

METHOD STATEMENT



Typical Site Set Up

Ref No.	MS-W-C00	Revision No:	0
Prepared by:	Name: Dave Cobern	Signed	Date 14/06/2023
Reviewed by:	Name:	Signed	Date
Revision Detail			
Revision No.	Revision Detail& Issue Status	Completed by:	Issue Date
NOTE: All REVISIONS completed will be UNDERLINED to highlight and show changes made after first issue. Where DELETION required, double strike through [e.g. text No Longer Required].NOTE: Where updating a previously revised document, convert previous revisions <u>UNDERLINED</u> back to NORMAL TEXT and DELETE text that was previously double struck through			

PART ONE:

Method Statement Details:

Method Statement Title:	Supervision of welfare cabin install
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Overview of Scope:

The follow is to set out how the welfare should be installed for HCD site set ups

- The site set up location will have been pre planed by the MD or contract manager.
- There must be a water supply or bowser supply.
- If no drainage points available, then a tank system will have been ordered.
- On placing the order for static mobile units, a method statement and lifting plan will have been included in the site file.
- These units come self-contained except for water, power & drainage.
- Some units will be single storey others maybe double stacked.
- There will be an independent genset cabin for the welfare units

Description of Works & Safe Working Arrangements:

On arrival to set the site up, an approximate time will have been given for delivery of the units an electrician will have been appointed to install the cabling some units are plug in others are hard wired. Drainage will have been detailed either tank or to a current foul manhole.

The supervisor will have read and checked the method statements prior to arrival.

- He will check the access is clear and remains that way for delivery.
- Ensure no over head cables have been installed since issue of form F033 GS6
- Multiple units will arrive as one unit per lorry is the Norm should the site be large enough wagon and drag unit may be used to bring one unit tank and steps.

Typical set up

- Canteen unit contains sink, hot, cold-water taps, water heater, fridge, microwave, chairs tables.
- Office / meeting room unit desks chairs filing cabinets.
- Toilet block male and female
- Drying room depending on time of year.
- Genset enclosed cabin contains generator, fuel tank, isolator switch, Fuse board

Layout

- The office will be put on top of the canteen with a stair access (See Figure 1 Page 3)
- The genset placed to one end.
- The opposite end will be the toilet block and tank.
- Should a drying room be required this will go between the toilet and the canteen.

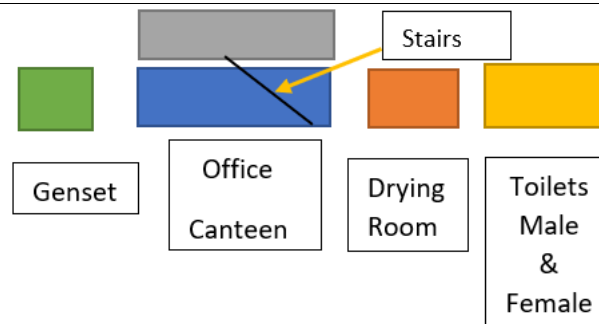


Figure 1

Arrival of units

- On arrival of the units the paperwork will be checked
- Ensure the lifting certificates match the lifting equipment.
- The units are the correct ones.
- Photograph the external of the units on the lorry for any damage.
- Explain where the units are to go to the driver / Hiab operator.
- Then allow the Driver Operator to position themselves to lift the cabins into place.
- Supervisor to check the units have been levelled before Driver operator leaves.
- When units are double staked then they must be bolted together
- When the stairs are fitted, they must be bolted to the office unit.

Toilets

- These require short stairs as the toilet is raised above the effluent tank.
- Ensure these independent steps are level and not rocking.
- Ensure the pumping point of the effluent tank is accessible for emptying.

Photographs

- The interior of all units must be photographed as they become accessible for damage then with the exterior photos email to contract manager and Annika Palmer

Electrician

- The Electrician will work under his own method statement in compliance with the latest regulations.

- **If in Doubt Question your Supervisor about the MS or do not do it**

PART TWO: All text to be review and answered

Personal Protective Equipment Requirements: [delete as applicable]

PPE Type					Required					Details & Specification Required				
														
Yes	Yes	Yes	Yes	Yes	No	No	No	No	No					

Various PPE Requirements throughout Task:

Hi-Vis Clothing [high speed roads, railways, DLR]	Class 2 Orange Hi-Vis Vest & Class 2
Hard Hat / Safety Helmet [impact levels]	Hard Hat
Protective Footwear [toecap, midsole, slip, chemical]	Boots, including ankle support, toecap & midsole
Gloves [abrasion–cut–tear–puncture / chemical]	Mechanical hazard rating [4-1-3-1
Eye Protection [glasses / goggles – impact, dust, liquids, welding]	EN166 Glasses Class F Goggles class B
Other:	

Personal Fall Protective Equipment Requirements:

Are 'Work at Height' operations required during the completion of the works?	Yes
Has the 'Work at Height Regulations' hierarchy for management and selection of work equipment been applied?	Yes
Full Description of 'Work at Height' Operations required and work methodology:	
Operation 1.	Install of Welfare cabins to site
Fall Protection Equipment Required:	Yes
Operation 1.	Full body harness & restriction lanyard
Designated anchor points to be used for the works:	Yes
Operation 1.	Full body harness & restriction lanyard
Has a work at height rescue plan been developed?	Yes

Statutory Inspections, Site Monitoring & Certification Requirements: [delete as applicable]

Fall Restraint or Arrest Harnesses	Yes	Ladders	Yes
Lifting Equipment 6 monthly certification	Yes	Manual Handling	Yes
Lifting Plant 6 or 12 monthly certification	Yes		

Permits, Hold & / or Control Points: [delete as applicable]

Mobile, HIAB Lifting Permit	Yes	
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Lifting Plans & Operations: [delete as applicable] (if no go to Temporary Works)

Lifting Plans Required:	Yes	Appointed Person:	
Lifting Plan Title:		Document Number:	Lifting Plan Risk Category:

Materials & COSHH**Materials to be Used:**

- None
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COSHH Materials to be Used: [see Appendix for COSHH Assessments]

- Hydraulic Oil
- Diesel
- Engine Oil

COSHH & Materials Storage Arrangements: [delete as applicable]

Other [state]			
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Refuelling Arrangements: [delete as applicable]

Emergency Spill Kit Available	Yes	Double Bunded & Lockable Unit	Yes
Plant Nappies & / or Drip Trays	Yes	Emergency Spill Kit Available [Oil]	Yes

Emergency Arrangements:

Accidents & Incidents reported immediately to: Name of responsible person	Brent Payne
Refer to induction information posters:	

Risk Assessments Review

Risk Assessment Title:	Risk Assessment Number:	Completed By:	Issue Date:
Welfare	MS-W-C00	Dave Cobern	14/06/2023
Potential Severity of Work Activity: [strikethrough as applicable]			
First Aid Incident	Lost Time Incident / RIDDOR	Major / Fatality	
Likelihood of Harm from Work Activity: [strikethrough as applicable]			
Unlikely	Possible	Probable	
Numbers of Workers Exposed to Hazards: [strikethrough as applicable]			
1 to 5	6 to 15	15 plus	
Overall Risk AFTER Controls: [strikethrough as applicable]			
LOW	MEDIUM	HIGH	

Method Statement Communication

Communication Methods:

Method Statement Briefing – to be completed prior to the commencement of the works	DABS or Pre-start Briefing – prior to the start of works daily, the Site Supervisor responsible for the works will brief the operatives on the planned and scheduled works – re-iterating the safe systems of work to be employed;
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Person[s] Responsible for Method Statement Monitoring & Compliance Communication:

Name: Brent Payne	Name: Dave Cobern	Name: Dave Cobern
Position: Supervisor	Position: Contract Manager	Position: Director
Company: HCD Ltd	Company: HCD Ltd	Company: HCD Ltd

ACCESS & EGRESS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Hourly		Review Date	27/06/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
ACCESS TO & EGRESS FROM AREAS OF WORK.	<u>Trailing cables</u> extension cables, portable lighting cables.	M	Ensure that all trailing leads are kept tidy and routed away from walkways.			L
	<u>Damaged floor surfaces</u>	M	All access / egress routes will be of a suitable hard wearing material for their intended purpose & properly maintained.			L
	<u>Spillages</u> Liquid on floor surface	M	Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken.			L
	<u>Unprotected edges / openings</u>	M	All open edges to be adequately protected with correctly designed and installed handrails.			L
	<u>Sloping surface</u> <u>Uneven steps</u> <u>Changes in floor levels</u> <u>Poor lighting</u>	M	- All access / egress routes need to be adequately lit, of suitable size and construction for the purpose intended to ensure safe, easy access and egress. - Emergency routes in particular should be highlighted and maintained in a safe condition.			L
	<u>Traffic</u> Plant movement	H	Traffic / plant movements and pedestrians should be segregated wherever possible or otherwise tightly controlled.			L

FALLING MATERIALS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd ,Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Frequently Controlled		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	27/06/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
MATERIALS FALLING FROM ABOVE DURING WORK ACTIVITY	Falls of materials.	H	- An exclusion zone will be established beneath the work area with appropriate warning signs, - Communication to all personnel concerned regarding the rules and regulations of exclusion zones. - A fully trained Supervisor will oversee the work at all times. - Operatives will wear all relevant personal protective equipment for the work to be carried out. - Good Housekeeping. Work tidily at all times. All created debris will be removed from height as soon as is practicable to reduce the risk of materials falling. - Where necessary debris netting will be erected to protect others on site or the general public from flying debris or falls of materials. - Regular inspections particularly scaffold and rigging.			L
	Flying particles and debris.	H	- Operatives will wear all relevant personal protective equipment for the work to be carried out. - Work should be organised to eliminate the need for operatives to be working below other demolition activities.			L

EMERGENCY PROCEDURES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Frequent		Review Date	27/06/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
EMERGENCY PROCEDURES	<u>Serious incident / injury due to poor emergency procedures.</u>	H	- A suitable and sufficient emergency plan will be in place and employees informed of requirements and responsibilities. - Regular fire drills to be carried out so personnel are familiar with escape routes, fire actions and use of extinguishers.			L
	<u>Slips, trips & falls.</u>	M	Good housekeeping standards and cable management will be encouraged. Walkways will be kept clear of debris.			L
	<u>Failed firefighting equipment.</u>	M	All firefighting equipment will be subjected to periodic checks and visually inspected regularly. This will be done by a trained and competent person.			L

MANUAL HANDLING

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Frequent		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Daily		Review Date	27/06/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
CARRYING OUT MANUAL HANDLING ACTIVITIES IN THE WORK PLACE	Many work place activities involve frequent manual handling tasks - lifting of objects may involve difficult and heavy lifts that may lead to potential back or other musculoskeletal related injuries.	M	- Wherever possible - avoid the need for manual handling. - When manual handling cannot be avoided, ensure an adequate risk assessment is carried out and control measures introduced to reduce the risk to an acceptable level. - Always consider use of mechanical lifting equipment / appliances, in preference to manual handling of heavy, bulky and awkward loads. - Ensure all identified control measures are applied, in order to minimise the likelihood of back or other strain injuries. - Operatives will be trained in good manual handling techniques - Great care should be taken when lifting any object. - If the lift is too heavy for one person – get assistance e.g. team lift, two-man lift. - Always maintain an upright and straight posture. - Do not lift with your back bent or over reach, the correct posture and technique is essential. - Know your limitations. Remember – STOP – THINK – CONSIDER			L

NOISE – GENERATED BY MACHINES & Hand Tools

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
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H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
EXPOSURE TO NOISE WHILST WORKING IN THE VICINITY OR ACCESSING AREAS WHERE MACHINES ARE RUNNING TO ENABLE MAINTENANCE, COMMISSIONING OR FOR OPERATIONAL PURPOSES.	<u>Noise induced hearing loss</u> Staff may be exposed to noise levels above the recognised Action Levels, causing hearing damage - both short and long term - whilst working in the proximity of large, vibrating machines or plant at the depot.	M	- Carry out a Noise Assessment of the premises and all tasks. - Ensure those at risk are informed – and fully aware - of the findings of the assessment and trained in the control measures to be adopted, in order to eliminate or reduce the risks to an acceptable level. - In areas of the depot where the noise level is ≥85dB (A), as detailed in the Noise Assessment, it is mandatory for hearing protection to be worn. 'Hearing Protection Zones' will be established by erecting standard mandatory warning signs and enforcing the use of ear protection. Include the following wording on signs - 'When machine light is on'. - Reduce noise at source whenever possible – equipment/machine noise levels will be considered as part of the design and procurement process. - Where possible - substitute noisy activities with quieter alternatives. - Ensure hearing protection is provided and worn correctly when levels dictate. Hearing protection will conform to BS EN 352. - Staff will receive training and instruction in the correct use and wearing of hearing protection. - Where staff are likely to be exposed to noise levels ≥80dB (A), as detailed in the Noise Assessment, suitable ear protection shall be provided - if requested. - Noise levels may be minimised by: - Adequate lubrication of moving parts. - Throttling down engines whilst idling. - Fitting insulated engine covers. - Use of mufflers, shields, enclosures and barriers. - Distancing the noisy activity from other work areas and occupied premises.			L

PERSONAL PROTECTIVE EQUIPMENT (PPE)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
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TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
WEARING CORRECT PERSONAL PROTECTIVE EQUIPMENT FOR THE TASK.	Selection of incorrect or unsuitable PPE, e.g. Too low attenuation hearing protection for the noise level exposed to not providing optimum protection e.g. for a Stihl Saw (110dB) the hearing protection required to be effective, must have an SNR rating of at least 30.	H	- All personal protective equipment will conform to the CE standards as laid down within the Personal Protective Equipment at Work Regulations 1992. - PPE shall be provided free of charge. - The selection of PPE shall be risk based. - PPE to be selected by competent person. - All operatives will be given appropriate instruction, information and training in the personal protective equipment they are to wear or use. Remember: Personal protective equipment is the last resort; all other measures will be used to control risks at source if possible.			L
	Wearing incompatible personal protective equipment.	H	The personal protective equipment will be compatible with other forms of personal protective equipment worn by the employee e.g. hearing protection should not interfere with safety helmets.			L
	Wearing personal protective equipment incorrectly, thereby exposing the wearer to a hazard	H	Personal protective equipment will be worn correctly at all times, in accordance with manufacturer's instructions or as required by the site rules or as identified through the risk assessment process. Example of non-compliance - not inserting ear plugs correctly.			L
	The wearing of damaged or incorrectly fitting personal protective equipment	M	Employers will ensure that the appropriate personal protective equipment as required by task specific risk assessments is made available for the workforce. Employees will wear and look after PPE issued to them.			L

SLIPS TRIPS FALLS WORK AREA

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD LTD Operative workforce		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	27/06/2023
H - High	Immediate Action & Stringent Controls Required	File Reference	HCD 3423	Page 1 of 1	Location	Castell Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
Trailing leads Debris equipment	Trailing cables extension cables, portable lighting cables.	H	Ensure that all trailing leads are kept tidy free from damage and routed away from walkways.			L
	Sloping surface Uneven steps Changes in floor levels Poor lighting	H	- Work areas need to be adequately lit, of suitable size and construction for the purpose intended to ensure safe, easy work movements. - Emergency routes in particular should be highlighted and maintained in a safe condition.			L
	Damaged floor surfaces	H	- All work areas will be of a suitable hard-wearing material for their intended purpose & properly maintained. - Any damaged areas will be coned off and highlighted at the Daily briefings			L
	Spillages Liquid on floor surface	H	Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken.			L
	Slips/Trips & Falls Due to glass materials on floor	H	- Debris sheets to be placed on the floors to catch any fallen glass. - Glass debris to be cleared up as soon as possible. - Operatives to wear suitable protection including safety helmets, goggles, Kevlar gloves and long-sleeved overalls or clothes.			L
	Poor lighting	H	- Task lighting to be in area of work - Access & egress lighting of walk ways - Remove boarding from windows where possible			L
	Bad House Keeping	H	- Keep access routes clear - Ensure tools are placed in a safe location clearly visible away from transit routes - Stock piles are tidy and segregated - Debris on the floor cleared - Segregated areas of work			L

