

Carefully examine your work place and identify what could cause harm to people.
Weigh up whether or not you have taken enough precautions
The aim is to make sure that NO-ONE gets hurt or becomes ill. Accidents and ill health can ruin lives.

METHOD STATEMENT – REINSTATEMENT

CLIENT	Clancy
PRINCIPAL CONTRACTOR	Clancy
LOCATION OF SITE	Bidbury Mead, Havant PO9 3JG
WHAT THREE WORDS	Access Location : winner.deck.will
WORKS REFERENCE	CD-BM-RS-1842-MS
SCOPE OF WORKS	Aerating and Overseeding of sports pitch measuring approx. 1500m2, following track removal.
STAFF REQUIREMENTS	1 – (Lone Working Policy in effect)
DOCUMENT WRITTEN BY:	Nicole Welch
DATE:	11.10.2023
VERSION:	01

CONTRACT MANAGER / SUPERVISORS FOR HEALTH & SAFETY CONTROL

INSTRUCTIONS: Lone working policy in effect, as stated in Prestart checks.

REMEMBER! This is a compulsory minimal staff level; number of operatives should be increased according to task and hazards

NAME	RESPONSIBILITIES	CONTACT NUMBER
Archie Montgomery	Contracts Manager	07885 914294
Nigel Gransden	Senior Team leader	07395 799834
	Plant Operative	
Paul Taylor	Contract Manager – Clancy Docwra	07884 473822

SITE SPECIFIC DETAILS

DURATION OF WORKS (Hrs / Days)	2 Days	START DATE	TBC
TREE PRESERVATION ORDER	N/A	LOW VOLTAGE <1kV	NO
CONSERVATION AREA	NO	HIGH VOLTAGE >1KV	NO
KNOWN BURIED SERVICE(S)?	NO	OVERHEAD SERVICES?	NO

CLIENT AUTHORISATION

ALL STAFF SAFETY INDUCTED	YES	ARBORICULTURE WATCHING BRIEF REQUIRED?	NO
HIGHWAY AUTHORITY PERMIT GRANTED	N/A	PROXIMITY PERMIT REQUIRED	NO
ECOLOGY WATCHING BRIEF REQUIRED	NO	PERMIT TO BREAK GROUND REQUIRED?	YES

KEY SITE HAZARDS & CONTROL MEASURES

SIGNIFICANT SITE HAZARDS (not covered in generic risk assessments)	CONTROL MEASURES (TO REDUCE RISK)	COMMENTS
Underground Services	Ensure that a Permit to Break Ground is in place prior to works commencing.	Please note Clancy to provide Permit to Dig and Line Searches.
Height Barrier	Clancy to arrange the height barrier to be unlocked prior to going on site.	

SAFE SYSTEM OF WORK RISK REGISTER

This document is limited in the fact that on-site scenarios may change/alter, which can, in turn, create a hazard or risk, as not identified within this document or the Risk assessment. A detailed point of works risk assessment (POWRA) must be completed at the start of each shift by the team leader and communicated verbally to all staff working on the site.

The team leader completing the POWRA should carefully review the area of work, noting all additional risk and control measures required to ensure the task can be completed in a safe manner. If a risk or the method of work changes outside of what is agreed upon within this document or the risk assessments, all work must stop until the project manager or site manager agree on a new method to reduce the risk.

The risk assessments highlighted below are based on industry best practices and guidance and outline the most common generic risks and control measures used in machine/labouring operations. They are considered most relevant, but not exclusive, to these works and will be followed by all operatives as standard practice. Copies of all generic risk assessments are included in all safety handbooks for reference.

All work will be carried out under strict supervision in accordance with MRF Contracting Ltd company policies, procedures and safe systems of working.

All members of the working team should be included in all briefings and be aware of all the works being undertaken in the vicinity of their works; we are a team, not an individual.

RISK ASSESSMENT NAME AND NUMBER

Tractor	MRF/RA006 v1

PROTECTING THIRD PARTIES AND PUBLIC

Care will be taken at all times to ensure that no hazards are posed to third parties, the public or trade contractors working in close proximity to MRF Contracting work activities.

Work in progress signs and, if required, physical barriers will be placed around the site informing of the works being undertaken.

At all times, staff must follow the safe company systems of work and associated site-specific risk assessment and ensure the area is clean and safe to work in and appropriate barriers and guards are erected where needed.

METHOD OF WORK

PRE-START CHECKS

- All operatives must have been inducted onto the site.
- Operative will be inducted by team leader on this method statement, safety procedures, associated generic risk assessments and the specific risks associated with the individual site as above.
- All site inductions and site-specific risk assessments (POWRA) will be recorded in writing and signed by operative.
- Operative will inspect the work area and report any concerns which they feel could make the area unsafe to work in.
- Operative is to wear appropriate PPE as detailed in the risk assessment(s), minimal standards apply.
 - High visibility top (long sleeve), high visibility trousers (long), gloves, eye protection, hard hat and steel toe caped lace up safety boots)
- Safety signage will be erected warning others of the works, these signs are to be spaced at the start and end of the daily working area and / or at any access points which could be used by third parties.
- Barriers may be required. All operatives to be visually aware of the surroundings for any unauthorised personnel entering the works area. barriers will be at the discretion of the site senior team leader.
- The Emergency RV point will be the compound.
- The emergency alarm for the site will verbal.
- All works are to be undertaken in a controlled / safe manner
- There is no time pressure on any staff to complete a task in a given time frame, SAFETY is the key driver.
- This site requires the lone working policy to be observed. The operative will call/message into the office or report

to manager every hour. If no contact has been received, then office/manager will get hold of operative. If no response vehicle trackers will be checked for movement. If machine is moving within site, try operative every 15 minutes until reached. If machine is not moving and there is no response from operative, then Manager needs to mobilise to site straight away.

- Please be aware of the site speed limits and adhere to them.
- Pre works photos are to be take and loaded onto Simpro.

- STOP – HOLD POINT –

Ensure a valid Permit to Break Ground is in place prior to works commencing

Ensure the area has been CAT scanned

SCOPE OF WORKS

- The Overseeding of sports pitch measuring approx. 1500m², following track removal.

AERATING

- Ground is to be moist enough before starting the aerating process.
- Solid lines are punched into the soil using Aerator to make holes of the same diameter as the tine and to specific depth. The tines should always be set to enter the soil vertically and exit vertically so that the profile is not lifted.



OVERSEEDING

- Put seed into seed tray and set the required quantity by adjusting the gearbox. Refer to overseeder manual for settings to get the correct amount per acre.
- Drive to starting point.
- While driving lower the machine carefully and in a controlled way until the seeding elements are cutting the ground. Maintaining speed from 2 to 5 miles per hour (3.2-5km/h), travel in as straight a line as possible without leaving any noticeable gaps between passes.
- To stop seeding decrease the speed to approx. 1.9mph, while driving, raise the machine out of the ground, go to the next place and start process again.
- Never drive backwards when the machine is in the ground.
- Sowing Rate 35g per m².
Field area is approx..1500m².



POST WORK CHECKS

- Ensure all materials and equipment are removed and that site is clear.
- Post work photos are to be taken and loaded onto Simpro.

This method statement is intended to be used in conjunction with the Point of Works risk assessments that form the company's 'safe systems of work'.

SITE DIRECTIONS

Access Location :winner.deck.will



SITE PHOTOGRAPHS

TBC

Welfare facilities

Local welfare facilities are to be used.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED BY ALL OPERATIVES ON SITE

All operatives are required to wear Personal Protective Equipment (PPE) whilst on site. The minimum requirement for this project:

First Aid team box

Safety boots – EN ISO 20345:2011

Safety helmet – EN 397

Hearing protection – EN 352-1

Gloves – EN 381-7

Eye protection – EN 1731 – mesh, EN 166 – safety glasses

High visibility vest or coat- conforming to BS EN471

High visibility trousers- conforming to BS EN471

A first aid kits will be accessible in each company vehicle. The size and capacity of this kit will be 3 operatives minimum.

DOCUMENTATION ON SITE

All operatives will hold the following documentation on arrival at site location

-  This Document
-  Point of Works Risk Assessment Sheet
-  COSHH Assessments
-  Risk Assessments

The Team Leader will also maintain any and all health and safety documentation given to him by the client's representative

PLANT AND EQUIPMENT USE REQUIREMENTS

Equipment to be used on this site:

• Redexim 1500 Speed Seeder inc. Tractor	• Drip Tray & Spill Kit
• Charterhouse 7416 Vertidrain inc. Tractor	• Fire Extinguisher
• Sports Pitch Seed – 80% PRG – 20% Strong CRF	• First Aid Kit

All plant and equipment will be checked before use and must hold lifting certificates.

Any plant or equipment failing daily checks or without a valid test certificate will be removed from service and securely stored for either repair or replacement. Only supervisors will have access to plant or equipment that has been removed from service to avoid uncontrolled access and use.

SAFE ACCESS / EGRESS TO THE SITE

Vehicles will not be parked in areas where they block any safe access / egress for emergency vehicles

ACCESS ROAD	YES	4 X 4 VEHICLE	YES
FOOT ACCESS ONLY	No	ACROSS FIELD / WOODLAND	Yes
CAR/VAN	No		

OPERATIVE TRAINING CERTIFICATION

The Team Leader is to ensure that no member of staff carries out any duties above and beyond his / her general competencies or undertakes tasks they are not trained to do.

MRF Contracting operatives must carry a copy of all industry related qualifications appropriate to the work being undertaken. This must be available at all times for inspection.

The minimum training requirement for this work are set out in the Risk assessments.

HAZARDOUS MATERIALS & SUBSTANCES

The following products will be on-site, ensure that all products have COSHH assessments included within the job pack.

SUBSTANCE / MATERIAL	CoSHH NO	ON SITE
Diesel	0001	Yes

FIRE PROCEDURES

- The team leader will be the appointed operative in fire procedures
- In the event of a fire, immediately raise the alarm by shouting **"FIRE, FIRE"** and notify the team leader on site
- If you are delegated to summon the Fire Brigade dial 999, ask for the Fire Service and give the full site address (as shown above)
- Emergency alarm on this site will be verbal. On hearing the alarm operatives will proceed immediately to the nearest fire assembly point which will be determined on the day of task and recorded on the Point of Works risk assessment emergency planning section.

On hearing the alarm **DO NOT** try to fight the fire or return to collect personal belongings. If you believe that a member of MRF Contracting staff is missing or still on the site, **DO NOT** return to the location, but **DO** inform a supervisor immediately or the emergency services on arrival to site.

EMERGENCY SERVICES & CONTACT NUMBERS

Emergencies involving company operatives will be dealt with by the company first aiders who are trained in first aid procedures or by emergency services depending on the response location and the emergency type.

If the situation / hazard poses a greater emergency to other staff, dial 999 and request the emergency services.

Give clear and precise information to the emergency services and the full site address. An operative should be instructed to make themselves clearly visible to the imminent arrival of the emergency services and clearly indicate the location of the incident.

In the event of a major accident or incident the company Health & Safety Director must be contacted within 2 hours of the incident occurring.

NEAREST ACCIDENT & EMERGENCY HOSPITAL:

Queen Alexandra Hospital (2.8miles)

Southwick Hill Road

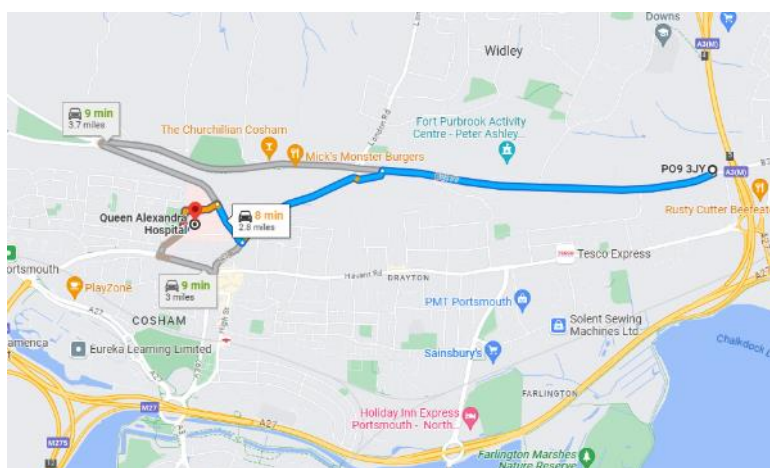
Cosham

Portsmouth

Hampshire

PO6 3LY

Tel: 023 9228 6000



WASTE MANAGEMENT

All waste or unused products must be returned to MRF Contracting yard and disposed off in the relevant waste bins as directed by MRF Contracting's waste disposal process.

ENVIRONMENTAL CONSIDERATIONS

FLORA / FAUNA	N	FUELS	Y	BIRDS & BATS	N	AMPHIBIANS	N
WATER	N	CHEMICALS	N	BADGERS	N	TREE PROTECTION	N

Before commencing work the team leader will carry out a point of works risk assessment

All operatives will be compliant to and guided by the company conservation and wildlife policy. Sites where wildlife habitats such as SSSI, County wildlife sites, bats roosts, badger sets, otters or any other protected sites are identified, all operatives will take every precaution, including stopping any further work, until such time as the site can be assessed by the clients qualified environmental professional.

All operatives will be mindful of possible hibernation bat roost sites and follow guidance from the bat conservation trust, Natural England and the Arboriculture and bats- a guide for practitioners Lantra technical awards.

In the event of a spill such as HFL's (diesel fuel) wherever possible and without taking risks to personal safety, MRF Contracting operatives will act immediately to identify the spill material and the associated hazards and precautions required. MRF Contracting operatives will stop the source of the spill if safe to do so. Contain the spill by using absorbent materials or by building a bunding / dam of earth or sand to divert and block the spill away from drains, watercourses and other sensitive areas. MRF Contracting will clean up and dispose of all contaminated materials in line with waste management guidelines.

RESPONSIBILITY FOR THIS DOCUMENT

The Team Leader is responsible for ensuring that all work is carried out in accordance with the company safe systems

of work, statutory requirements and industry best practice.

ALL OPERATIVES SHOULD, IRRESPECTIVE OF THIS METHOD STATEMENT AND RISK ASSESSMENT, READ AND UNDERSTAND THE SAFETY POLICIES AND SAFETY DOCUMENTS CONTAINED IN THE COMPANY SAFETY HANDBOOK AND FOLLOW ANY RECOMMENDED PROCEDURES AND PRACTICES CONTAINED WITHIN.

No variation to the detail of the final document must take place without prior advice to and discussion with the senior member of staff on site or client representative.

Any such variations must be formally recorded by both parties; significant variations may require the submission of a fully revised document to the client. Such variations must be formally recorded by both parties.

SITE MANGER - I confirm that I have verified this method statement and amended where necessary with the client's agreement. I have briefed the team of risks, controls, job plan, safe working methods and emergency procedures. I have briefed all safety requirements, and any other relevant information. I have detailed and re-briefed any amendments made.

NAME	SIGNATURE	DATE

TEAM MEMBERS - I confirm that I have been briefed and understood and/or have contributed to this Method Statement and will carry out works accordingly taking into consideration the appropriate control measures identified on this document and the associated generic Risk Assessments & Method Statements:

NAME	SIGNATURE	DATE