

Greenlight Environmental Ltd

Method Statement

Goldenhill Park Groundworks

Greenlight Environmental Ltd

Blocks 4 & 5

Strone Rd

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Client : West Dunbartonshire Greenspace

Site Location : Goldenhill Park, Duntocher

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Date : 13.02.17

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1. General Notes

1.1 General

Works to be carried out by a crew of 2 to 4 men. The Working Supervisor will monitor routes of access, and working areas and any perceived hazard or risk will be addressed (i.e. restricted work space, overhead wires, access etc.)

1.2 Machinery & Equipment

Any machinery and equipment required on site will be in good working order.

1.3 Chemicals & Gases

Each worker will be issued with proper personal protection for safe handling of these materials. In event of spillage First Aid kit is available on site and in the vehicle.

1.4 Working Area

All working areas to be agreed with client prior to commencement of works, and in accordance with any relevant drawings.

1.5 Site Procedure

All Greenlight Environmental Ltd staff will have been safety inducted.

All operations will comply with the following legislation (where appropriate):

1.5.1. Health and Safety At Work Act 1974

1.5.2. Control of Substances Hazardous to Health Regulations (COSHH) 2002

1.5.3. Personal Protective Equipment at Work Regulations 1992

1.5.4. Manual Handling Operations Regulations 1992

1.5.5. Provision and use of Work Equipment Regulations (PUWER) 1998

2. Machinery & Equipment

2.1 Transit Crewcab Pickup

2.2 3 Tonne 360 excavator

2.3 Hand tools (spades, picks, pinch bars)

3. Method of Works : Regrading of Mounds

3.1. Program of Works

3.1.1. Operations to be conducted by 1 excavator driver and 1 banksman.

3.2. General

3.2.1. Check areas of operation in accordance with plan/drawing.

3.2.2. Check access routes for obstructions (overhead cables etc)

3.2.3. Ensure no unauthorised personnel in area of operation. Erect barriers and signage if necessary.

3.2.4. Appropriate PPE to be worn by all personnel.

3.3. Sequence of Operations

3.3.1. Arrive on site. Assess weather conditions. Erect barriers and signage if required.

3.3.2. 'Toolbox talk' to ensure all site personnel (as appropriate) understand specifics of works to be carried out.

3.3.3. Ensure no unauthorised personnel in area of operation. Operation to cease immediately if any unauthorised personnel enters the area until such time as the area is clear.

3.3.4. Strip turf from area of operation using excavator and stockpile to side.

3.3.5. Strip top soil from area of operation using excavator and stockpile to side.

3.3.6. Strip subsoil from mounds in 150mm layers using excavator and transfer to dips in ground. Repeat until even slope is achieved.

3.3.7. Return topsoil to area and grade.

3.3.8. Return turf to area and re-lay.

3.3.9. Leave site, removing all signage, barriers, etc as appropriate.

4. Method of Works : Removal of Steps

4.1. Program of Works

4.1.1. Operation to be conducted by 2 to 4 operatives.

4.2. General

4.2.1. Check areas of operation in accordance with plan/drawing.

4.2.2. Check access routes for obstructions (overhead cables etc)

4.2.3. Ensure no unauthorised personnel in area of operation. Erect barriers and signage if necessary.

4.2.4. Appropriate PPE to be worn by all personnel.

4.3. Sequence of Operations

4.3.1. Arrive on site. Assess weather conditions. Erect barriers and signage if required.

4.3.2. 'Toolbox talk' to ensure all site personnel (as appropriate) understand specifics of works to be carried out.

4.3.3. Ensure no unauthorised personnel in area of operation. Operation to cease immediately if any unauthorised personnel enters the area until such time as the area is clear.

4.3.4. Remove soil around steps using spade and pick.

4.3.5. Separate timber risers from stobs using pinch bar.

4.3.6. Prise stobs from ground using pick or pinch bar. If stobs break below ground level they will be left in situ and covered up.

4.3.7. Regrade surface to even finish if necessary using spade and pick.

4.3.8. Remove risers and stobs from site and dispose of in an appropriate manner.

4.3.9. Leave site, removing all signage, barriers, etc as appropriate.

5. Method of Works : Drain Repair

5.1. Program of Works

4.1.1. Operation to be conducted by 2 to 4 operatives.

5.2. General

5.2.1. Check areas of operation in accordance with plan/drawing.

5.2.2. Check access routes for obstructions (overhead cables etc)

5.2.3. Ensure no unauthorised personnel in area of operation. Erect barriers and signage if necessary.

5.2.4. Appropriate PPE to be worn by all personnel.

5.3. Sequence of Operations

5.3.1. Arrive on site. Assess weather conditions. Erect barriers and signage if required.

5.3.2. 'Toolbox talk' to ensure all site personnel (as appropriate) understand specifics of works to be carried out.

5.3.3. Ensure no unauthorised personnel in area of operation. Operation to cease immediately if any unauthorised personnel enters the area until such time as the area is clear.

5.3.4. Re-dig trial pit using spade and shove-holer to expose drain.

5.3.5. Locate source of leak and remove any broken pipe

5.3.6. Use drain rods to locate any blockage in the pipe.

5.3.7. Dig hole using spade and shove-holer to expose section of pipe which is blocked.

5.3.8. Remove section of blocked pipe and clear blockage.

5.3.9. Repeat steps 4.3.6. to 4.3.8. until no more blockages remain.

5.3.10 Replace broken sections of pipe with new pipe and backfill holes

5.3.11 Leave site, removing all signage, barriers, etc as appropriate.

6. Health & Safety

6.1. General

The operatives will have received the Health and Safety Manual and this Method Statement. It is the intention of the company to ensure that all safety and welfare measures required are strictly complied with.

6.2. Appointment of Competent Designated Person

The operatives will have received the Health and Safety Manual and this Method Statement. It is the intention of the company to ensure that all safety and welfare measures required are strictly complied with.

The nominated competent person for Greenlight Environmental Ltd is Craig McCutcheon. His appointment is made to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The role of the competent person being to supervise works on site and to assist Greenlight Environmental Ltd in undertaking the measures required to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions. It is recognised that the competent person must have the experience or knowledge and other qualities, including the ability to recognise their own limitations and the willingness to call upon other assistance where necessary, to enable them to properly assist in undertaking the measures referred to above.

The functions to be performed by the competent person will include: • Identifying Health and Safety problems • Assessing the need for action • Designing and developing strategies and plans • Implementing strategies and plans • Evaluating the effectiveness of strategies and plans.

6.3. Accident Investigation and Reporting

It is the responsibility of employees to ensure that all accidents (including cases of work-related ill-health), incidents ('near -miss' accidents), injuries, fires and dangerous occurrences, however, trivial they may appear, are reported. Details of all accidents must be recorded by the person named in Section 5.2. above.

6.4. Appointed Persons

When trained first aiders are not available, it is a legal requirement to have an 'appointed person' whose main duty is to take charge of a situation if a serious injury or illness occurs, e.g. calling an ambulance in an emergency. This will be another duty of the person named in Section 5.2. above.

6.5. Reporting Of Injuries Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.)

These Regulations cover any Person injured from any undertakings. Failure to report a reportable injury or dangerous occurrence as defined in the regulations is an offence, which may lead to a fine. If there is an accident connected with work to an employee or self employed person working on site who is killed or suffers a major injury (including physical violence), or a member of the public is killed or taken to hospital the enforcing authority **MUST** be informed without delay. Within ten days this must be followed up with a completed accident report form (F2508).

5.5.1. R.I.D.D.O.R. – General Definitions

Major Injuries

- Any fracture, other than to the fingers, thumb or toes
- Any amputation
- Dislocation of the hip knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

Any Other Injury

- Leading to hypothermia, heat induced illness or to unconsciousness
- Requiring resuscitation
- Requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions, which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - o Acute illness requiring medical treatment
 - o Loss of consciousness.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences

- Lifting machinery etc.
- The collapse of, the overturning of, or the failure of any load bearing part of any:
Lift or hoist
Crane or derrick
Mobile powered access platform
Access cradle or window cleaning cradle
Excavator
Pile driving frame or rig
Lift truck
- The failure of any pressure system
- The failure of any freight container
- Any unintentional incident in which plant or equipment comes into contact with uninsulated overhead power lines
- Electrical short circuit or overload attended by fire or explosion
- The unintentional explosion or ignition of explosives
- The collapse of scaffolding.

6.6. Control of Substances Hazardous to Health

These Regulations cover any Person injured from any undertakings. Failure to report a reportable injury or dangerous occurrence as defined in the regulations is an offence, which may lead to a fine. If there is an accident connected with work to an employee or self employed person working on site who is killed or suffers a major injury (including physical violence), or a member of the public is killed or taken to hospital the enforcing authority MUST be informed without delay.

6.7. Personal Protection Equipment

Where assessments identify that personal protective equipment is required in order that certain activities can be performed safely and without risk to health, then Greenlight Environmental Ltd will provide that equipment to staff members free of charge. Employees are then required to look after the equipment, use it when necessary and report any defect or loss immediately.

The organisation undertakes to meet its obligations under the Personal Protective Equipment Regulations 1992. All operatives have been issued with, or will possess, hard hat, gloves, steel toe-capped boots, high visibility clothing and waterproof clothing.

It should be noted however that personal protective equipment is the last measure to be resorted to in the 'hierarchy of controls' and, wherever it is reasonable to do so, the organisation will attempt to reduce risks in other ways.