

Risk Assessment/ Method Statement – Tracking and Content Sheet						
Project : Havant PSV				Contractor : CARLTON CIVIL ENGINEERING		
Method Statement Title : EXCAVATION STREET LIGHTING THROUGH TREES				Date : 25-3-11		
Review						
Project/Site Manager	1 st review date	Status*	Name (print)	2 nd review date	Status*	Name (print)
	25/3/11		N VINCENT			
SHE Function As Required	1 st review date	Status*	Name (print)	2 nd review date	Status*	Name (print)
Technical Advisor As Required	1 st review date	Status*	Name (print)	2 nd review date	Status*	Name (print)
Status						
NB: Use the 'Prompt List' below to give a status code, as follows: *Status A – Work can proceed as described B – Work can proceed when comments are incorporated C – Re-submit and review before work can proceed						
Signed off by Morgan Sindall as current working document		Name N VINCENT		Signature and Date: [Signature] 28/3/11		
Prompt List				Yes	No	Part
1	Fully describes the works/individual tasks/the sequence method and process in place to identify change requirements?			✓		
2	Names and titles of key personnel/supervisors responsible?			✓		
3	Details resources required eg equipment, plant, men and materials?			✓		
4	Programme of works and working hours identified?			✓		
5	Interfaces/security of the client/public/other contractors identified?			✓		
6	Specific Risk Assessment / attached and satisfactory? • Are all the hazards identified? • Have all the risks been evaluated? (See item 7) • Are there arrangements in place for reviewing control measures due to changing circumstances?			✓		
7	High risk or safety critical activities identified/controls specified?			✓		
8	Access/scaffolding requirements (including ancillary arrangements such as anchor points) fully detailed and described?			✓		
9	Certificates of competence or qualification of operatives provided?			✓		
10	Certificates for plant/equipment inspection/examination provided?			✓		
11	COSHH, noise, manual-handling issues dealt with?					✓
12	Personal protective equipment specified?			✓		
13	Permit requirements identified?			✓		
14	Monitoring (checks and inspections) identified?					✓
15	Any builder's work in connection identified/adequate notice given?					✓
16	Temporary protection/support identified (eg fire, traffic, services)?					
17	Environmental controls/waste disposal identified?			✓		
18	Craneage/lifting equipment - certificates/checklist/lifting plan in place?					✓

TRACKING AND CONTENT SHEET

	Prompt List	Yes	No	In Part	N/A
20	Details of toolbox talks to be provided?	✓			
21	Details of temporary works schemes identified, including drawings, calculations and checks?				✓
22	Workplace environment, design, layout and specific limitations identified, have human factors been taken into consideration, ie experience, fatigue, communication, methods, etc?	✓			
23	Conformation of briefing of method statement to operatives.	✓			
24	Any other (specify)?				✓

Comment/Observation (if appropriate)

- ③ SELLWOOD 2.5T DIGGER
- ④ IN MAIN METHOD STATEMENT
- ⑤ GROUND BARRIERS/BUNTING AS A DIVISION OF PUBLIC
- ⑦ CAT SCAN / IN METHOD STATEMENT IN MAIN FOLDER
- ⑧ SEE DRAWING
- ⑨ ON INDUCTION
- ⑩ IN FOLDER
- ⑪ ANDY CLARK REPORTS ANY NOISE ON THURSDAY
- ⑫ MAIN METHOD STATEMENT
- ⑬ PERMIT TO DIG / EXCAVATION REPORT
- ⑭ MAIN METHOD STATEMENT
- ⑮ SEE No 5

NAME :

M READ

I. WARMEN

S HURRY

M GRATTEN

M Reed

B Swan

SIGNED :

M Reed

in

MAE

MAE

MAE JR

in

DATE :

28-3-11

28-3-11

28-3-11

28/3/11

28/3/11



Head Office, Stockbridge Road, Kings Somborne, Hampshire, SO20 6PH
Telephone: 01794 388111

Method Statement for Ground Works & Associated Civil Engineering

Client:	Morgan Sindall		
Site Address:	Havant PSV Civic Offices Civic Centre Road Havant Hants PO9 2AX		
Site Contact:	Rob Geary	(enabling)	Mike Reed (main contract)
Tel:	07775 966167		07747 627582
Date Prepared:	25-3-11		

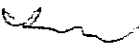
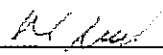
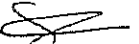
Toolbox Talk Attendance Record

We the under signed, have attended a toolbox talk training session on the following subject:

Site: Havant PSV

Date: Aug 2010
25/3/11

PPE use of Safety Glasses / Goggles / Helmets etc.

Name (Capitals)	Signature	Trade	Company
I WARREN		CHANGER G Work	Carlton
M. REED (Jnr)		Groundworks	Carlton
S Hurley		Groundworks	Carlton
M Grotter		Crabtree works	Carlton
B Swan		Ground works	Carlton
	<u>SLAB LIFTING</u>	(revising Method Statement)	
I WARREN		Grounds	
M REED JNR		GW	
S Hurley		GW	
M GROTTER		GW	
B SWAN		GW	
	<u>STREETLIGHT EXCAVATION THROUGH TREES + LANDSCAPE ARE</u>		
F WARREN		Grounds	
M REED JNR		GW	
S Hurley		GW	
M GROTTER		GW	
B SWAN		GW	

all above tool box talks given
by Ray O'Donnell

 25/3/11

SITE LEVEL AMENDMENT TO METHOD STATEMENT



SITE: 4. MORCART LINDALL AV CIVIC OFFICES HAVANT

TASK: EXCAVATING FOR STREET LIGHTING THROUGH LANDSCAPE & TREE AREA.

PLANT/EQUIPMENT

REQUIRED: CAT SCANNER. - HAND TOOLS Slaves Cables Forks etc.

2 1/2 T DIGGER 4/5 225/300 max BUCKET

Small dumper less than 2T

PERSONAL PROTECTION FACTORS:

(Identify Type Required)

Hard Hat:

Yes/No

Harness

Yes/No

Safety Footwear

Yes/No

Hearing Protection

Yes/No

Respirator

Yes/No

Other H.V.I.s

YES

Gloves

Yes/No

SAFETY GLASSES

YES

LOCATION: Identify area where work is to be carried out and problems foreseeable from working therein).

BETWEEN TREES / ROOT DAMAGE! CABLE DAMAGE!

WORK PROCEDURE:

1. Mark out the curve line of the dig for the electric cable through footpath
2. Agree the route with the tree officer
3. Cat Scan and acquire permit to dig.
4. See drawing plan of route showing hand dig and machine dig zones
5. Machine dig zone only use 45/300 max bucket width
6. Root Clearance (!) Roots over 25mm but below 50mm to be clear cut only
7. roots over 50mm not to be disturbed at any cost.

Be also aware of overhead tree branches / Routes

COMMENTS: Should any of the above not be achievable. Stop and seek advice

PREPARED BY:

RAY DOWD