnesses electrical tools etc. must be checked daily by the site supervisor to ensure that they are fit for purpose, that all certification is in date and correct and records kept on a weekly basis providing proof this has been complied with.

## Environmental Protection

**Ecological Protection**

No specific ecological protection is required during this work.

**Waste Management**

All packaging will be removed from site. Any dust or paint that has been removed will be swept up and disposed of correctly.

**Dust management**

Whilst cutting off existing panels minimal dust will be produced. However, fitters are still required to wear a suitable dust mask. Dust may contain silica which can be harmful to health, see risk assessment R19 for further information.

**Noise management**

All works will be undertaken during normal working hours using hand tools and as such no specific control measures are required.

## Accident / Emergency Procedures

**First aid arrangements**

Serious accidents should be attended to by emergency services. A first Aid kit is located in the site van. All accidents no matter how small must be reported to the Metalcraft site supervisor. All accidents must also be recorded in the accident book.

**Emergency Contact Numbers**

Project Manager - Oliver Kirke 07852602238

Project Manager - Lee Dean 07804515532

1. **Task Briefing - Methodology & Safe System of Work**

**Removal of existing Bow Top Panels and Reburbishment & Replacement of new panels**

1. All operatives must hold a current CSCS card covering each discipline. Copies of all relevant cards will be taken for record purposes before work commences.
2. The method statement and risk assessments will have been issued and read to all operatives prior to commencement on site and used as the first tool box talk. All operatives will thus sign appendix 3 confirming they have read and understand the methodology and the risks associated with working on this particular project.
3. Prior to any work commencing on a daily basis, a pre check of any changes to the site conditions will be taken by the site supervisor and any changes advised to the work force.
4. We will setup in preparation for commencing works, we will be using yellow 110V leads for the tools needed. All electrical equipment will be PAT tested and approved.
5. The existing bow top panels will be removed by first attempting to unbolt from the bollards, if this method doesn’t work because of a rust build up on the existing fixings, we will use a 4 ½” grinder to carefully cut the bolts off and remove the panels. Ensuring that we do not damage the existing bollards.
6. Once a panel is removed it must be replaced with a temporary plastic barrier, cable tied to the existing bollards.
7. Once all panels are removed and temporary barriers put in place they will be removed from site and sent for sandblasting and painting.
8. Using a wire brush and sand paper we will remove any of the existing paint from the bollards and handrail and paint with the Hempadur three coat system. Signage must be in place to warn the public of wet paint.
9. We will then return to site with the refurbished and new panels and gates and fix into place with M8 bolts, threaded into the existing bollards.
10. The site supervisor will ensure all elements of work are lined, levelled, all bolts checked, with any damage to finishes repaired to the approved procedure, and then the installation will be then be offered to the client for handover.
11. Metalcraft site supervisor will inspect the installation with the client. Ensuring that the client is satisfied with the installation, a client signature will be obtained on the handover sheet, and returned to the head office.

**Appendix 1. Operational Risk assessments**

Manual Handling See Risk Assessment R2

Portable Electrical Tools See Risk Assessment R3

Dust Control See Risk Assessment R5

Vibration See Risk Assessment R6

**Appendix 2. COSHH data sheets**

**COSHH ASSESSMENT – 003 ABRASIVE DISCS**

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| **PROCESS:** Use of abrasive Disc on Metal |
| **TRADE NAME:** Various Grinding and Finishing equipment |
| **RISK TO HEALTH & HAZARDOUS CONTENT**  Classification Toxic (No) Corrosive (No) Irritant (yes)  Other: Highly flammable (flash point 27 degrees)  Exposure Route Skin (yes) Eyes (yes) Inhalation (No) Cuts etc (No)    Other: Do Not cut or grind items which have contained chemicals.  Degree of Risk: Minimal when using Precautions below.  Maximum Exposure / Limit / Occupational exposure standard |
| **APPROVED USES** – Cutting and Grinding, construction sites and workshop |
| **PRECAUTIONS**  Ventilation:- Good General Ventilation required. Ensure no source of solvents or fuels are  present  Protective equipment (to comply with appropriate British standards)  Goggle/Visor (yes) Gloves (yes) Overalls (yes) Respiratory (No)  Other No eating, drinking or smoking at the work place. |
| **OTHER APPLICABLE INFORMATION**  The fumes and gases from metals being cut or ground may create special problems. i.e Lead from paint, cadmium, zinc etc. Always use suitable respiratory protection. |
| **FIRST AID INFORMATION AND EMERGENCY ACTIONS**  Skin contact - Burns – Cool with water immediately and seek medical advice.  Fire – Before work commences seek Hot Works permit  Always have a fire extinguisher and fire blanket to hand |

**Appendix 3. Attendance Register**

**Register of those briefed on method statement**

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| **Operative Name** | **Signature** | **Date** |
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**Manual Handling Sheet 1 of 2**

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| **RISK ASSESSMENT R2** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **MANUAL HANDLING** | | **People at risk – Operators and Erectors** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| General Use – causing trapped fingers / hands  Manual Handling of components – causing sprains / strains to back, stomach, arms, etc.  Climbing onto trailers – slips / trips / falls – causing serious injuries.  Falling components (low level) – causing foot injuries.  Sharp edges/burrs on components – causing cuts and damage to hands  Unbundling of banded materials – causing cuts to body and hands. | H  M  M  M  H  M | PPE to be used. Personal vigilance required.  Eliminate manual handling of large components. Use correct lifting techniques. Refer to Manual Handling Assessment Charts max 25kg. Tool Box Talks on manual handling  Good working practice. Ensure safe footing. Never jump down from height.  PPE to be used Must be (Steel toe capped boots) also preferably steel plate sole.    Remove sharp edges before delivering to site. PPE to be used including mandatory hand and eye protection. Personal vigilance required.  Good working practice. PPE to be used. Use correct snips.  Mandatory hand and eye protection. | L  L  L  L  L  L |

**Manual Handling Sheet 2 of 2**

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| --- | --- | --- | --- |
| **RISK ASSESSMENT R2** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| Unbundling of banded materials – causing injuries / death if bundle falls open.  Foreign body in eye – causing damage to eye.  Stacked materials collapse – causing crushing injuries and death. | M  M  M | Good working practice. Hold bundle with crane slings whilst cutting banding if using crane. If not tie with rope / sling and slacken off once bands have been cut.  PPE to be used including mandatory hand and eye protection.  Good working practice. Stack materials as instructed. Use correct packers. | L  L  L |

**Portable Electrical Tools**

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| **RISK ASSESSMENT R3** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **PORTABLE ELECTRICALTOOLS** | | **People at risk – Operator and Erectors** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| Electricity | M | Reduce voltage used if possible. 110 volt only for use on site.  User to check condition of equipment and extension leads weekly for damage. Damaged equipment shall not be used.  Equipment and leads shall be inspected and tested at regular intervals. | L |

**Control of Dust**

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| **RISK ASSESSMENT R5** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **CONTROL OF DUST** | | **People at risk – Operators, Erectors and Passers by.** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| **Dust produced by localised drilling or cutting**  Drilling for bolt holes and cutting though minimal will produce particulates of dusts, mists and metal fumes that can all cause irritation to the nose, throat and upper respiratory tract. If particulate is very small (less than 5 microns) it can travel deep into the lungs and cause damage to lung tissue resulting in serious health problems. | M | PPE to be used. Face mask and goggles to be worn.  Where it is anticipated that the generation of dust mists are produced from his operations, a Tool Box Site Training will be conducted for the correct control of dust. | L |

**Health Risks From Hand Arm Vibration (HAV)**

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| **RISK ASSESSMENT R6** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **HEALTH RISKS FROM HAND ARM VIBRATION (HAV)** | | **People at risk – Operators, Erectors** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| HAV is vibration which reaches the hands when working with hand-held power tools or hand guided machinery or holding materials which are being processed by machinery. | H | Always wear correct P.P.E. equipment for machinery and tool – Eye, Ear & Hands.  Allow for good blood circulation: -  By keeping warm, wearing gloves – Circulation slows down when cold.  Exercise fingers improves blood flow  Use the right tool and use it correctly – ensure proper training and use of tool.  Do Not use more force than necessary  Avoid long periods – ( 40min and then a 20 min break = 1 Hour period or rotate)  Keep machine and tools in good condition ( service regularly – repair if damage occurs ASAP)  Log hours onto register | M - L |

**Disc Cutting & Abrasive Wheels**

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK ASSESSMENT R3** | | **RISK RATING :- High = H; Medium = M; Low = L** | |
| **Disc Cutting & Abrasive Wheels** | | **People at risk – Operators, Erectors, Passers by.** | |
| **HAZARD** | **RISK** | **PRECAUTION** | **RISK** |
| Bursting of Wheel or Disc  Contact with rotating wheel.  Eye Injury from flying particles  Noise  Inhalation of dust  Fire | L  M  L  L  L  M | Disc & Wheel checked for damage and correct type before use and fitting and only fitted by competent and appointed person. Working area to be tidy and on a firm level base.  Operators shall not apply undue pressure on the Disc/Wheel in use.  P.P.E. to be worn (Grinding goggles or full face shield)  Operator to ensure sparks is not directed at other personnel or materials that may be damaged or set alight.  P.P.E. to be worn (ear defenders where noise is excessive).  P.P.E. to be worn (mask over nose and mouth to be worn.  Hot works permit: Fire extinguisher at hand. Area of cutting / grinding to be checked for combustible materials | L  L  L  L  L  L |