

METHOD STATEMENT

FOR TIMOTAY LANDSCAPES LTD

ST Luke's CE School, Kidderpore Avenue, London, NW37SU

| Revision Number | Details | Date | Checked by | Approved by |
|-----------------|-----------------|------------|------------|-------------|
| 00 | Initial Release | 02/09/2019 | Joe Panter | Joe Panter |
| 01 | For Approval | 02/09/2019 | Joe Panter | Joe Panter |
| 02 | For Approval | | | |

Client: Jo Iwanickli, St Luke's CE School

Contract Number: 2019/000178

I acknowledge that I have been briefed and understand the attached Method Statement for the above-named Contract and will comply with the requirements herein as appropriate.

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Scope of Works

1. Social Deck Area
2. Multi use games area and well being garden
3. Reception play area

1.0 Prior to Commencement:

- 1.1 Provide at least three days notice of intention to carry out works and detail area of site work to be carried out.
- 1.2 Arrangements will be made for all personnel to undergo a specific site induction.
- 1.3 Obtain Permit if required from the site manager
- 1.4 Any protection necessary i.e.: Possessions, Isolations etc to be arranged by the site manager. The Company supervisor shall accept the protection and adhere to the procedures that are put in place.

2.0 Labour Force

- 2.1 The labour force required to undertake these works shall be:
Safety trained staff individual will be confirmed closer to commencement of work.

3.0 Duration of Works

- 3.1 Week commencing 09/09/2019 from approx 7:30am to 5:00pm Monday to Friday, with prior arrangement Saturday.
- 3.2 Up to 5 operatives will be undertaking the work with on average 37 hours per week per operative
- 3.2 The completion criteria shall be the completion of the specific areas to be handed back to site management in phases as appropriate, and the signing off the Permit to Work if issued.

4.0 Training

- 4.1 Training Certificates: - All trades used in the execution of these works will have been suitably trained for the specific task or chaperoned (on site trained).
- 4.2 Arrangements for tool-box talks:
Tool box talks will be undertaken at the commencement of the work and on a regular basis as necessary
- 4.3 All training has been and will be carried out by the appropriate authorised bodies/persons.
- 4.4 The frequency of training will be as appropriate to this particular contract.

5.0 Portable Tools

- 5.1 Portable tools (other than hand tools) will be 110-volt powered tools and will be inspected and passed fit for use (i.e. PAT tested) prior to commencement of work.

6.0 Mechanical Plant

- 6.1 All mechanical plant i.e. 360 degree tracked excavators, Wheeled skip-loaders and dumpers will be in good working order and compliant with current safety regulations (i.e. ROPS)

7.0 Protection of Assets

- 7.1 Before any excavation by hand or mechanical means, the uses of a cable avoidance tool marking where appropriate any detectable buried services.
- 7.2 Strict controls will be in force to ensure that transportation and installation of materials will not encroach upon or cause damage to any/all adjacent equipment/ assets.

8.0 Materials

- 8.1 All materials used in this contract comply with British Standards

9.0 Temporary Works

- 9.1 This will be protection of existing surfaces where appropriate using plastic membrane and exterior ply.
- 9.2 Making a temporary access by opening a section of the existing fence, using site fencing secured appropriately.

10.0 Working at Heights

- 10.1 The use of a mobile scaffold tower and step ladders will be used. Operatives to hold a valid PASMA certificate of competency and step ladders will be secured at all times when in use.

11.0 Work Permit and Licences

- 11.1 Not required

12.0 Temporary Lighting and Power

- 12.1 Not required. Power will be transferred to 110v

13.0 Control of Work with Hazardous Substances and Processes

- 13.1 Details of hazardous substances etc COSHH assessments and include within Appendix II.

14.0 Emergency Procedures

- 14.1 Emergency procedures will be as briefed by the depot during the site safety induction. A standard First Aid Kit is available on site and Accident Record Book is held by the **Site Foreman** in **H&S file**. Site specific first aid and accident reporting will be as detailed during the depot induction.

- 14.2 In the event of a serious accident/ injury, the **nearest A&E facilities** are located at Royal Free hospital, Pond Street, London, NW3 2QG

15.0 Fire

- 15.1 If a fire breaks out contact will be made with St Luke's CE School and 999 If Necessary.

16.0 Excavations

- 16.1 Minimal trench work (approx. 500mm deep), which will be banked & fenced off accordingly.

17.0 Personal Protective Equipment

- 17.1 All staff to wear hi-visibility jackets whilst on or near mechanical plant equipment, safety foot-wear, gloves and PPE as set out in individual risk assessments

18.0 RIDDOR

- 18.1 All accidents are reported to HSE if deemed appropriate. Then the company would complete accident report forms, which will be forwarded to appropriate individuals.

19.0 Housekeeping & Waste Disposal

- 19.1 All materials not in use will be kept in the designated storage area.
- 19.2 All tools and equipment etc. will be removed from site to a designated place of storage at the end of each day.
- 19.3 All unwanted materials waste etc. will be removed from site as work proceeds and upon completion of the works clear away all rubbish and surplus materials and leave the site clean, tidy and safe.
- 19.4 Waste products shall be disposed of in accordance with current regulation & the site-specific waste management plan.

20.0 Access/ Egress to the Work

- 20.1 The Site Supervisor will ensure that access/egress to the work site be strictly in accordance with site procedures and subject to daily briefings as appropriate with site management.

21.0 Emergency Contacts & Procedures

- 21.1 If an emergency occurs contact will be made to the site manager Then our **Head Office on 01933 665151**

22.0 Transportation Arrangements

- 22.1 All materials will be delivered to site by road to the designated storage area and once the materials have been off-loaded the vehicles will leave site.
- 22.2 Liaison for all deliveries to site and designated storage area will be made with site management.
- 22.3 All site vehicles and delivery vehicles shall adhere to the site speed limits and parking arrangements

23.0 Signs and Notices

- 23.1 Warning signs and cones to create a safety zone will be placed around the working area. Whilst operatives are undertaking their work

24.0 Systems/Codes of Practice

- 24.1 Environmental and Safety Policy Statement attached

25.0 Welfare Facilities

- 25.1 Welfare facilities are supplied by us if not available on site. Careful consideration will need to be given to the position of facilities to give cleaning lorries space and not blocking access and egress to site.

26.0 Working Hours

- 26.1 No more than 70 hours will be worked in any 7-day period, no more than 13 consecutive days will be work

27.0 Safe System of Work

- 27.1 Site foremen / Site supervisor to book in with the Site manager prior to any work commencing. The site manager will give all personnel a site induction briefing, if appropriate to site. This will include:

| | |
|----------------------|------------------------|
| Fire | Emergency Procedures |
| Access/Egress Points | Site Husbandry |
| Accident Reporting | School Protection |
| First Aid | Drugs & Alcohol policy |

28.0 Quality Assurance

- 28.1 We work to high industry standards, as well as ISO 9001:2008 and 14001:2004

29.0 Task Specific Statements/Risk Assessments

29.1 All works have been identified within the safe working area and arranged by site management.

29.2 Permits to work where applicable to be issued by The Site Manager

29.3 Our company and St Lukes CE School will be strictly adhered to by all its employees at all times.

29.4 Hazards identified are: (See Risk Assessment Matrix Appendix I)

- Trips and slips
- Handling sharp objects
- Use of plant & machinery
- Working at heights
- Other contractors & School staff
- Use of hazardous substances
- Delivery of equipment & materials
- Mechanical lifting
- Working excessive hours
- Leptospirosis, needles,
- Manual handling
- Use of Portable tools & electrical equipment

APPENDIX I
RISK ASSESSMENTS
Date: 02/09/2019

Review Date: 02/09/2020

Reviewed By: Tim Ellwood

| Hazard No. | Hazard | Consequence | Pre-control Risk rating | | | Control Measures | Residual Risk Rating | | |
|------------|-------------------------------------|---|-------------------------|---|-------|--|----------------------|---|-------|
| | | | F | x | C = R | | F | x | C = R |
| 1. | Use of plant and machinery | Injury to operators or persons who may come into contact with machinery or incorrectly strapped loads | 2 | 4 | 8 | Ensure that all staff operating machinery is competent and where necessary accredited. Ensure that machinery is in good working order and being operated within its design criteria. | 1 | 1 | 1 |
| 2. | Mechanical lifting | Injury to operators or persons who may come into contact with machinery or incorrectly strapped loads | 2 | 4 | 8 | Ensure that all staff operating machinery is competent and where necessary accredited. Ensure that machinery is in good working order and being operated within its design criteria. | 1 | 1 | 1 |
| 3. | Delivery of equipment and materials | Damage to property and injuries to persons by vehicles | 2 | 4 | 8 | Ensure controlled times for delivery of equipment/vehicles with supervision of all deliveries. Assessment to ensure all vehicles can gain safe access to site. Ensure structure is capable of supporting equipment/materials including vehicles and heavy plant. | 1 | 2 | 2 |
| 4. | Manual handling | Personal injury due to strains, rupture and trapping | 3 | 3 | 9 | Manual handling regulations to be applied at all times. Use of mechanical means of lifting where possible. Team lifting. | 1 | 1 | 1 |

| | | | | | | | | | |
|-----|--|--|---|---|----|---|---|---|---|
| 5. | Use of portable tools and electrical equipment | Personal injury including cuts, damage to eyes, electric shock and burns. | 3 | 3 | 9 | Appropriate PPE to be worn at all times All tools to be maintained regularly Guards, where fitted, to be kept in place Regular electric (PAT) testing to be carried out | 1 | 2 | 2 |
| 6. | Working excessive hours | Injuries/damage caused by lapses of concentration due to tiredness | 3 | 3 | 9 | Compliance with project requirements Monitoring of hours worked | 0 | 0 | 0 |
| 7. | Excessive noise | Long term damage to hearing. Disruption to client and passers by | 2 | 4 | 8 | Reduced operating times of excessively noisy machinery. PPE Ear defenders to be worn at all times whilst operating or working in close proximity | 1 | 1 | 1 |
| 8. | Vibration | Long term damage leading to Vibration white finger | 3 | 3 | 9 | Rotate the task between the team, Avoid gripping the tool too tightly. Reduce duration of use with regular breaks | 1 | 1 | 1 |
| 9. | Exposure to chemicals/substances | Over exposure can lead to Dermatitis | 2 | 4 | 8 | Where PPE specified highlighted on every substance. Use barrier cream to skin where contact can be made | 1 | 1 | 1 |
| 10. | Leptospirosis, needles and sewage in the work area | Contamination, hazard to health | 2 | 4 | 8 | Care when working, use observation and wash hands prior to eating, drinking and smoking Leptospirosis cards to be carried on site Appropriate PPE to be worn | 1 | 1 | 1 |
| 11. | Other contractors and School staff in work place | Increased level of risk Designated areas breached Getting in each others way | 2 | 4 | 8 | School instructions to be adhered to at all times Competent supervision at all times Never stray from cordoned off work area Use authorised walking routes to and from workplace | 1 | 1 | 1 |
| 12. | Use of hazardous substances | Acute and chronic effects to health Environment effects | 3 | 4 | 12 | Ensure COSHH assessments are available to all employees and kept on site Always wear appropriate PPE Always ensure correct storage and disposal | 1 | 1 | 1 |

| | | | | | | | | | |
|-----|--------------------------|---------------------------------------|---|---|----|---|---|---|---|
| 13. | Working at height | Injury to persons | 3 | 5 | 15 | Work at height to be undertaken from tower scaffold only erected by trained and certified persons. Tower to be suitably braced and tied to prevent toppling. | 1 | 1 | 1 |
| 14. | Handling sharp objects | Cuts to operatives | 3 | 3 | 9 | Gloves to be worn when handling materials | 1 | 2 | 2 |
| 15. | Trips/slips at work site | Accidents, abrasions, possible breaks | 3 | 4 | 12 | All ground trip and slip hazards to be removed prior to commencing on site. Walking routes to be maintained at all times | 1 | 2 | 2 |

F – Frequency (0=Never, 5=Always) C – Consequence (0=Minor, 5=Major/Fatality) R – Risk Rating (<5=Acceptable, >5=Un-acceptable)

| RISK ASSESSMENT DATE | CARRIED OUT BY | REVIEW DATE | RESIDUAL RISK ACCEPTED BY |
|-----------------------------|-----------------------|--------------------|----------------------------------|
| 02/09/2019 | Joe Panter | 02/09/2020 | |
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