

Method Statement

Contractor Name:

Address:

Telephone:

Email:

**Site
Address**

Start Date:

31-08-2017

Finish Date:

29-12-2017

Name of Client or Main Contractor

Template Document

**Brief Outline
of the works**

Excavate green field site and install foundations

Site Supervisor:

Tel:

**Key Plant and
Tools**

Excavators, Dumper Abrasive Wheels

Key Materials

A393 Mesh
Concrete

**Specific Staff
Training**

Safe Pass, Manual Handling, Abrasive Wheels, CSCS
Excavator, Site Dumper

**Emergency
Procedures:**



Site First Aider/Local Doctor:

location of First Aid:

Location of Nearest Medical Facility:

Method Statement

Sequence of Operations:

All workers will read through this method statement and sign off
Excavator and dumper will be brought on site
Site entrance to be knocked
Site fencing erected and signage put in place to warn others about the dangers of entering the site
Roadway to be stripped off and topsoil removed by dumper to soil heap
Lorries to bring trunking on site for roadway, trunking to be levelled with excavator and tracked into place
Area for house to be stripped of topsoil and stored in spoil heap
Foundations to be marked with lime
Foundations to be excavated and checked with laser level
Mesh to be delivered onto site and cut into strips using a petrol powered cutoff saw
Mesh to be laid into foundations on top of bricks
Mesh to be tied to make it secure
Pegs to be driven into the foundations and levelled using a laser level
Concrete trucks to be brought onto site
Concrete to be poured and long reaches to be accessed by using conveyor belt or excavator
Concrete to be tapped to a finished
Works area to be tidied and main contractor notified

Storage

Arrangements:

All materials stored on site

Required

Personnel

Protective

Equipment:

Hard Hat, High Viz Clothing, Safety Boots, Gloves

Welfare

Arrangements

Toilet and canteen on site by main contractor

Method Statement

Risk Assessments		
Hazards	Risk Rating Before Controls	Controls
Slips trips & falls - Employees and others in the works area may get injured from tripping in the works place	Medium	Workplace is kept clean and tidy at all times Materials are stored in a tidy manner so that walkways are kept free Any banding or straps are tidied up Tidy as you go
Manual Handling - Employees may suffer sprains and strains from incorrect lifting techniques, awkward lifts or lifting items that are too heavy.	High	All employee's are trained in Manual Handling Materials are places close to where they are needed to avoid carrying long distances Staff are informed to get help when carrying heavy objects Machinery to be used for heavy lifting
Use of Abrasive Wheels - Employees and other may get injured due noise, dust inhalation, incorrect use, flying particles or poorly secured workpiece	High	Abrasive Wheel machine operatives are trained and competent in their use. The correct size wheel for the machine is used The correct wheel for the job is used All abrasive wheels are checked before use. Always cut away from others Ensure propper PPE is worn. Eye/Face Protection, Dust mast, Gloves and Ear protection Items to be cut are well secured
Working around others - Others persons in the workplace may get injured	Medium	All works to be coordinated Others in the working area are informed of the hazards. IE Read through & sign onto the Method Statement

Method Statement

Risk Assessments		
Hazards	Risk Rating Before Controls	Controls
Working with cement - employees may suffer burns or contact dermatitis	Medium	Employees to be made aware of the dangers of working with cement Gloves and protective footwear to be worn at all times when working with cement If cement gets on you skin wash it off at once
Working in or around Machinery - Employees may get struck by machinery	High	Employees to wear high vis vest at all times Employees to ensure that the driver is aware of their presence never to approach the machine from the side or from the rear Employees to report any dangerous activity by drivers
Working in Deep Excavations - Employees may get injured to collapsing excavations	Medium	All deep excavations/foundations over 1.0m deep to be made safe by: Battering/Sloping back the sides

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
<p>Excavator could cause serious injury to operator and others due to: Poor visibility, incompetent operator, inexperienced workers</p>	<p>High</p>	<p>Machine to be checked before use If used for lifting Machine to be checked as per GA1 form on a 12 monthly basis Convex mirrors and/or CCTV are to be placed on Excavator Reversing/movement alarms and flashing beacons are to be fitted on Excavator Passengers are not allowed on this vehicle Signage will be put in place so as to alert persons entering the work area as to the hazards of Excavator. All operators are to undergo CSCS Training Regular servicing to ensure safe operation of machine Fire extinguishers are in place on each machine Engine compartment will be power-washed on a regular basis to remove any flammable oil or grease residue Ground workers are to wear High Visibility Vests when Excavator is working on site Keys are removed from the machine when not in use.</p>

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Dumper could cause serious injury to operator and others due to: Poor visibility, incompetent operator, inexperienced workers	High	<p>Machine to be checked before use Convex mirrors are to be in place on Dumper Reversing alarms and flashing beacons are to be in place on dumper Passengers are not allowed on this vehicle Signage will be put in place so as to alert persons entering the work area as to the hazards of Vehicles on site All operators are to undergo CSCS Training Regular servicing to ensure safe operation of machine Fire extinguishers are in place on each machine Engine compartment will be power-washed on a regular basis to remove any flammable oil or grease residue Ground workers are to wear High Visibility Vests when dumper is working on site Keys are removed from the machine when not in use.</p>
Nips & Cuts to Hands - Cuts, abrasions damaging hands or leaving body open to infection	High	Employees to wear gloves when handling sharp or abrasive materials

Method Statement

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety policy.

Method Statement Briefing Record

Briefing delivered by: _____

Position: _____

Date: _____

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from what was originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date