



SAFE SYSTEM OF WORK

(Incorporating Method Statement, Risk Assessments & COSHH)

Project Title		Site Location		Ref:
Overton Reservoir- Vegetation clearance and investigation works		Overton Road Greenock		
Scope of Work:	Detail:	Diversion of incoming flows, vegetation clearance and trial holes		
	Start Date:	TBC	Duration:	4 weeks
	Required Permits:	Scheduled Monument Consent, Access Certificate from SW.		
	Statutory Notifications:			

	Name	Position	Signature	Date
Prepared By:	Bill Henderson	Contract Manager		24 th August'16
Revisions:				
Comments:				

NOTE: The above revision table can be used for commenting on risk assessments/method statements from sub-contractors.

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SECTION 1: HEALTH & SAFETY RISK ASSESSMENTS		
Cross reference to relevant site specific risk assessments		
Loading/unloading	Manual handling	Slips trips and falls
Noise and vibration	Hand excavation	Working next to water course

SECTION 2: ENVIRONMENTAL RISK ASSESSMENTS		
Cross reference to relevant site specific risk assessments		
Refuelling of pumps	Working next to water course	Invasive species.

SECTION 3: COSHH ASSESSMENTS		
Cross reference to relevant site specific COSHH assessments		
Petrol	Oil	2 stroke oil
Diesel		

SECTION 4: PERSONAL PROTECTIVE EQUIPMENT	
Hard hat, hi-visibility clothing, safety footwear & gloves as standard. Detail other PPE required from the risk assessments.	

SECTION 5: PUBLIC INTERFACE/THIRD PARTY/CLIENT	
Highlight significant management issues	Detail how these issues are to be managed
Interface with walker	Public to be escorted through works as required

SECTION 6: EMERGENCY ARRANGEMENTS (first aid, rescue procedures, environmental etc.)
<p>Alarm to be raised by shouting – muster point to be identified on site and location advised in site briefing. Site Manager to be informed immediately of all emergencies and incidents. Emergency contact numbers, details of first Aiders and Fire Action requirements to be displayed in site canteen. Accident and Emergency Hospital (8.6miles) – Inverclyde Royal Hospital, Larkfield Road, PA16 0XN, Greenock. 01475 633777</p> <p>BT- 0800 917 3993 Scottish Water – 0845 603 8855 Scottish power – 0845 272 7999 Transco – 0800 111 999 (gas escapes) SEPA – 0800 807 060</p> <p>The foreman is a qualified First Aider, first aid boxes will be kept in the site Office. Refuelling of the pump, if require, will take place above drip tray and spill kits will be located at all refuelling points.</p> <p>In the unlikely occurrence of a major spillage contact should be made with specialists Adler and Allan, Dunniflats Depot, Lugton, Kilmarnock KA3 4EA, 0800 592827.</p>

SECTION 7: MONITORING & COMPLIANCE	
Detail site management & supervision who will carry out inspections to ensure compliance with this Safe System of Work	
Daily:	Site Foreman
Weekly:	Site Manager
<u>Others/comments</u>	
<p>All plant and machinery to be operated by trained and authorised personnel. Labour and plant certificates to be retained on site. All operatives to be encouraged to observe risks constantly by raising concerns to Supervision/Management (Don't look away cards)</p> <p>All operatives involved in these operations will be fully briefed on this method statement by GL Foreman and will sign the method statement briefing form.</p> <p>GL foreman to give a toolbox talk to advise all operatives of the scope of works and the way they must conduct themselves on site to ensure all safe working practice are adopted and that their responsibilities to their fellow workman are clearly understood.</p>	

SECTION 8: RESOURCES REQUIRED	
Personnel:	Ganger 3 Operatives
Supervision:	Site Manager (part time) Foreman
Plant/Equipment:	1 No 6" pump and hoses 3t dumper small tools Trench supports and whalers 5t excavator Trench sheets & props.
Materials:	Sand bags, Sand

SECTION 9:	METHODOLOGY
Method Statement/Sequence of Task	
<ul style="list-style-type: none"> Purpose of Works : to clear vegetation from the stilling basin and approaches and down each side of the spillway channel. Stopping off of inflows into the stilling basin from the cutting, provision of overpumping as required. Hand excavation of trial pits as directed by the Engineer. 	
<ul style="list-style-type: none"> Methodology :- 	
<ul style="list-style-type: none"> Stage 1 – Site establishment and stopping off of inflows:- 	
<ul style="list-style-type: none"> Welfare cabin will delivered to site by hyab lorry and set in position on the existing top end of the car parking area. Area will be fenced off using standard metal fencing. 	
<ul style="list-style-type: none"> Sand bags will be filled in George Leslie’s yard and transported to site by squad pick up where they will be off loaded at the compound area. 	
<ul style="list-style-type: none"> Access to the working area will NOT be made through the area where the Japanese Knotweed is located but will be made through the gate located next to the cutting and along the cutting embankment . 	
<ul style="list-style-type: none"> The sand bags will be placed in a 3t dumper and transported to the location of the intakes from the cutting into the stilling basin by the route above where they will be off loaded and manhandled into position to block off the intakes, preventing water entering the stilling basin. 	
<ul style="list-style-type: none"> The pump set will be moved into position using 5t excavator and dumper and set in position at the lower intake. Intake and delivery hoses will be connected to the pump such that water can be overpumped from the intake to a position in the spillway channel downstream of the stilling basin. 	
<ul style="list-style-type: none"> During the execution of the works in the basin the level of the water in cutting will be observed and when levels dictate the pump will be switched on to lower the level as required. 	
<ul style="list-style-type: none"> Stage 2 – Vegetation removal in stilling basin 	
<ul style="list-style-type: none"> Once the stage one works are complete, works can commence in the stilling basin area. 	
<ul style="list-style-type: none"> The large trees will be felled by a specialist sub-contractor and removed from site, this will give access into the lower end of the stilling basin to allow sedi-mats to be placed at the discharge point into the spillway channel to prevent debris being washed down the channel. 	
<ul style="list-style-type: none"> Starting at the lower intake, all vegetation will be removed by hand, between the intake and the stilling basin, then the vegetation in the stilling basin will be removed and finally the vegetation between the upper intake and the stilling basin will be removed. 	
<ul style="list-style-type: none"> Removed vegetation will be loaded by hand into the 3t dumper and taken to the compound area for removal from site. 	
<ul style="list-style-type: none"> Stage 3- Spillway investigation works. 	
<ul style="list-style-type: none"> On completion of the vegetation works can commence on the investigation works at the spillway. 	
<ul style="list-style-type: none"> The overpumping will be kept in place and the point of discharge into the spillway from the pump moved as necessary to allow the investigation works to proceed in dry conditions. 	
<ul style="list-style-type: none"> The area between the boundary fence and the sides of the spillway will be strimmed to remove the smaller vegetation, any larger vegetation will be cut back using saws. 	
<ul style="list-style-type: none"> The sand bags previously placed behind and inside the spillway will be lifted out by hand and laid aside for reinstatement on completion of the investigation works. 	
<ul style="list-style-type: none"> As directed by the supervising Engineer hand excavated trial holes shall be dug behind the spillway walls for inspection. 	
<ul style="list-style-type: none"> All excavations shall be shored using light trench sheets and acrow props spanning between the spillway walls and the trench sheets, to create a safe working environment for the Engineer to inspect the area. 	
<ul style="list-style-type: none"> As each area is inspected by the Engineer the excavation shall be backfilled, the shoring being removed as backfilling is carried out 	
<ul style="list-style-type: none"> Once all the trial holes have been completed the sand bagging supports previously removed will be reinstated as previously found. 	
<ul style="list-style-type: none"> The pumps set and bagging will be removed from the intake area with the assistance of an excavator, taken to the compound are and removed from site. 	
<ul style="list-style-type: none"> The sedimats placed at the outlet from the stilling basin will be removed and thereafter the temporary sand bag bunds removed to allow water to flow naturally back through the stilling basin and down the spillway channel. 	
<ul style="list-style-type: none"> The area will be check and before leaving to ensure all debris has been removed and has been left in a safe manner. 	
<ul style="list-style-type: none"> The site compound and huts will be removed from site and the area cleared all construction materials. 	
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