

 SAFETY FIRST PACKAGE Your Health & Safety Solution	Method Statement	Free method statement provided by www.hsdirect.co.uk
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Jerusalem Chapel, Hillgrove, Bryn, Port Talbot, SA132RR

Mobile: 07788563468

Project/Contract	Retaining wall
Contractor	C&A Civil Construction Ltd
Site Address	Plot 28 Owen Jones way
Project Start Date	18 01 21
Expected Duration	2 Weeks
Projected Completion Date	29.01.21

	Name	Title	Signature	Date
Document Author	Carl Rosser	H&S Advisor		29.12.20
Authorised by	Andrew Nicholls	Director		29.12.20
Authorised by				
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Data Protection Statement

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Falling from height into open excavations

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- b) Injury from incorrect Manual handling.
- c) Injury from slips trips and falls.
- d) Contact dermatitis from exposure to wet concrete and Diesel.
- e) Injury to members of the public during operations
- f) .Injury from machine hazards

Preventative Measures you must take;

- a) Barriers erected around the work area and daily inspections of excavations.
- b) You must not lift beyond your capabilities, get help if necessary.
- c) Work area to be kept clear of excess materials and equipment and stored correctly.
- d) You must read and be familiar with the Safety Data Sheets for concrete and diesel which contains first aid, and accidental spill of diesel measures (spill kit available).
- e) Site area to be fenced off, Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- f) Banksman required for machine movements, no working alone, License required to operate all plant

Personal Protective Equipment you must wear;

- a) Safety Glasses
- b) Dust mask
- c) Overalls
- d) Gloves
- e) Safety boots
- f) Hard hats

Environmental Protection Measures you must take;

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.
- b) COSHH sheets available for Diesel and wet cement.

Quality Control;

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Task Description

1. This method statement describes the work process for the following retaining wall.
Staff and contractors will put on Personal Protective Equipment
2. Prior to work commencing on site, area to be fenced off with cones, crowd barriers and signage.
3. Area to be marked out for retaining wall and checked for services.
4. No excavation will be undertaken in severe weather.

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5. With the use of a 9 Ton excavator the area will be levelled and the bank battered to protect the above road in the vicinity,
6. Bank to be protected from weather with tarpaulins to stop ingress of water.
7. A part closure of the above road will be required to alleviate any extra pressure from vehicular traffic this will be done with cones and signage with warning lights.
8. Then excavation for the retaining wall will be undertaken to correct dimensions as per drawing.
9. Steel to be fixed as per Drawing, and concrete poured to form the toe.
10. Shuttering to be erected for wall then concrete poured.
11. Strip shuttering and back fill behind wall in layers and compact each layer.

Staff & Training

The projects will be carried out by staff from C&A civil construction LTD. All members of staff are experienced and hold the relevant qualifications, NEBOSH, SMSTS, Machine license A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained

PPE

All site workers will wear Safety boots Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid

It is the responsibility of all sub contractors to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider.

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The Appointed Person can render emergency first aid if trained to do so. Often principal contractors will ensure sufficient first aid cover for sites under their control