**Project Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project/Site:** |  | | | **SSOW number:** | | |  |
| **Address:** |  | | | | **Principal Contractor (if applicable):** | | |
| **Activity / Process / Task:** |  | | |  | | | |
| **Name of assessor:** |  | Signed |  | **Date of assessment:** | |  | |
| **Checked By** |  |  |  | **Date Of Check** | |  | |
| **Associated Documents:** |  | | | **Date Due review:** | |  | |

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **STATUS / DESCRIPTION OF CHANGES** |
| Rev |  |  |
| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |
| E |  |  |

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**1.0 Introduction / Scope of Works**

This Method Statement has been developed to detail operations undertaken by the operatives of your co within this project and its purpose is to provide site operatives with an explanation of how your company will undertake the activities outlined in this document and how it will address the various tasks.

This document must be read in conjunction with all associated documents mentioned.

**Date of** **commencement on site**

TBC

**Duration of works**

As per programme of works

**Working Hours**

08:00 through to 18:00 Mon-Fri (Saturdays by Approval only)

The site location:



**The scope/sequence of works is as follows**:

**2.0 Pre-start information**

* This Safe System of Work Assessments must be communicated to all involved in the tasks detailed. All involved must sign the Briefing Register in the appendix to confirm that they have understood and agreed to comply with the requirements and safe working practices detailed within.
* All personnel arriving on site will attend the site induction given by Principal contractor. Work areas are to be handed over prior to works commencing. Access to the work areas will be restricted using metal barriers / fences as deemed necessary by site management.
* Only CPCS plant operators are to be used. Operators must be authorised by their supervisor to operate plant prior to doing so.
* All plant operators are to carry out and record the Plant Pre-use checks prior to the commencement of plant operations.

**3.0 Plant / Equipment**

* Wacker Plate
* 360-degree excavator
* Dumper
* Ride on roller
* Petrol saw
* Curb Lifter

**4.0 Quality**

4.1 Site Supervisor to complete relevant Quality Control forms as work progresses

4.2 All works are to be inspected by the Site Supervisor and offered to the Client for inspection when ready to hand over.

4.3 Applicable quality documents

QUALITY CHECK FORM -F2 Pre-pour Installation Inspection Sheet

QUALITY CHECK FORM -F3 Paving Installation Inspection Sheet

QUALITY CHECK FORM -F4 Duct Installation Inspection Sheet

QUALITY CHECK FORM -F5 Drainage Test Sheet

QUALITY CHECK FORM -F6 Tarmac installation inspection Sheet

QUALITY CHECK FORM -F7 Duct Pit Installation Inspection Sheet

QUALITY CHECK FORM -F8 Formation Installation Inspection Sheet

QUALITY CHECK FORM -F9 Kerbs / Edgings Installation Inspection Sheet

QUALITY CHECK FORM -F10 Post Pour Installation Inspection Sheet

**5.0 Risk**

**5.1 Identified Risks (these numbers will refer to the risk assessments)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Risk | No | Risk | No | Risk |
| 1 | Use of chemicals | 6 | Slips, Trips Falls | 11 | Lack of Monitoring |
| 2 | Manual Handling | 7 | Existing Services | 12 | Noise |
| 3 | Plant and Equipment | 8 | Deliveries of materials | 13 |  |
| 4 | Excavations | 9 | Use of hand tools | 14 |  |
| 5 | Lack of trained staff | 10 | Hot works | 15 |  |

**5.2 Risk Matrix**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Residual Risk Calculator** | | | | | | | | | | | | | | | | | | | |
| **Accident Probability** | | | **X** | | **Accident Severity** |  | **=** | | **Score** | **Factor** | **Action** | | | |  | 1 | 2 | | 3 | 4 |
| Very Likely | | **4** | **X** | | Very Serious / Fatal | **4** | **=** | | **9 - 16** | **High** | Unacceptable Risk, Re-assess to eliminate / reduce risk to low / med factor | | | | 1 | 1 | 2 | | 3 | 4 |
| Reasonably Likely | | **3** | **X** | | Reasonably Serious | **3** | **=** | | 2 | 2 | 4 | | 6 | 8 |
| Reasonably Unlikely | | **2** | **X** | | Reasonably Moderate | **2** | **=** | | **5 - 8** | **Med** | Consider further precautions to reduce risk to low factor.  Proceed with extra caution if unable to reduce risk level | | | | 3 | 3 | 6 | | 9 | 12 |
| 4 | 4 | 8 | | 12 | 16 |
| Very Unlikely | | **1** | **X** | | Very Minor | **1** | **=** | | **1 - 4** | **Low** | No Further Action required | | | | Risk Matrix | | | | | |
|  | **Persons Affected (consider this in your assessment)** | | | | | | | | | | | | | | | | | | | |
| **Company staff** | | | | **Yes** | | | | **Visitors** | | | | **No** |  | **Expectant Mother** | | | | **No** | | |
| **Other Contractor’s Staff** | |  | | **No** | | | | **Public** | | | | **No** |  | **Disabled Person** | | | | **No** | | |
| **Client Staff** | |  | | **Yes** | | | | **Young Person** | | | | **No** |  | **Other** | | | | **No** | | |

**5.3 Risk Scores and Controls ( a few samples left in)**

| **No** | **Key Risks** | **Identified Hazards** | **Results prior to controls** | | | | **Existing Control Measures / Precautions** | **Results after controls** | | | | **Additional Control Measures** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Probability** | **Severity** | **Score** | **Factor H M L** | **Probability** | **Severity** | **Score** | **Factor H M L** |
| 1 | Use of chemicals | Chemical burns | 3 | 3 | 9 | H | * Coshh assessment for Cement to be reviewed by all operatives who will handle wet cement bases products * Coshh assessment for Diesel / Petrol to be reviewed by all operatives who will refuel plant | 1 | 3 | 3 | L | Supervisor to ensure all operative read the respective COSHH assessments |
| 2 | Manual Handling | Muscular skeletal injuries | 4 | 3 | 12 | H | * Where possible mechanical handling equipment is to be used * Operatives to have undertaken manual handling awareness. * Gloves to be worn * Manual handling operations to be planned | 1 | 3 | 3 | L | Supervisor to monitor manual handling |
| 3 | Plant and Equipment | Being struck by moving plant  Fire  Entrapment  Fumes  Noise  Vibration | 3 | 3 | 9 | H | * Plant only to be used by operatives with current valid CSPS card * Plant operators to be controlled by a banksman when moving * Plant to have pre-use check carried out * Operatives to remain aware of plant always * Vehicles to be refuelled at a designated point * A suitable fire extinguisher to be available during refuelling operations * Coshh assessment for diesel to be in place * Staff working close to plant to be aware of the risk from exhaust fumes * If noise levels are excessive hearing protection to be worn * The whole-body record to be completed | 2 | 3 | 6 | M | Supervisor to monitor operatives using Plant |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |

**6.0 Coshh**

**6.1 Coshh Assessments (this will list your cosh assessments)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Chemical | No | Chemical | No | Chemical |
| 1 | Aggregate |  |  |  |  |
| 8 | Cement |  |  |  |  |
| 17 | Unleaded Petrol |  |  |  |  |
| 18 | Diesel |  |  |  |  |
| 45 | Concrete |  |  |  |  |

Coshh Assessment No 1 ( example left in )

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Name:** | | | Aggregates | | | **Coshh Assessment number:** | | |  | | |
| **Description of Substance:** | | | Typically, crushed rock, sand and gravel | | | **Hazards Level: H M L** | | | M | | |
| **Name of assessor** | | |  | | |
| **Workplace Exposure Limits:** | | | Total inhalable dust (Silica) 0.3mg/m3  Respirable dust (Silica) 0.1mg/m3 | | | **Signed:** | | |  | | |
| **Task / Activity:** | | | Moving, mixing or placing large quantities of aggregate. Hazard generated through the creation of dust (silica). | | | **Emergency numbers:** | | |  | | |
| **Date of Assessment:** | | | March 2017 | | | **Date Due review:** | | | March 2018 | | |
| **Safety Phases:** | | |  | | | **Risk Phrases:** | | |  | | |
| **Substance Proprties** | | | | | | | | **PPE Requirements** | | | |
| [Description: Chemical hazard label: flammable - GHS labels - do you know what they mean?](http://www.understandthelabel.org.uk/chemical-hazard-label-flammable.asp) | [Description: Chemical hazard label: oxidising - GHS labels - do you know what they mean?](http://www.understandthelabel.org.uk/chemical-hazard-label-oxidising.asp) | [Description: Chemical hazard label: explosive material - GHS labels - do you know what they mean?](http://www.understandthelabel.org.uk/chemical-hazard-label-explosive.asp) | Description: http://www.panaceaclean.co.uk/wp-content/uploads/2012/08/hazards.jpg | Description: www.onsafelines.com COSHH Symbol Acute Toxicity | Description: www.onsafelines.com COSHH Symbol Longer Term Health Hazards | Description: www.onsafelines.com COSHH Symbol Hazardous to the Aquatic Environment | Description: www.onsafelines.com COSHH Symbol Corrosive | **MAND_008** | **MAND_014** | **MAND_013** | **MAND_016** |
| **Flammable Highly Flammable** | **Oxidiser** | **Explosive** | **Harmful** | **Toxic / Very Toxic** | **Long term Health Hazard** | **Dangerous to the Environment** | **Corrosive** | Yes | Optional | Yes | No |
| No | No | No | Yes | Yes | Yes | No | No | **MAND_004** | **MAND_005** | **Other:** | **Other:** |
|  | | | | | | | | No | No | No | No |
| **Route of Exposure** | | | | | | | | | | | |
| **Skin** | Yes | **Eyes** | Yes | **Ingestion** | Yes | **Inhalation** | No | **Injection** | No | **Cuts abrasions** | Yes |
| **Persons at Risk** | | | | | | | | | | | |
| **Users of the Product** | | Yes | **Members of the Public** | | No | **Visitors** | No | **Other Workers** | No | **Young Persons** | No |

|  |  |
| --- | --- |
| **ADDITIONAL CONTROL MEASURES** | |
| **General Precautions** | **Control Measures** |
| * Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. | * Ensure that adequate supervision is provided at all times. * Where possible keep the aggregate damp to minimise the risk from airborne dusts |
| **First aid Hygiene Requirements** | **Fire Precautions** |
| * Wash skin thoroughly with soap and clean water * If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention if symptoms persist. * Wash out the mouth with clean water where appropriate. | * NA |
| **LEV Requirements** | **Monitoring Requirements** |
| * Ensure that the work area is well ventilated at all times. * Avoid inhalation of dust generated by the process. | * Consider additional monitoring if this product is to be used within a confined space. * Provide additional monitoring where young or inexperienced workers are carrying out the works. |
| **Transport Arrangements** | **Storage Requirements** |
| * No specific requirements | * No specific requirements |
| **Spillage Precautions** | **Disposal Requirements** |
| * No special requirement | * No specific requirements |
| **Comments** | |
|  | |

**7.0 Method Statement**

**Tasks identified ( a breakdown of the job into nice easy bits)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Task | No | Task | No | Task |
| 7.1 | Excavate Trial Pits |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **Excavate Trial Pits (example)**
     1. Trial pits will be set out and dug to the designed specification.
     2. Excavations will be backfilled up to level unless they require to be left open for inspection by others.
     3. Only competent plant operators are to be used – training/assessment records are available for inspection.
     4. Due to the possible contaminants in the soil, smoking will be prohibited throughout the trial hole process.
     5. All excavators and lifting equipment will have current thorough examination certificates with Safe Working Load (SWL) clearly identified. Records of regular inspections are to be retained on site and all equipment/accessories will be inspected before use.
     6. All operatives will be given detailed instruction by their supervisor on the method and sequence of works and associated risks.
     7. All operatives will be provided with suitable protective equipment as deemed necessary by site management.
     8. A permit to dig will be issued by Principal contractor prior to any excavations and/or ground penetration works. If the Permit to Dig cannot be complied with – for example obstructions are found which could damage a service or you suspect that a that a cable is imbedded in concrete – stop excavating, inform the Principal Contractor, review the safe systems of work (Risk Assessment, Method Statement and Permit to Dig). Do not proceed until a safe system of work can be implemented.
     9. A CAT scan will be undertaken prior to any excavations and should any unexpected services be located the PC site management will be informed. No work will commence / recommence until the nature and risk have been identified and new work instructions given.
     10. If it is proven that all the necessary precautions have been adhered to comply with your company Safe Digging Practices; a series of trial holes will be excavated
     11. Access to the working area will be restricted to ensure plant and operators have adequate space to work.

**8.0 PPE**

**The following is mandatory on site Hard Hat, High Viz, safety footwear, gloves they must be selected from the list below**

|  |  |  |  |
| --- | --- | --- | --- |
| **PPE Selection** | | | |
| **Glove Type** | **Usage** | **Selection Y / N** | **Comments** |
|  | Lightweight dry handling glove with exceptional dexterity | Y |  |
| “Gorrilla Gloves | Heavy handling glove for greasy and damp conditions | Y |  |
|  | Excellent cut and puncture resistance with superior dexterity for handling of sharp objects in dry environments | Y |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Glasses / Goggles / Visors** | **Usage** | **Selection** | **Comments** |
| EN 166 / 1. F | Lightweight, Wrap-around, General usage safety Glasses | N |  |
| EN 166/ 1. B | Lightweight, impact resistant Safety Glasses | Y |  |
| EN 166 / FBS | Medium – Over Goggles – Suitable for over spectacles | Y |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ear Defenders** | **Usage** | **Selection** | **Comments** |
| Plug in disposable | Lightweight, General usage, in dispenser | N |  |
| Muff type | Medium – Light weight – General Purpose | Y | 20 Db(A) attenuation rating |
|  | General Purpose For helmet mounting | Y | 20 Db(A) attenuation rating |

|  |  |  |  |
| --- | --- | --- | --- |
| **Various** | **Usage** | **Selection** | **Comments** |
| Footwear | General safety boots with toe and mid sole protection | Y |  |
| **BS** EN397:1995 | Safety Helmet | Y | To be Branded |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other** | **Usage** | **Selection** | **Comments** |
| Disposable paper | Dust Mask To FFP3 | Y | To be fit tested for short duration works |
| Storm cloud 8 half mask | Dust Mask To FFP3 | Y | To be fit tested for normal use |
|  | Hi Viz | Y | Branded |

**9.0 Environment**

It is not anticipated that any environmental issues will result from these works

**10.0 Supervision Staffing**

**10.1 site supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | Site Manager | **Name** | | Pat Foley | |
| **Mobile Number** |  | | | | |
| **Email address** |  | | | | |
| **Training & Qualifications** | SMSTS Card | | Reg No: | | Expires: |
| CSCS Card | | Reg No: | | Expires: |
|  | | Reg No: | |  |

**10.2 Labour allocation**

|  |  |  |
| --- | --- | --- |
| **Type of labour** | **Maximum number** | **Minimum Competence required** |
| **Site Supervisor/Manager** |  | **CSCS AQP or Black Card, SMSTS** |
| **Excavator Operator** |  | **CPCS/NPORS 360 Excavator (Competent Operator)** |
| **Shuttering carpenters** |  | **CSCS card with relevant qualification endorsed** |
| **Steel fixers** |  | **CSCS card with relevant qualification endorsed** |
| **Site Operatives** |  | **CSCS Labourer** |

**11.0 Reference Documents (a place to list any drawings of other specifications )**

Temp works design DWG no 4162 / S05 Hoarding construction

**12.0 Confirmation of Understanding**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project ( put the project / task name here )**  **The contents of this Safe System Of work has been explained to me and I understand what is required of me. If I find Risks that have not been identified I will bring these to the attention of my supervisor** | | | | | |
|  | | | | | |
| **Name:** | **Date** | **Signature:** | **Name:** | **Date** | **Signature:** |
|  |  |  |  |  |  |
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