

Client: Firmitas D&B		Project Name: Ferdinand Place		Work Contractor: Belbridge Structure Ltd.		REFERENCE:	TS001																														
Title: Repair Existing Drainage & Reinststate Block Paving						Revision:	'0'																														
						Date:	10.03.22																														
Operation: <ul style="list-style-type: none"> Lift Existing Paving Slabs and Relay 		PPE required or define special:		Resources, Certified Skills & Competencies: <ul style="list-style-type: none"> Competent Supervisor– CSCS/SSTS Competent Ground-worker CSCS Competent Banksman 		Plant and Equipment: <ul style="list-style-type: none"> Disc Cutter/ Clipper Saw/ Guillotine cutter Compaction Plates Rakes, Shovels and Wheelbarrows Petrol Cut Off Saw 																															
Start Date: As per construction programme Duration: As per construction programme Location: Ferdinand Place		<table border="1"> <tr> <td>Safety Helmet</td> <td>✓</td> <td>BS EN 397</td> </tr> <tr> <td>Protective Footwear</td> <td>✓</td> <td>BS EN 346</td> </tr> <tr> <td>High Visibility Clothing</td> <td>✓</td> <td>BS EN 471</td> </tr> <tr> <td>Face Respirator</td> <td></td> <td></td> </tr> <tr> <td>Hand Protection</td> <td>✓</td> <td>BS 1651</td> </tr> <tr> <td>Eye Protection</td> <td>✓</td> <td>BS EN 166</td> </tr> <tr> <td>Hearing Protection</td> <td>✓</td> <td>BS EN 352</td> </tr> <tr> <td>Overalls</td> <td></td> <td>BS EN 175</td> </tr> <tr> <td>Body Harness</td> <td></td> <td>BS EN 361</td> </tr> <tr> <td>Other?</td> <td></td> <td></td> </tr> </table>		Safety Helmet	✓	BS EN 397	Protective Footwear	✓	BS EN 346	High Visibility Clothing	✓	BS EN 471	Face Respirator			Hand Protection	✓	BS 1651	Eye Protection	✓	BS EN 166	Hearing Protection	✓	BS EN 352	Overalls		BS EN 175	Body Harness		BS EN 361	Other?			Sub- Contractor Work Element: <ul style="list-style-type: none"> N/A 		Materials: <ul style="list-style-type: none"> Slabs Materials Crushed Stone Sand 	
Safety Helmet	✓	BS EN 397																																			
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Prepared by: Ross Gaffney Contracts Manager TBC Tel: Project Manager: TBC Tel: Site Supervisor: TBC Tel: TBC H&S Manager Russ Ducksbury Tel:		Special Training: <ul style="list-style-type: none"> N/A 		General. Task, Environmental & Public Risks: <ul style="list-style-type: none"> Noise (site work restrictions) Fuel/Oil Spillage (during refuelling etc.) 		Inspection & Permits: <ul style="list-style-type: none"> Permit to Excavate Line and level 																															
To be issued to: All involved in the work and Firmitas D&B Contractors Authorised to update/amend: Contract Manager, Project Site Management & H&S Department.				Monitoring & Compliance: <ul style="list-style-type: none"> General Supervision/Monitoring 		Technical & Reference Documents: <ul style="list-style-type: none"> Construction Drawings HAVS Procedure 																															

Planning & Method Statement:

Scope of Works: The following works will be carried out;

1. Mobilisation of tools and equipment
2. Carefully Remove Existing Paving Slabs
3. Reinstall Existing Paving slabs
4. Clearance & handover to follow on trades construction activities

1. Mobilisation of Tools and Equipment to Site:

- As material storage and handling will be major activities on site precautions will be put in place to prevent the following:
 - Fall of materials
 - Falls of persons
 - Vehicle incidents
 - Mechanical and manual handling issues
- Operatives will receive a site-specific induction and before any works commence a 'Task Sheet and Risk Assessment' briefing will be conducted by the site management
- Operatives will confirm their understanding by signing the briefing register attached at the end of this task sheet
- A copy of all training / competency cards will be obtained with a copy submitted to the Glenwood Contractors site representative along with the briefing record
- Work tools, equipment and material delivered to site on an as required basis and unload at agreed location as close as possible to the work area
- The site logistics plan will clearly outline the materials handling and storage strategy which will be reviewed monthly and be followed at all times
- The flatbed delivery vehicle will be fitted with guardrails. Where this is not possible, the Combisafe Loading System will be used with full body safety harness and inertia reel or a soft landing system will be provided and used.
- The material will be lifted from the delivery vehicle using the attached lifting device. A competent Slinger / Signaller will sling the load using certified lifting chains. Communication is maintained between the Hiab and the Slinger / Signaller by use of hand signals.
- All materials will be stored on timber bites (or similar) in the designated storage area. The storage area will be kept tidy at all times, with clear access to materials.
- Only trained & competent persons taking part in the loading / off loading / material distribution operations should be allowed in the area.

2. Remove Existing Paving Slabs

- Areas are to be segregated as shown in drawing
- Operatives will carefully remove the existing paving and store it in a designated area. All cut and damaged block paving will be removed from site in 8yard skip lorries.
- Supervision – each sequence of work must be fully monitored and managed by the BBS site manager. Each operative will receive a specific briefing on the works to be carried out.

3. Cutting and Laying the Slabs

- Load out the slabs for easy handling,
- The laying course will be 50mm Sand.
- Start off laying the first row gently on the 50mm Bed and to the string line, lay the next one against the laid slab and continue until you have laid the bulk of the slabs.
- Where the slabs have to be cut in to the edges of the hard landscape area, mark up the slab and take to the Clipper Saw, disc cutter or guillotine cutter.
- If using the clipper saws or disc cutters then these have to be wet cut. The operatives need the abrasive wheels training if changing the wheels.
- Once cuts are done take the section and take it back to the paving and fit it in.
- Spread Jointing Sand across the slabs and use a compaction plate to give the slabs a final bedding in.
- Spread more quartzite gritstone again and sweep off filling in all joints.

4. Clearance & Handover to follow on Trades Construction Activities

- On completion of the area/section the tools and equipment will be removed from the area.
- Works will be inspected by a client representative and any additional remedial works to will be completed.
- On completion of all works the areas will be cleared of all remaining waste, equipment, tools and materials.
- Area will then be handed over to on follow on trades.

Signature for and on behalf of: Belbridge Structure Limited
Site Manager: Date: Engineer: Date:
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OPERATIVES TO WRITE THEIR NAMES ON THE BACK OF THE SHEET WHEN BRIEFED

Where Task or Process is changed for whatever reason – new TS/MS sheets must be produced and teams re-briefed to reflect task in hand.

						Job No:	Ref. No:
						Revision	Date:
Risk Assessment & Control Pro-forma <i>(To be completed by Belbridge Structure Ltd. in conjunction with the person supervising the work)</i>							
Contract: High Wycombe Retail Park		Activity (Task/Equipment): Repair Existing Drainage & Reinststate Block Paving				Works Contractor: Belbridge Structures	
		Who affected:		Employee*	Site Personal*	Others*:	
No.	Significant Hazards	Potential for Harm			Control Measures	Residual Risk	Training / Certification Required
		High	Medium	Low			
1.	Cutting slabs		✓		Where ever possible cut slabs using wet cut methods or a guillotine cutter to eliminate dust. Goggle must be worn and PVC or rubber gloves.	L	Trained in abrasive wheel
			✓		If changing the Abrasive wheels then the men must be trained and competent.	L	
2	Noise		✓		-Only use effective, well maintained and silenced items of plant and equipment.	L	Noise assessments Instruction and Monitor
					- Ensure adequate supply of PPE.	L	
					- Carry out noise assessment for noisy operations when on site.	L	
					- Carry out noise assessment for noisy operations above 1 st action level.	L	
				- Where required Identify, erect signage and maintain ear protection zones.			
2.	Manual Handling*		✓		Ensure when lifting component that the weights are within 25kg or individual capability, or use mechanical lifting means Such as forklift to move the pallets of slabs.	L	Instruction/Information
	Hand Injuries			✓	Wear gloves when handing materials and equipment.	L	

3.	Personal injury	✓			Only trained and competent operatives to operate plant All equipment to be maintained in good order Correct PPE to be worn at all times Instructions/information on safe use to be given and followed by all users Supervisors regularly monitor work area	L	CPCS / CSCS / Instruction
	Slip trips and falls		✓		Maintain clear access routes and house -keeping arrangements at all times Ensure off cuts from pile breaking / trimming are cleared away periodically	L	Instruction
	Third Parties	✓			During excavation and installation of drainage / services 3 rd Party personnel to be excluded from the work area. Adequate edge protection and signage to be displayed	L	Instruction
4	Health Hazards – Weils Disease		✓		Provide and wear suitable PPE Maintain good hygiene practices, no eating, drinking or smoking in work area as per site rules. Wash hands and forearms thoroughly before eating.	L	Instruction/information
5	Underground Services	✓			-Obtain adequate service drawings from the principal contractor. - All existing services in the vicinity of and above the line of the excavation must be located prior to any digging proceeds. - Permit to excavate to implement before any excavation work is commenced controlled measures maintained. - CAT Scan ahead of excavator and ensure safe digging techniques are followed (only trained person to carry out CAT Scan). - Signal generator to be used for non-electrical services prior to any digging commences. - Hand dig to locate services no mechanical plant to be used within 0.5m of any know live services. - Services are to be clearing identified to all site personnel.	L L L L L L	Permit to Excavate Instruction and inspection

6	Moving Vehicles	✓			<ul style="list-style-type: none"> -Physical barrier demarcation (vehicle/pedestrians.) -High visibility clothing. -Banks man to guide all reversing vehicles. -Clear instructions to workforce. 	L L L L	Instruction and Inspection
7	Surcharging	✓			<ul style="list-style-type: none"> - All spoil to be located at least 1.5 meters away from the edge of the excavation. - The deeper the excavation the further the spoil heap should be located from the excavation edge, e.g. 3m deep, then the spoil is to be at least 3 meters back from the edge of the excavation. - Temporary support structures must be increased if the excavation is adjacent to buildings. - Vehicle routes must be planned so as to maintain a safe distance from the excavation edge at all times. - Avoid surcharging the ground adjacent to the excavation with plant, stored materials, spoil or foundation loads from existing structures in order to prevent the sides of the trench collapsing. - Where battering is used ensure the correct angles are maintained. 	L L L L L	Inspection and instruction
8.	Unstable structures	✓			<ul style="list-style-type: none"> - Trench will be constructed with a batter at a safe angle of stepped. -Proprietary trench support system must be put in place for all greater than 1.2m deep. 	L L	Instruction and inspection
9.	Lifting operations	✓			<ul style="list-style-type: none"> -Lifting plan. -Competent operatives. -Only certified equipment to be used. 	L L L	Instruction and inspection
10	Untidy work area/ access routes		✓		<ul style="list-style-type: none"> - Physical barrier demarcation (vehicles/ pedestrians). -High visibility clothing. -Maintain good housekeeping around work areas. -Clear instruction to workforce. 	L L L L	Instruction and inspection

Method Statement required:	YES [<input checked="" type="checkbox"/>]	NO [<input type="checkbox"/>]	Operatives / Staff carrying out operations will be: <ul style="list-style-type: none"> Informed of the contents of the assessment Instructed in safe working conditions Made aware of control measures Issued with protective equipment
Permit to work required:	YES [<input type="checkbox"/>]	NO [<input type="checkbox"/>]	
COSHH Assessment required:	YES [<input type="checkbox"/>]	NO [<input checked="" type="checkbox"/>]	
Noise Assessment required:	YES [<input type="checkbox"/>]	NO [<input checked="" type="checkbox"/>]	
Manual Handling Assessment required:	YES [<input checked="" type="checkbox"/>]	NO [<input type="checkbox"/>]	
HAV Assessment required:	YES [<input type="checkbox"/>]	NO [<input checked="" type="checkbox"/>]	
Type to be worn: Personal Protective Equipment: All the time: Hard Hats [EN397:1995], Safety footwear [EN20 345] Hi-Visibility clothing [EN471:1994] Goggles/Visor: Yes – (EN:166) Gloves: Yes - (EN:388) Overalls: Respirator/Mask: Ear Muff/plug: Other:			Signed: Date: (Person supervising the work) For and on behalf of:Belbridge Structure Limited Title / Position: Contracts Manager Assessment Prepared by: Ross Gaffney Date: 10.03.22

NB: If the Supervisor of the activity changes, this Risk Assessment will be deemed invalid until reviewed and signed

***Delete only if not applicable**

OPERATIVES TO WRITE THEIR NAMES ON THIS REGISTER WHEN BRIEFED

#	NAME	ROLE	DATE	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Communicated By: _____ (Belbridge Structures Site Management)