



Method Statement

Client Torbay Council

Contract no. TQ3155 / 001

Site location Torbay Cyclo Park Clennon Valley

Date issued 09/01/14

Prepared by Steven Gill

Description of work

- Site set up to include harras fence and site office and welfare

Site Contacts

- Steve Gill - Contracts Manager - 07879 416495
- Steve Lawrence - Foreman - 07768 022509
- Neil Hannaford - Safety, Health and Environmental Manager - 07917 756582

Methods of Works

- As required.
- Park site vehicle in a safe place, so as to not make a hazard for other, road/site vehicles.
- All site vehicles that are not needed must park off site and a trained bank man must control all site plant and traffic on site.
- There will be a telehandler on site and 300 harras fence panels to secure the site.
- Using the telehandler transport the harras panels around the edge of the site. Installing the panels in to position, using two feet and four clips per panel. Form a gate way and lock with a suitable padlock at the end of the shift.
- Form a hard standing for the site office and welfare unit. By removing 75mm of the topsoil and store within a stockpile on site, for reuse at a later date.
- Under take this operation using a 3.5t swing that will be delivered to site.
- Place terram on to the surface and cover with 75mm of 803 sub base and roll to compaction.
- The site office and welfare unit will be on site at 8am on the 16th January. Eagle plant will lift and install the units on the site compound area.
- complete setting up the fence and compound area and live the site clean and tidy.
- Walk site checking the levels, etc before signing off the works, on the surfacing contract: Quality Control

Means of Access

- To be determined on site

Emergency Procedures

- All vehicles to carry fire extinguishers
- Foremen to supervise any fire fighting, if safe
- First aid in each gang
- First aid box with each gang

Safety Precautions to be Observed

- No vehicle reversing without banksman
- Manual Handling assessment
- Permits to work/enter/load/open up
- COSHH
- Safety data sheets

PPE

- See risk assessment for specific requirements
- Full high viz clothing to be worn at all times

Details Pursuant to Condition - P/2013/1189



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- Steel toe boots with mid sole protection and heat resistance to 300 degrees

Plant on Site

- Tack coat sprayer
- Disc cutter
- Pedestrian roller
- Transit van
- Bomag 130
- Tele handler
- 7t swing loader

Material Storage, Security and Handling

- Materials will generally be brought to site as and when required and stored on vehicles
- Pedestrian barriers will be erected as required
- Mechanical aids to be used where possible for material handling
- Site to be made secure out of hours

Lifting Operations

- No lifting equipment on site

Effect on public & protection of third parties

- All materials and vehicles to be kept away from members of the public

Arrangements for Monitoring and Review

- Contracts manager and safety advisor will carry out site inspections as required
- Supervisor to be on site every day, as operation requirements dictate
- Foreman to be on site at all times

Supervisor's Duties and Responsibilities

- To carry out site inductions and explain risk assessment and method statement
- Liaise with site management and supervise the contract as required
- Tool box talks
- Site Inductions

Environmental Considerations

- Spill kit to be carried by all gangs
- No discharge into drains or gullies
- Weather conditions to be monitored when applying tack coat
- Dust to be reduced by water suppression
- Waste reduction and removal / impact assessment
- Inspection and testing

Personal Competencies

- Off Site Management NVQ Level 4
- Supervisors NVQ Level 3
- Site Staff NVQ Level 2
- CSCS and CPCS, where necessary
- CSCS Card - Contracts Manager - Black
- CSCS Card - Health and Safety Advisor
- CSCS Card - Site Supervisor
- Streetwork Qualification Card
- Lantra Traffic Management Card T1
- Lantra Traffic Management Card T & T2

- Emergency First Aider at Work
- First Aider
- CPCS Card
- CSCS Card

Name and contact details of the person provided

- Neil Hannaford - H&S Advisor - 07917 756582

Anticipated start and completion dates

- 13th of January 2014

Traffic Management

- The RTMO on this site is: Warren Brown
- The RTMO on this site is: Geoff Barry
- The RTMO on this site is: Joe Barry

Any other instructions

-

Any material problems - Contact your supervisor

Health and Safety Document Distribution List**Document title** Torbay Cyclo Park Clennon Valley**Date issued** 09/01/14**Prepared by** Steven Gill

Issued to:	I confirm receipt of the above document, understand the contents and will (where relevant) implement in my daily	
	Signature	Date
Robbie Meacham		
Steve Lawrence		
Ryan Lawrence		
Paul Furzer		
Warren Brown		
Joseph Barry		
Geoff Barry		

The contents of this Method Statement have been explained to the satisfaction of the undersigned and are fully understood.

All signatories must adhere strictly to the sequence of operations and all other instructions above.

In the event of any need to deviate from these instructions, work **MUST STOP** until agreement is reached and recorded in writing on the revised method of work.