



## Method Statement

### Method Statement Details

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Method Statement Date   | 13/06/2022                                                                                                          |
| Method Statement Author | Sarah Riley                                                                                                         |
| Project/Contract        | L & S Landscaping and Reprofiling                                                                                   |
| Start Date              | July 2022                                                                                                           |
| Expected job duration   | 24 Weeks                                                                                                            |
| Client Contact          | Sarah Riley (07717 823 466)                                                                                         |
| Description             | Landscaping, Class 2C Drainage, Profiling<br>Hobby Close<br>Waterlooville<br>PO8 9AY<br>Hampshire<br>United Kingdom |
| Site Address            |                                                                                                                     |

### Signatures

|                 | Name        | Title          | Signature   | Date       |
|-----------------|-------------|----------------|-------------|------------|
| Document Author | Sarah Riley | Business Sales | Sarah Riley | 13/06/2022 |

### Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

### Emergency Contact Details

|                  |               |               |  |  |
|------------------|---------------|---------------|--|--|
| Name             | Steve Harman  | Sarah Riley   |  |  |
| Telephone Number | 07387 260 575 | 07717 823 466 |  |  |

### General Precautions

To be always observed by all staff, any deviation from these control procedures must be authorised by the site manager or safety representative.

#### Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site.

Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

#### First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

#### Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training.

Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that

are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

### **Material Handling**

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### **Personal Protective Equipment (PPE)**

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment. All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

### **Preparation & Induction**

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

### **Staff and Training**

The task will be carried out by staff from L&S Waste Management Ltd , all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

### **Tools and Electrical Equipment**

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

### **Welfare**

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and subcontractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

### **8 Point Lifting Plan (Mechanical Lifting)**

#### **1. Selection and Checking**

- a) Select Lifting Equipment that is appropriate to the load lifting requirements, e.g. weight capacity.
- b) Select appropriate lifting accessories (e.g. Chains, Dogs, etc.) as required.
- c) Ensure the lifting equipment won't damage the load and vice-versa.
- d) Ensure the load can be controlled during the lift (using tag lines / push sticks).
- e) Ensure that the Equipment and accessories are of adequate capacity to lift the load.
- f) The Equipment has undergone its daily inspection and is fit for purpose.
- g) Do not use - report damaged equipment immediately to your Supervisor.

#### **2. Co-Operate and Communicate**

- a) Only suitably trained persons should be selected to carry out signalling.
- b) Ensure that you have the authority to use the equipment and make the lift.
- c) Agree on the communication methods to be used (verbal, and or hand signals).
- d) The lift will not conflict with other activities occurring in the lift area or path.
- e) Ensure that the load route and walkways are clear, from the pick-up point to the drop off area.

#### **3. Position the Lifting Equipment correctly in relation to the load**

- a) Ensure there is adequate height / space for lift.
- b) Ensure the Lifting Equipment is positioned over / under the centre of gravity of the load.
- c) Ensure any mobile lifting equipment is set at the correct radius

#### **4. Attach the Lifting Equipment**

- a) Attach the Lifting Equipment, ensuring that all pieces are free to align correctly.
- b) Ensure all necessary lifting accessories are used in accordance with the manufacture guides
- c) Ensure you carry out lifting techniques detailed in operator training.

#### **5. Make a Trial Lift**

- a) Keep your fingers, toes and body in a safe position.
- b) Slowly lift the load just clear of the ground to check the equipment configuration is satisfactory.
- c) Ensure that the load is level and secure. If not, lower to the ground and reposition
- d) Do not touch the load or lifting accessories while suspended.

#### **6. Lift and Travel the Load**

- a) Lift the load and travel to the landing site,
- b) Carefully monitor the load along the planned route.
- c) Warn any people exposed to potential risks in the work area.
- d) Never take the load over the head of any persons and
- e) Never lift the load if anyone is standing in an unsafe position
- f) Never lift a person.
- g) Ensure sufficient clearance between the load and obstacles is maintained.
- h) Stop before taking load into roadways or over marked walkways
- i) Ensuring routes are clear

#### **7. Offer the Load into Final Position**

- a) At the landing site, make a trial landing to check the position of the packers/supports
- b) Ensure that the load is supported without trapping the lifting equipment.

#### **8. Remove Lifting Equipment and check**

- a) Remove the Lifting accessories and equipment from the load.
- b) Check the equipment for damage - report damage immediately to your Supervisor.

### **Code of Conduct – COVID-19**

#### **COVID-19 - Code of Conduct**

This code of conduct describes how the movement of people, plant and equipment will be managed during the COVID19 pandemic in order to keep L&S Waste Management Ltd, Clients, sub-contractors, customers and the public safe. This Code of conduct should be used in conjunction with other standard safety notices in this document.

#### **Communication with Other Workers on Site**

When working with other trades on site, operatives will make sure they are working with social distancing guidance. If this is not possible work should be stopped and discussed with L&S Waste Management

Limited on-site supervisor.

If operatives are feeling unwell, they will inform the L&S Waste Management Limited site supervisor who must inform the Site Manager before leaving the site

#### **Loading and Unloading**

The loading & unloading area should be restricted to authorised people. Signage should be erected to warn others of loading & unloading taking place. Steps should always be used to get on or off a delivery vehicle. Only authorised persons should be allowed in the work area, visitors must be warned of all vehicle movement and should be supervised at all times.

- Where practical, materials should be loaded/unloaded from vehicles and moved in storage areas by mechanical means where possible, forklift, crane or pallet truck (All equipment cleaned as per COVID-19 hygiene control advice).
- Manual handling of materials should only be undertaken if social distancing rules can be maintained.
- The banding/unbinding of materials or the loading/unloading of bins should be carried out by one person at a time or by a designated team.
- Operatives should not approach or congregate around material storage areas, bins or racks (Social distancing rules are maintained at all times).
- All yard operations must follow the same health and safety requirements (including 2.0m minimum social distancing rules) as for work on site.

#### **Personal Protective Equipment (PPE).**

Due to the ongoing COVID 19 Viral Pandemic, the following additional PPE may be required subject to the risk assessment or site rules.

- Disposable Latex Gloves.

The duration of close working will be kept to a minimum.

- Face Mask. (FFP2 minimum rating) Clear
- Full-Face Visor.

L&S Waste Management will provide all employees with Alcohol Hand Sanitizer and wipes which will be applied at regular intervals.

L&S Waste Management PPE and site standards will also be adhered to. These requirements will be highlighted on entry to the site.

#### **Travelling to Work**

When travelling at work or between offices, site, client's premises etc, L&S Waste Management Limited workers should travel alone where practical. Wherever possible workers should travel to the site alone using their own transport. If workers have no option but to share transport:

### **Driving at Work**

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
  - Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
  - Wherever possible drivers and passengers should maintain a distance of two metres and avoid touching their faces. The vehicle should be cleaned using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
  - Use hand cleaning facilities before entering and after getting out of the vehicle and at entrances and exits points wherever possible or
  - hand sanitiser if soap and water are not available.
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available.

### **Public Transport**

Where public transport is the only option for L&S Waste Management workers, this should be raised with the Site Manager, and we will consider, changing or staggering site hours to reduce congestion on public transport.

### **Plant and Equipment**

Where practical Plant, machinery and equipment on site must not be shared and should be used only by one person.

- Where different workers, operators or drivers must share the use of Plant, machinery and other equipment consideration must be made to working in dedicated teams.
- Common touchpoints, cabs, handles and all areas that are touched must be cleaned between use.
- Operators/Drivers should wear gloves and must avoid touching their face.
- Communication between operators, drivers, banksmen, and supervisors etc should take place in line with current social distancing guidance.

L&S Waste Management Workers should be allowed extra time or breaks to wash their hands and clean equipment where necessary.

### **Welfare**

L&S Waste Management Ltd workers will not travel to or attend work if any of the following apply.

- The recorded temperature of above 38°C (100.4°F).
- They have a consistent cough. loss of taste or smell.
- They have had a positive COVID-19 test.
- Anyone within their household has any of the above symptoms or has a positive COVID-19 test.

If any of the above apply you should make you immediate manager aware at the earliest opportunity.

- All workers will wash their hands for 20 seconds with water and soap when they are entering and leaving a site or use a sanitising hand wash/Sanitising Station.

### **Test and Trace**

L&S Waste Management Ltd will comply with current Government Guidance regarding Test and Trace.

In order to help minimise the onward spread of Covid-19, L&S Waste Management Limited may release your contact details and shift data to the NHS Test and Trace service where L&S Waste Management employees or subcontractors are identified as people who may have been in contact with the virus.

If there is more than one case of COVID-19 associated with the workplace, this information may be passed to PHE.

### **Contractor and Visitor Safety**

L&S Waste Management Limited will liaise with other contractors' staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

#### **Digging Out (Excavations)**

The area of excavations will first be checked for live services using cat scanners and plans where possible. Any existing services will be protected or moved as required. The holes will be either dug using an excavator or hand dug by two men using pick and shovel; the excavations will be dug to the required width and depth according to the plans. To prevent the potential for subsidence or collapse coffer dams will be used to support the sides where the depth exceeds 1.5 metres, a distance of approx 1.2 metres is left in situ and another section is dug out, the intermediate sections are not dug out until the back fill or concrete in the original excavations has been set for 48 hours.

#### **Electricity Safety (CAT Scan)**

Cat scans shall be carried out with a calibrated CAT tool to determine the location of any live services prior to carrying drilling etc, all live services shall be isolated or removed prior to starting work by authorised competent persons.

### **Emergency Information - L&S**

Nearest Accident and Emergency: 999

### **Excavation Safety**

On site dig permits may be required, refer to the site manager where applicable. No machines are allowed near the excavations to minimise the risk of collapse, all trenches will be protected from collapse with braced timber shuttering and sandbags, or coffer dams; the site foreman will ensure the safety of each excavation prior to allowing work. Barriers will be erected around all excavations. Access and egress to trenches will be via short timber ladders, all excavations will have a banksman on duty and an evacuation hoist on site whilst the trench is being worked. Occasionally water enters the excavations and this has to be cleared out by hand bailing, severe flooding may require the use of a pump. L&S Waste Management Limited staff are aware of the dangers of standing water and will take precautions to ensure contaminated water does not get onto the skin or enter the body. Good standards of hygiene will be maintained prior to eating, drinking, and clearing site. A fact sheet on Leptospirosis is provided and will be read by all staff and sub contractors under our control.

Excavation inspections should be made in accordance with the HSE 'Construction information sheet No 47 (rev1)'.

### **Excavation Safety (CAT Scan) -**

Prior to digging holes. If services are found L&S Waste Management Limited employees will stop work immediately and consult with client for further instruction.

Cat scans shall be carried out to determine the location of any live services prior to carrying out light excavations.

- No digging within 1m of known services without authorised permission.
- Insulated tools must be used when digging within 1m of known or suspected location of services.

### **Footpaths & Public area Safety**

Works should be scheduled with the Site Manager and L&S Waste Management Limited in an attempt to perform works when the presence of the public is at its least. L&S Waste Management Limited will pay due regard to the operations and will work to minimise disruption. All works should be cordoned and signed, and access limited to authorised persons only. All equipment and supplies are to be stowed away from public areas and never left unattended. Due care is to be paid to delivery and storage of items and use off plant and equipment in public areas and walkways, safe systems of work will be adopted to prevent any potential hazards.

Where plant and other equipment is being operated in public spaces approval must be sought from the Facility Manager and or authority for L&S Waste Management Limited committee member in his absence. In areas where operations may impinge on Public Highways or access routes discussions may be had with Local/Police authorities and any traffic control measures agreed will be duly implemented.

Barriers will be erected around the working area including the outreach area and these will be of a sufficient height to reflect the works that is to be undertaken. Suitable signage will be used to guide the general public around the working area and a Banksman will be employed to safely direct the movement of site traffic, operatives and the general public inside and outside the working area. Where applicable site lighting will be provided to illuminate the works areas.

For further information see: HSG151 Protecting the public

### **Machine Tools**

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be affected.

### **Site Access and Egress**

The principal contractor is responsible for providing safe access and egress to the site, L&S Waste Management staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. L&S Waste Management will be responsible for safe access and egress when you are the principal contractor. Access routes will be sign posted and barriers will be put in place where necessary.

### **Vehicle Safety**

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving, and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing.

**Coordination**

On site coordination will be with the maintenance manager martin roux to ensure works don't interfere with the play area

**CSCS**

All operatives working on site will have a CSCS card

**Dumper Use**

1. Dumpers are normally hired as and when required.
2. Dumpers may only be used by authorised operatives holding relevant Plant Operator's License. (CPCS A09, A56, A57)
3. A certificate of worthiness must be provided by the hire company before the equipment is used.
4. Daily checks will be carried out by the Operator on oil, water, tyres, lights, brakes, seat belt and Anti-roll bar, etc.
5. Any defect will be reported immediately and if appropriate the equipment will be taken out of use.
6. The dumper must be driven with caution taking notice of site personnel and general public.
7. Operator should be familiar with site conditions and identify any hazardous areas, .e.g. excavations, manholes, drains etc.
8. Warning beacons must be used when moving, seat belts must always be worn and a banksman present where visibility may be inadequate.
9. The driver must adhere to the traffic management plan.
10. A 5mph restriction is in place on site.
11. Do not drive on gradients in excess of those safe for the dumper (see manufacturer's instructions)
12. Only competent people to drive site dumpers
13. Ensure wheel stops at the edges of excavations, pits, spoil heaps etc to prevent site dumpers falling when tipping. Blocks must be positioned and anchored a sufficient distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse.
14. Ensure purpose-built platforms for regularly transported items, e.g. large drums
15. Follow safe systems of work at all times
16. Do not operate the site dumper's controls unless seated on the driving seat
17. Do not carry passengers unless purpose-built seats are provided
18. Manoeuvre carefully on sloping ground
19. Drive at appropriate speeds for site conditions
20. Load on flat ground with brakes applied
21. Get off the dumper when it is being loaded
22. Ensure loads are distributed evenly and do not let them obscure your vision
23. Securely fix loads which may cause danger if they move
24. Stop the vehicle, take it out of gear and apply the parking brake before tipping loads
25. Do not drive around with the skip in the vertical discharge position
26. Use the correct towing pin (not a bent piece of reinforcement bar)
27. Do not leave the engine running when you leave the vehicle
28. Be aware of the differences in performance of site dumpers when loaded and unloaded, particularly speed, braking, and stability on slopes
29. Be aware of the different handling and braking characteristics of the vehicle in wet or icy conditions
30. Do not alter tyre pressures outside the manufacturer's specifications
31. When using a starting handle ensure
32. - neutral gear is selected and the handbrake is firmly applied, and the area is clear of obstructions- the starting-handle is the correct type and in good condition with a handle grip which rotates freely- your thumb is kept on top of the grip of the handle to prevent injury in case of kickback

**Excavators (Safe Practices)**

1. Operators must be trained and deemed competent and hold an appropriate CPCS certification of competency for the machine they are using.
2. The operator must be familiar with site layout and arrangements for traffic / pedestrian segregation.
3. Only designated traffic routes should be used to access the area of work. Deviation for access to a work location must be managed by a banks man.
4. Prior to any excavation, the designated work area must be checked for buried services using site plans from service providers, local authorities, and CAT scanning, etc. Services locations should be identified using marker paints and flag markers to ensure no damage to live systems.
5. Ground should be checked for potential collapse, especially on brown field sites.
6. An excavation progress plan should be established to minimise risk of overloading excavated ground.
7. Where possible, the excavation area should be closed off by barrier or bunting to prevent accidental access into the operational area.
8. Prior to use, the operator should carry out a daily inspection to ensure the machine is in good working order. Any defects must be reported and where necessary the machine withdrawn from service for repair.
9. Refuelling should be carried out only in a designated area where there is no potential for fuel ignition and suitable protection is in place to ensure no fuel spillage can be lost to ground or water drainage systems.
10. The excavator must be positioned such that when slewing, the machine is clear of any obstruction by a minimum of 500 mm to prevent trapping of any personnel during operations.
11. The operator must ensure that rear view mirrors are in good order and clean to ensure maximum visibility.
12. A banks man should manage the area during excavation and movement, particularly when reversing.
13. Excavations must be marked and fenced as necessary to prevent site personnel or Others falling into them.

14. Quick Hitches - if fitted should be checked when a bucket change is completed to ensure the bucket has been successfully attached and locked in position. The operator must be responsible for inspecting the latching mechanism is secure before lifting the bucket to commence use.
15. Lifting
16. Excavators / loaders may be used as cranes where the work is directly associated with an excavation, and any other application where this type of equipment can be used
17. All work is subject to a suitable and sufficient risk assessment, subsequent control measures and capabilities of the work
18. The safe working load of the machine in its least stable position must not be exceeded at any time
19. The safe working load must be clearly marked on the machine, or a copy of the table of safe working loads, bearing the ID number of the machine, must be clearly visible in the cab
20. Excavators above 1 tonne safe working load must be fitted with acoustic and visual warning devices and check valves on the main boom. All excavators, whether UK manufactured or imported, must conform to BS EN 474 or its equivalent
21. Chains or slings for lifting must not be placed around or on the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine. This should be readily identified and marked with the SWL rating.
22. Machines used for lifting fall under the Lifting Operations and Lifting Equipment Regulations (LOLER). The Provision and Use of Work Equipment Regulations (PUWER) also call for regular maintenance and inspection. Machines MUST be inspected and tested in compliance with both.
23. Whilst BS 7121 may not specifically refer to excavators used as cranes, compliance with all parts of BS 7121 would assist in the provision of safe work as required by section 2(2) of the H&S at work act 1974
24. A banksman shall be present at all times during lifting operations

#### **Vibrating/ Mechanical Roller**

1. Rollers are normally hired as and when required.
2. Rollers may only be used by authorised operatives holding relevant Plant Operator's License. (CPCS A09, A56, A57)
3. A certificate of worthiness must be provided by the hire company before the equipment is used.
4. Daily checks will be carried out by the Operator on oil, water, tyres, lights, brakes, seat belt and Anti-roll bar, etc.
5. Any defect will be reported immediately and if appropriate the equipment will be taken out of use.
6. The roller must be driven with caution taking notice of site personnel and general public.
7. Operator should be familiar with site conditions and identify any hazardous areas, .e.g. excavations, manholes, drains etc.
8. Warning beacons must be used when moving, seat belts must always be worn.
9. The driver must adhere to the traffic management plan.
10. A 5mph restriction is in place on site.
11. Do not drive on gradients in excess of those safe for the dumper (see manufacturer's instructions)
12. Keep a safe distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse.
13. Follow safe systems of work at all times
14. Do not operate the rollers controls unless seated on the driving seat
15. Do not carry passengers unless purpose-built seats are provided
16. Manoeuvre carefully on sloping ground
17. Drive at appropriate speeds for site conditions
18. Load on flat ground with brakes applied
19. Stop the vehicle, take it out of gear and apply the parking brake when stationary
20. Use the correct towing pin (not a bent piece of reinforcement bar)
21. Do not leave the engine running when you leave the vehicle
22. Be aware of the different handling and braking characteristics of the vehicle in wet or icy conditions
23. Do not alter tyre pressures outside the manufacturer's specifications

#### **FIRST AIDER - Portsmouth - L&S**

On site first aider:

**Name:** Steve Harman **Tel:**  
07387 260575

First aid box on site

#### **Hospital:**

Queen Alexandra Hospital Emergency Department  
Hunter Rd, Cosham,  
Portsmouth  
PO6 3LY  
Hampshire  
United Kingdom

#### **HIAB – Loading Unloading Spoil and Aggregate**

1. Confirm all safety certificate for plant, equipment and accessories are current and that all persons involved in the operations are competent and trained.
2. Lifting equipment - Certifications required -12 month thorough examination/lifting accessories 6 month inspection.
3. Operator and any assistants will wear suitable PPE to include Hi-Viz at all times.
4. HIAB Operator to confirm stability of ground conditions.
5. Access roads to be assessed for suitability, good access and sound construction.

6. Operative will position wagon as required.
7. Where necessary, cones or barriers and signage will be positioned to identify the work zone.
8. A banksman may be required to manage traffic and pedestrians.
9. All outriggers will be extended to manufacturers recommendations, and attention will be paid to Safe Working Load capacity of all plant and equipment.
10. When setting up the HIAB any additional packing should be used under outrigger floats where required.
11. During operation inspection should take place of the following: outrigger Jacks, outrigger mats, Outrigger floats.
12. Equipment and accessories will not be used beyond the safe load limit.
13. Operators will not lift over persons.
14. Spoil will be transported to designated location and tipped for licenced recycling or re-use as specified.

## **Moving Plant**

### **Point of Contact - L&S**

Designated points of contact regarding Health and Safety procedures/requirements/policies:

1. Steve Harman 07387 260575

### **Preparation**

1. Load all equipment required for job
2. Load all equipment required for job
3. Carry out visual vehicle safety checks
4. Transport equipment and operatives to site
5. Report to Client and receive permit to work (where required)
6. Put on personal protective equipment
7. Inform all relevant other persons in area of start of works
8. Cordon off work area if practical and necessary to do so.
9. Ensure the area to be worked and exit points are clear of obstruction
10. Ensure that safe access and egress is maintained

### **Site Inspections**

L&S Waste Management will undergo regular inspections as per the requirements of the contract.

The Supervisor and/or Health and Safety Officer will typically ensure that Health & Safety standards are implemented on site, ensuring that relevant parts of the Construction Phase Plan are being adhered to, the site rules are being followed and contractors are working in accordance with approved method statements and risk assessments.

Considering the level of risk involved in the project and – on a weekly basis, at least – the Supervisor and/ or Health and Safety Officer should undertake a safety inspection.

This would normally be carried out on a Site Safety Checklist Form which is used both as a memoir and a means of recording any shortcomings.

### **Site Safety - 8 Point lifting plan (mechanical lifting)**

1. **Selection and Checking**
  - a) Select Lifting Equipment that is appropriate to the load lifting requirements, e.g. weight capacity.
  - b) Select appropriate lifting accessories (e.g. Chains, Dogs, etc.) as required.
  - c) Ensure the lifting equipment won't damage the load and vice-versa.
  - d) Ensure the load can be controlled during the lift (using tag lines / push sticks).
  - e) Ensure that the Equipment and accessories are of adequate capacity to lift the load.
  - f) The Equipment has undergone its daily inspection and is fit for purpose.
  - g) Do not use - report damaged equipment immediately to your supervisor.
2. **Co-Operate and Communicate**
  - a) Only suitably trained persons should be selected to carry out signalling.
  - b) Ensure that you have the authority to use the equipment and make the lift.
  - c) Agree on the communication methods to be used (verbal, and or hand signals).
  - d) The lift will not conflict with other activities occurring in the lift area or path.
  - e) Ensure that the load route and walkways are clear, from the pick-up point to the drop off area.
3. **Position the Lifting Equipment correctly in relation to the load**
  - a) Ensure there is adequate height / space for lift.
  - b) Ensure the Lifting Equipment is positioned over / under the centre of gravity of the load.
  - c) Ensure any mobile lifting equipment is set at the correct radius
4. **Attach the Lifting Equipment**
  - a) Attach the Lifting Equipment, ensuring that all pieces are free to align correctly.
  - b) Ensure all necessary lifting accessories are used in accordance with the manufacture guides
  - c) Ensure you carry out lifting techniques detailed in operator training.

#### 5. **Make a Trial Lift**

- a) Keep your fingers, toes and body in a safe position.
- b) Slowly lift the load just clear of the ground to check the equipment configuration is satisfactory.
- c) Ensure that the load is level and secure. If not, lower to the ground and reposition
- d) Do not touch the load or lifting accessories while suspended.

#### 6. **Lift and Travel the Load**

- a) Lift the load and travel to the landing site,
- b) Carefully monitor the load along the planned route.
- c) Warn any people exposed to potential risks in the work area.
- d) Never take the load over the head of any persons and
- e) Never lift the load if anyone is standing in an unsafe position
- f) Never lift a person.
- g) Ensure sufficient clearance between the load and obstacles is maintained.
- h) Stop before taking load into roadways or over marked walkways
- i) Ensuring routes are clear

#### 7. **Offer the Load into Final Position**

- a) At the landing site, make a trial landing to check the position of the packers/supports
- b) Ensure that the load is supported without trapping the lifting equipment.

#### 8. **Remove Lifting Equipment and check**

- a) Remove the Lifting accessories and equipment from the load.
- b) Check the equipment for damage - report damage immediately to your supervisor.

### **Transport and usage of Petrol for Petrol powered equipment**

#### **Filling the Portable Petrol Container / Jerry can**

- Petrol Container may only be used by adult over 18 years of age
- Portable petrol container must be constructed of suitable material. Maximum capacity of 10 litres for plastic container and 20 litres for metal. Have appropriate markings and label. Free of any cracks or holes that may cause any leakage.
- Make sure you have cleaned the jerry can and removed any dirt inside
- Don gloves before dispensing into the container
- Place the jerry can on the ground as this 'earths' the container and reduces any friction
- Ensure there is no one smoking or using mobile phones in the vicinity as well as vehicle engine turned off
- Ensure dispensing nozzle is correctly inserted, and the hose is not stretched or kinked.
- Fill the jerry can slowly to avoid static build up and fuel spillage and keep watch on the fuel level until the jerry can is full When filling the jerry can, fill it to the top. Air expands about three times as much as petrol, and a part full can will be at a risk of much higher pressure than a full can.
- Place the filler nozzle back and fit the fuel cap back on the jerry can tightly
- Wipe off any fuel spill on the container or ground and dispose of the paper or rag in the waste container provided

#### **Transportation of the jerry can**

- When placing the Jerry can in the vehicle ensure it is upright and secure in order not to tip over while in motion
- Do not transport together with other substances that give off flammable vapours or any source of ignition
- Keep your vehicle ventilated and do not smoke during transport
- Jerry can must not be carried on public transport

#### **Dispensing Petrol into the petrol driven equipment**

- Ensure equipment is turned off
  - Don gloves before touching any fuel
  - Do not smoke, use mobile phone or use any source of ignition while refilling the equipment
  - Area is ventilated preferably in open air
  - When finished refilling, close cap of the jerry can tightly and on the equipment as per manufacturer's instructions
  - Wipe off any spillages and dispose of paper or rag in a safe place
- Store container in its designated place as per instructions and company procedures

#### **Storage of portable petrol container**

- Ensure container is kept closed and away from any source of ignition the
- area is properly ventilated and secure Area is cool and unaffected by
- sunlight
- Check jerry can is still clearly labelled

### **Underground cable detection**

Use a cable detector before breaking ground

## **WELFARE**

Due to the short duration on site. L&S will provide a Portoloo on site

### **Heras Fence Erection**

1. Position fencing bases along the proposed fence line using a spacing gauge (a piece of timber cut to suit will suffice)
2. The panels are supported by inserting the side posts into the holes cast in the centre of the base. Each base is cast with at least 4 post support positions for flexibility of use and hand hold positions in each end of the base.
3. The fence panels are then carefully placed in position.
4. This is best done with more than one person helping.
5. With the entire panel in position, security clamps should then be placed approximately 650 mm from the top of the panel, across the adjoining side posts- a 20 mm box type spanner is required to secure the clamp with the central nut and bolt.

### **Use of Company Vehicles**

1. The driver is responsible for checking the vehicle before use.
2. Checks should cover tyres inflation, windscreen wipers and washers operation, lights and indicators, Engine oil level.
3. Check for damage to external parts; e.g. mirrors, glass, bodywork. Report any unrecorded damage immediately.
4. Brakes and steering should be observed during vehicle movement. Failings in performance must be reported immediately.
5. Personnel must wear seat belt secured correctly when travelling.
6. No Smoking is allowed in the vehicle at any time.
7. Mobile phones must not be used when driving.
8. Speed limits and Traffic Regulations will be observed at all times.
9. Care will be taken to ensure no damage is caused to the vehicle during use.
10. All accidents must be reported, and details recorded of any third parties and / or other vehicles involved.
11. Mileage will be recorded at end of each shift.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Date[illegible]

