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METHOD STATEMENT

CONTRACT:	Southmere Farm
SITE:	Southmere Farm The Mallards Langstone Hampshire PO9 1SS
PROPOSED START DATE:	TBC
CLIENT:	Knightsgate (UK) LTD



HAVANT BOROUGH COUNCIL

06 APR 2020

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1.0 General Method

1.1 Outline Project Description

This method statement outlines a safe procedure for the hazel faggot bank protection, woody debris installation and native aquatic planting.

The works are to be undertaken in a single continuous operation by a maximum of four staff. The HSE will not need to be notified under CDM regulation 2015. Delays are not expected in the course of the project unless there is a weather-related risk, damage to the bankside structure, the local ecology, or the site is deemed unsafe to undertake operations.

1.2 Personnel

All our staff are trained, and sufficiently experienced for the tasks they are undertaking. Plant operators hold appropriate CPC/CPORS certificates and have a minimum of two years' experience.

Name	Position
Ben Kavanagh	Director
Dave Hellard	Project Manager
Jamie Godson	Site Manager
Rob Gostling	Restoration Operative
Gavin Dove	Restoration Operative
Mike Arbon	Restoration Operative

1.2a CDM Roles and Responsibilities

Role	Position
Client	Knightsgate (UK) LTD
Designer	Aquamaintain LTD
Contractor	Aquamaintain LTD
Site Manager	Jamie Godson – Aquamaintain LTD

1.3 General Health and Safety

In accordance with our Health and Safety Policy, Aquamaintain Ltd will:

- Plan, manage and monitor the work and the conduct of its workers
- Check the competence of all staff and appointees
- Ensure our employees are trained for the task in hand
- Provide adequate information on health and safety and risk assessment
- Ensure that there are adequate welfare facilities for its workers
- First aid kits are available in Aquamaintain Ltd vehicles
- All accidents must be recorded in the accident book and reported to Knightsgate (UK) LTD IMMEDIATELY.

1.4 Construction (Design and Management) Regulations 2015 (CDM)

If selected to carry out the contract Aquamintain LTD will be appointed designers and contractors for the project. Their duties will include:

- Planning, management and co-ordination of health and safety in the pre-construction/construction phases of the project.
- Preparing the construction phase plan
- Co-operate with the client and all other related parties in planning and managing work, including reasonable directions and site rules.
- Provide details to the client of any contractor engaged in connection with carrying out work
- Ensure welfare facilities are provided
- Ensure reasonable steps are taken to prevent unauthorised access to site
- Provide suitable site inductions for all involved
- Provide any information needed for the health and safety file
- Inform the client of any problems with the plan
- Inform the client of reportable accidents, diseases and dangerous occurrences

1.4a Arrangement to Ensure Co-operation Between Project Team Members and Co-ordination of Their Work

- Meetings between the Site Manager and all Contractors working on the project will be held on a daily basis at the start of the working day.
- All parties will be encouraged to raise any health and safety concerns they may have.
- If new works commence in the area, the Site Manager will introduce himself and share his details with the relevant parties.

1.4b Arrangements for Involving Workers

- The Site Manager will ensure that all employees have the necessary skills, experience and qualifications to perform the tasks allocated to them, for completion of that task. All contractors are required to ensure that their operatives have the necessary skills, experience and qualifications to perform the tasks allocated to them, for completion of that task
- Records of operatives training qualifications will be kept on site.

1.4c Site Inductions

- All persons, including visitors, will require a site induction on first arriving at the site and at intervals throughout the project when the Site Manager considers that the risks involved have changed sufficiently to require further inductions. All inductees will be required to acknowledge that they understand, and will abide by, the rules. As part of the induction, persons will be advised to inform the Site Manager of any concerns they may have regarding health and safety on site.
- For the duration of a visitor's stay on site they will be accompanied by a member of the Principal Contractor's Staff and when they leave the site they will sign out.
- Minimise manual handling as far as practically possible.

- Maintain safe working distances from top of bank (particularly when using ride on plant)
- Plan safe access and egress from site onto and off-road network (particularly for deliveries and those persons who have not previously visited site) – See section 1.7.

1.4d Fire and Emergency Procedures

- Operatives and visitors to the site will be made aware of the Accident and Emergency procedures and the location of the above-mentioned routes, muster points and facilities during the Site Induction
- All personnel, including visitors are required to sign in upon arrival at the site. All personnel shall receive training to raise the alarm upon discovery of a fire. On hearing an “Evacuation Alarm” all operatives must stop what they are doing, isolate any equipment or machinery they are operating and move as quickly as possible to the muster point. If any visitors are on site it is the responsibility of those they are visiting to ensure that they are evacuated from the site. At the assembly point the fire warden will take a roll call to ensure that all persons are accounted for.
- We will adhere to guidance given in HSG168 “Fire Safety In Construction” and the requirements of the Construction Confederation Fire Protection Association’s “Fire Prevention on Construction Sites - The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation”
- In the event of major injury, the Site Manager will: call the emergency services; secure the area of the accident; make the injured persons safe until the emergency services arrive; act as site liaison with the emergency services.

1.5 Site Rules

The following site rules are to be adhered to at all times:

- Only the agreed access routes shall be used at any time during works
- Staff shall observe a site speed limit of 5mph at all times
- A banks man is required when plant is moving along access tracks, and during daily movements to and from the compound area to the working sites
- High levels of vigilance are needed at all times as the sites are public and even restricted areas may occasionally be accessed
- All works will be carried out in accordance with the Environment Agency pollution prevention guidelines, and spill kits will be provided at all times
- No lifting operations are to take place-using plant during this project.
- Working hours agreed to be between 0700-1800hrs.
- Only the agreed access routes shall be used at any time during works
- Staff shall observe a site speed limit of 5mph at all times
- All works will be carried out in accordance with the Environment Agency pollution prevention guidelines, and spill kits will be provided at all times

1.6 Environmental Sensitivity

Works will be carried out in a manner, which does not harm any of the site's features, habitats or wildlife.

Due to the risks associated with the use of plant and machinery, which require oil and fuel, the following provisions will be put in place:

- Any re-fuelling of plant is to be carried out at the start of each working day in a compound away from the water's edge.
- Spill kits will be available at all times on mechanical plant.
- Provision shall be made for oil spill trays beneath parked plant overnight and when not in use.
- Plant nappies are to be supplied beneath all fuel powered equipment when operated within 8 meters of a watercourse.
- Plant is to be operated with biodegradable oil only.
- Oil spill booms will be positioned downstream of the works prior to the operation of any plant or machinery near to the watercourse.
- To mitigate against the displacement of sediment from activities in channel a silt curtain will be established downstream of the working areas. This shall consist of a staked row of hazel faggots extending the full width of the channel.
- Inspection and clearance of accumulated materials against the silt curtain will be carried out on a daily basis. In the event of flooding the silt curtain will be removed from the channel.
- The silt curtain will remain in place for 48 hours once the works have been carried out, silt and debris deposits will be removed along with the silt curtain.

In the event of a pollution incident, the Environment agency pollution incident hotline will be contacted on **0800 80 70 60**

1.7 Traffic Management

All site access is intended to happen from The Mallards, Langstone. Any plant will only be operated within the working site and designated compound area.

Traffic management around the working site will consist of temporary signs, fencing and cones to inform and direct our staff, Knightsgate (UK) LTD and members of the public. Trained members of staff under the Traffic Signs Manual chapter 8 will perform all traffic management operations.

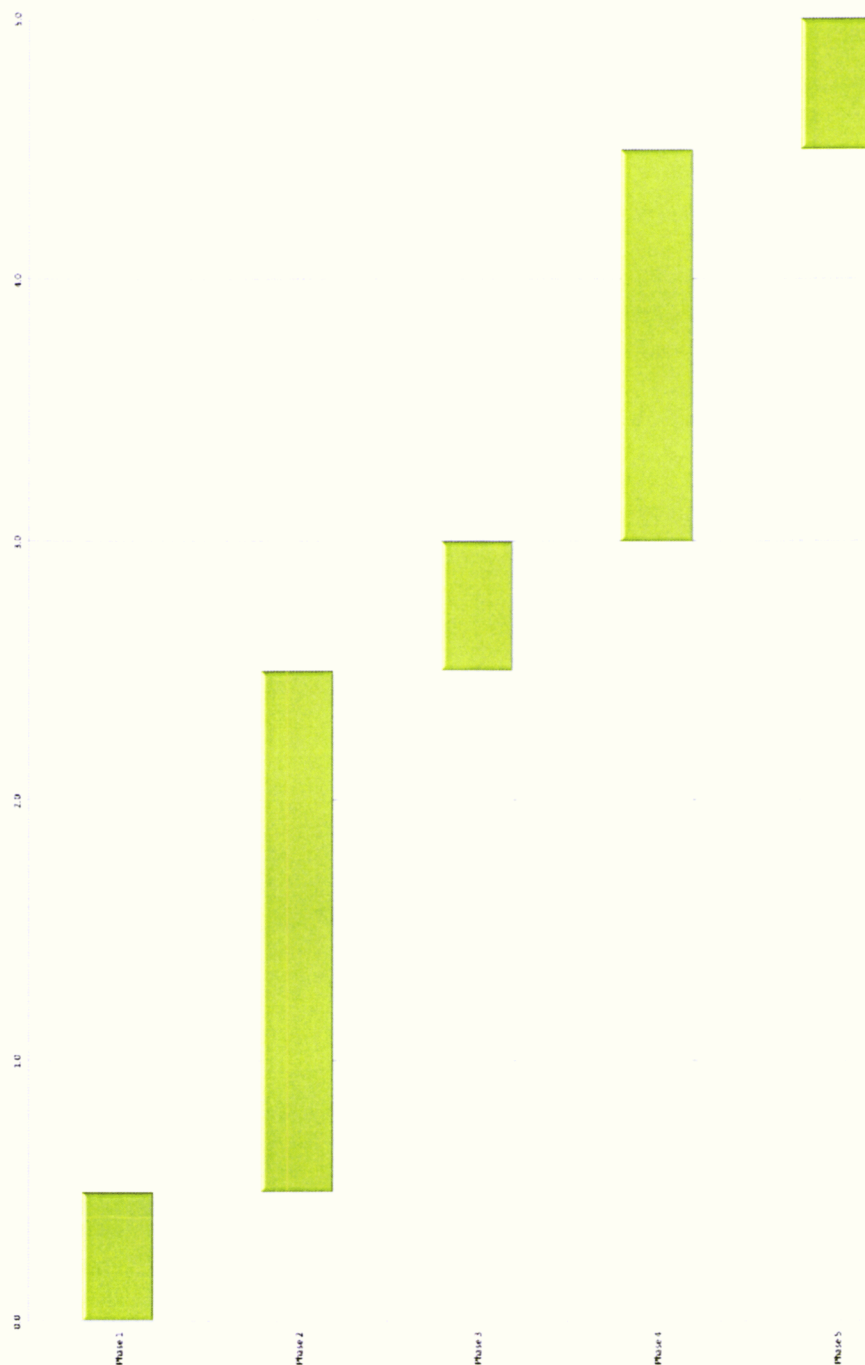
A traffic management plan will be produced to ensure cooperation between the project team members and Knightsgate (UK) LTD.

1.8 Project Program

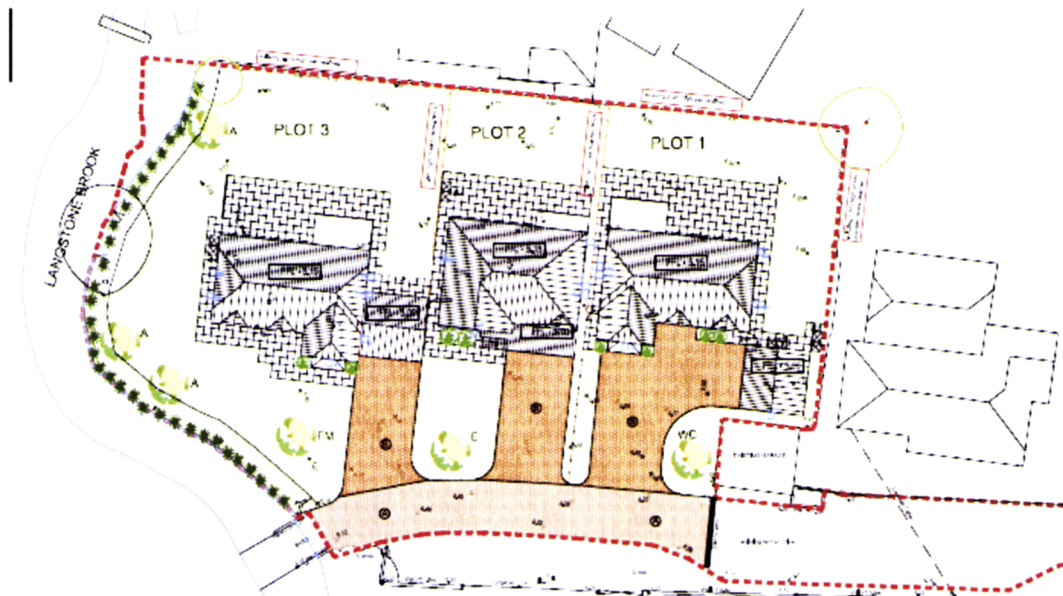
Southmere Farm

Phase	Description	Days since start	Task duration (days)
Phase 1	Site Set Up and Access Works	0	0.5
Phase 2	Install Hazel Faggot Toe Edge	0.5	2
Phase 3	Woody Debris Install	2.5	0.5
Phase 4	Install Coir Matting	3	1.5
Phase 5	Site Break Down and Tidy Up	4.5	0.5

Estimated duration of construction phase = 1 Week



1.8a Location of Works



1.9 Location of nearest A&E

Hospital:	Queen Alexandra Hospital
Address:	Southwick Hill Road, Portsmouth, PO6 3LY
Tel:	02392286000



1.10 PPE and COSHH

Appropriate Personal Protective Equipment (PPE) is to be worn at all times. The minimum requirement is steel toe-capped boots; Hi-Visibility jackets auto inflation life jackets and hard hats. Safety goggles will be supplied and must be worn for specific operations. Builders gloves or waterproof gloves will also be supplied and will be required PPE for most tasks. Ear defenders will be required if noise levels are judged to exceed 85dB.

1.11 Welfare Facilities

A 12 foot by 8-foot welfare facility will be provided in the compound area with facilities for up to seven people working on site. The welfare unit incorporates; a mess room/kitchen, drying room, chemical toilet, seating area and integral silent 6 KVA generator. With heating for the winter and air conditioning for the summer and 12-volt lighting. This type of unit meets all Health and Safety Executives requirements for welfare on remote sites

1.12 Waste Disposal

General waste is to be recycled where possible and removed from site in black bin bags for disposal by Aquamaintain LTD personnel.

2.0 Detailed Method (ref. section 1.8)

2.1 Pre-work tasks

The site foreman must induct all staff onto the site, and thoroughly investigate the condition of the grounds before any work takes place, highlighting any of the following:

- Any indication of the presence of protected species
- Any indication of the presence of non-native and invasive species
- Identification and protection of tree roots
- Excessively narrow or impassable areas of bank
- Undercut banks
- Underground or overhead services
- Position of existing revetments, piling or tree hazards

All issues will be recorded in the risk assessment and assessed thereafter.

The proposed working areas and site compound will be highlighted and secured using block and mesh panel fencing and appropriate signage. The compound will be constructed in a suitable area close to the working site under permission of Knightsgate (UK) LTD.

The ground conditions in the compound, work areas and any access will be monitored regularly for deterioration. Work will stop in any areas before any damage becomes severe.

Weather conditions are always unpredictable so will be monitored on a daily basis to determine if safe working conditions can be adhered to. Extreme weather conditions and flooding will unfortunately result in the site being closed and work ceasing until weather conditions have improved.

A designated re-fuelling area with spill kits will be created in the compound away from the water's edge.

2.2 Delivery of personnel, plant and equipment to site

The project manager will assess the access routes to the working sites before any plant or materials are delivered. Traffic management will be set up as required to allow for safe unloading.

If possible, personnel vehicles, trailers and delivery lorries are to be parked on firm level ground off the public highway. If vehicles cannot be sited off public highways they will be parked appropriately and highlighted using suitable signage and traffic control where necessary.

No plant or machinery is to be operated outside of the designated working sites and access routes due to safety. A banks man will accompany all plant movements to and from the compounds to the working sites.

Lightweight tools and equipment will be manually carried along the access route to the work area, or transported by wheelbarrow.

Access to the working sites may need to be improved by cutting back bushes and overhanging branches in order to accommodate plant. Any removal is to be agreed with Knightsgate (UK) LTD prior to undertaking.

2.3 Phase 1 - Site Setup and Access Works

- Day 1, Aquamaintain staff will enter the site from The Mallards. Personnel vehicles will be parked in a safe location.
- Secure compounds for material and equipment storage and welfare will be erected in a location to be agreed by Knightsgate (UK) LTD depending on ground conditions.
- In case of a pollution incident a specialist spill boom will be securely fixed across the river, downstream of the working site.

2.4 Phase 2 – Install Hazel Faggot Toe Edge

- 1.2m hazel stakes will be driven into the river bed using a sledge hammer.
- 2m hazel faggots will be transported to the working area by hand.
- The hazel faggots will then be secured in position using high tensile wire.

2.5 Phase 3 – Woody Debris Install

- Locally sourced chestnut posts will be delivered to the secure on-site compound.
- Chestnut posts will be transported to the work area using a multipurpose articulated vehicle.
- 2.4m long chestnut posts are to be driven into the riverbed using a hydraulic post rammer.
- Site won logs no more than 300mm in diameter will be sourced on site and will be installed using the excavator and lifting chains to create downstream log deflectors at locations specified in the agreed design.
- The logs will be held in place by chestnut stakes driven into the riverbed and secured using high tensile wire.

2.6 Phase 4 – Install Coir Matting and Native Aquatic Planting

- A 3T excavator will be used to grade the banks where necessary.
- Coir matting will be transported to the working area by hand.
- Matting will be unrolled and secured in position using 30cm wooden ‘T’ pegs.
- A utility seed mix will be spread over the newly installed coir matting to encourage plant growth.
- Native aquatic plants will be hand planted at a ratio of 3-4 plants per meter. All plants to be of UK provenance and to include reed sweet grass, reed canary grass, lesser pond sedge, soft rush, yellow flag iris, purple loosestrife, marsh marigold, aquatic mint and brooklime

2.7 Phase 5 - Site Breakdown and Tidy Up

- Temporary fencing is to be dismantled and signage taken down.
- The oil spill boom is to be removed from in channel.
- Tools, plant and equipment are to be safely loaded onto vehicles/trailers with the aid of traffic management if necessary.
- Any track or tyre marks are to be swept, raked and levelled out and the site is to be left as it was before operations started.

3.0 Risk Assessments

3.1 Generic Risk Assessment

A generic risk assessment will be prepared covering all hazards associated with the type of work to be carried out. This will be a comprehensive analysis of hazards, risk level, groups and individuals at risk and control measures in the context of the water-based construction environment.

3.2 Site specific Risk Assessment

If successful, a site-specific risk assessment will be undertaken by the Aquamaintain Ltd project manager prior to construction. This process will ensure that all prescribed safety measures are in place, and are effective before work begins. It will also identify any additional site-specific risks, and describe suitable control measures.

3.3 Dynamic Risk Assessment

The site-specific risk assessment is a dynamic document. All staff will assist in improving health and safety whilst at work by identifying potential hazards and improvements to practices as work progresses.

3.4 Environmental Risk Assessment

An environmental risk assessment will be produce identifying any potential environmental hazards associated with the proposed operations and ways that damage to the environment can be mitigated.