

METHOD STATEMENT

<b>Client:</b> Qinetiq			<b>Doc Number :</b>  <b>Project : St Kilda Impounding Reservoir</b>	
Issue No:	Author	Date	Checked	Date
001	Brian Robertson	27-01-2016		

**1. AREA / LOCATION / DESCRIPTION OF TASK:**

- St Kilda MoD Base
- Remove silt build-up to bring impounding reservoir to original capacity.

**• APPLICABLE REGULATIONS / CODES OF PRACTICE / PROCEDURES:**

- All Qinetiq site rules, regulations and procedures, as per site induction shall be adhered to.
- Any specific task not covered by induction shall be included in risk assessment.
- All work to be carried out in accordance with Veolia Health and Safety Policy.
- All relevant permits to work shall be in place before any work commences.

**2. SUPERVISORY ARRANGEMENTS / INSTALLATION TEAM / DURATION OF TASK:**

- All works to be supervised and controlled by the appointed contractor.
- First line of contact is to be via the contract Project Manager.

Project Manager - TBC  
 Site Manager – TBC  
 Installation Team – TBC

**3. PREPARATORY WORK / PERMIT TO WORK**

- Veolia and contractor site survey.
- Qinetiq to issue relevant permits.
- Ensure safe access.
- Barriers and warnings signs as per site requirements.

**4. PLANT AND EQUIPMENT TO BE USED**

- 13t rubber tracked excavator.

### 5. CONTROLS / PRECAUTIONS / PROTECTION

- Prior to commencement all operatives must complete Veolia and any MOD induction where necessary.
- Risk assessments to be supplied.
- Where additional site hazards are identified these are to be added and agreed with the site before commencement of works

### 6. HAZARDS ASSOCIATED WITH TASK (Including associated Risk Assessment numbers):

- Special Environmental Area
- Manual Handling Operations
- Work Area
- Slips Trips and Falls
- Lifting Equipment
- Housekeeping
- Waste Materials
- Weather
- Working near water

Risk Assessments will be carried out by Site Manager if any additional hazards are identified.

### 7. PPE REQUIREMENTS:

The following PPE requirements have been identified :

- General – to be worn at all times
  - Safety Shoes / Boots
  - Hi-vis Jacket / Vest
  - Gloves
  - Safety Helmet

### 8. INTERFACE WITH PUBLIC OR OTHER WORKERS:

- Site access by the general public is to be restricted around the working area where applicable, authorised personnel only, any unauthorised access must be reported to the Site Manager immediately.
- All works will be clearly identified and secured with access only to those personnel who have read, understood and signed the Method Statement and associated Risk Assessments.
- All access, walking areas to be demarcated as the area is of “Special Scientific Interest” and as such is under specific guidance and rules.
- Boundary demarcation will be waist high with signage. Additional boundary demarcation will be installed as site operations dictate for individual tasks.

### 9. SAFETY ARRANGEMENTS / EMERGENCY PLAN

- All works to be completed in accordance with the MOD Contractor and Site safety inductions and in conjunction with Veolia Health & Safety policy.

#### Contact for Contractor

- TBC

#### Contact for Veolia

- Brian Robertson – mobile: 07747643319; direct dial: 0203 567 8159

#### Emergency Plan

- Emergency arrangements to be detailed after site induction.
- In an emergency situation initial contact and Triage will be the site Duty Nurse.
- The Duty Nurse will evaluate and decide if the casualty will require evacuation via the Coastguard.

#### Fire

- Fire assembly point to be identified at site induction.

#### Site Safety Procedure

- Site safety procedure to be identified at site induction.

#### First Aid

- Nominated First Aider TBC.

### 10. Detailed Methodology

- First day on site, contractor's personnel will attend site induction.
- On all subsequent days, contractor's personnel will comply with Site safety Rules and sign in and out as required.
- Only designated routes to and from the working area will be used. Due to nature of the site and other activities these might change and therefore care should be taken at all times.
- A site access certificate, relevant permits and Statement of known hazards shall be obtained / produced by the authorised person where required.

#### Permit to Work

- Prior to carrying out any work the appropriate permit will be put in place.
- RAMS are communicated and signed onto by all contractor's personnel as read and understood
- This site is a Scheduled Historic Monument and as such falls under its guidance, rules, regulations and access requirements.
- This is also a special site under Scottish National Trust and Scottish Heritage rules and is designated a Site of Special Scientific Interest, therefore full compliance with these rules and particular care is to be taken of natural flora and fauna and also wildlife in all working areas.

### Silt Removal

- Work to take place in the summer of 2016.
- Working day will be weather dependent.
- Transportation methods for materials to and from island and within site for repairs to outfall to be agreed with stakeholders.
- Storage area for materials to be agreed with stakeholders.
- Silt to be bagged and stored for re-use.
- Liner to be installed below top water level.

**11. AMENDMENTS** (site specific requirements)

Any additional site specific requirements are to be identified and added here:

**Amendment 1**

Amended by:.....

Agreed by:.....(Print) Signed:.....(sign / date)

**Amendment 2**

Amended by:.....

Agreed by:.....(Print) Signed:.....(sign / date)

**Amendment 3**

Amended by:.....

Agreed by:.....(Print) Signed:.....(sign / date)

**Amendment 4**

Amended by:.....

Agreed by:.....(Print) Signed:.....(sign / date)

**12.ACCEPTANCE**

- I have read and understood the contents of this document, including any amendments listed below and agree to comply with the methodology stated.

Amendment 1  Amendment 2  Amendment 3  Amendment 4

(tick & cross as appropriate)

Sign..... Print..... Date.....

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