C19008 MORAY OUTFALLS – Hopeman, Inverboyndie & Cummingston
Method Statement – Outfall Repairs

Ref	Revision	Date	Author
MSIP01	00	02/10/23	Iain Peteranna

Reviewed by	Signature	Date

Briefed by	Signature	Date	Designation

Before work can commence the working party must sign the record below, confirming that they have received the briefing and they fully understand the method statement including risk assessment and all other relevant documentation.

Name	Signature	Date	Designation

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C19008 MORAY OUTFALLS – Hopeman, Inverboyndie & Cummingston

1.0 Scope of Work

Concrete repair works to three existing sea outfalls at Hopeman, Inverboyndie & Cummingston.

At Hopeman there are multiple sections of existing concrete encasement that require to be increased, repaired or replaced with further embedment into the beach bed. This location is very flat and no steep cliffs or embankments. This beach is hard compacted sand, followed by natural rock suitable to take the weight of the excavators specified.

At Inverboyndie the furthest point of the existing concrete encasement of the outfall is missing. The exposed pipe end requires to have a concrete encasement formed around it to protect it and increase its life span. This location is very flat and no steep cliffs or embankments. This beach is hard compacted sand suitable to take the weight of the excavators specified.

At Cummingston there are multiple sections of existing concrete encasement that require to be increased, repaired or replaced with further embedment into the beach bed. This location is very flat and no steep cliffs or embankments. This beach is hard natural rock suitable to take the weight of the excavators specified.

2.0 References

- Risk Assessment:

  C19008/RAIP01 – Outfall Repairs
- Permission to commence - clearance from Veolia (by phone) is required at the start of every shift to confirm that the outfall is not in use.
- Utilities Drawings
- Contract Drawings & Specification
- COSHH Assessments (Fuel)

3.0 Description of the Work

Preparation Works/ Pre-Construction Checks

1. All personnel will be briefed on the Veolia Induction Film, complete and sign the accompanying questionnaire to confirm that they have understood their Health & Safety responsibilities whilst on site. This is in addition to the UBCivils induction and record. To confirm that this induction has been explained and understood, it must be signed by all recipients.

2. All instructions, Method Statements and Risk Assessments will be explained and discussed with all operatives in advance of the task. Once briefed and fully understood they will sign on to all relevant documentation.
3. Plant will be transported to site and off-loaded at the designated access point(s).
4. The extent of the excavation works will be marked out and agreed on site before work commences.
5. A Permit to dig will be issued by UBC prior to any ground breaking. All utility drawings, existing route records and trial-hole information will be made available.
6. Open excavations will be segregated from other works/the public with cones/rope or pedestrian barriers for short durations / or an attendant PVM. If an excavation is to be left open for a long duration it will be protected with Heras panels
7. Any excavations left open (breaks, overnight or long periods of time) will be checked by a competent person before starting work and at the end of the shift to check for stability, water ingress or any other potential issues.
8. The site supervisor/permit receiver will have the permit available, on site at all times and at least one supervisor must be present on the site at all times for works to proceed.
9. A PVM will be in place to co-ordinate any vehicle/pedestrian movements and ensure that at all times, the 3 Metre Rule is rigorously applied. Where this is not reasonably practicable, then close supervision should be maintained at all times by a PVM for these operations. Should anyone need passage through, the PVM will stop the work and monitor traffic flow.
10. Everyone has the right to call an **ALL STOP** at any time, should they have any concerns about the health and safety of anyone being compromised by continuing with the works.
11. Should conditions change, all personnel involved in the task should **TAKE 5** in order to assess the way forward, before documenting this in the SSDRA, or by filling out the Management of Change section in this RAMS document.

Work Activities

Protection of Services:

Works will commence in strict accordance with the Permit to Dig.

Note: Any/all additional or unknown services uncovered during investigations or excavation are to be notified immediately to the client and await instruction. Work in or around any unidentified service will cease immediately until advice further instruction is given.

Control of Groundwater

1. It is envisaged that groundwater will be encountered by these excavations.
2. Works will be timed to suit low tides to minimise the extent of surface/ground water encountered.

Hopeman Outfall

1. Access will gained through a gradual embankment down onto the shore to the end of the outfall. This is only accessible at low tides and thus the works have been programmed for.
2. Remove the marine growth and prepare the surface with small hilti breakers.
3. Scrape clean the surface of the outfall pipe.
4. Cut slots into the rock at either side of the pipe, to allow a good anchor point/key in.
5. Dig down into the sand using mechanical excavation where required to get sufficient depth.
6. Install a prefabricated timber shutter to the profile required. Fix with resin anchor screws drilled into the rock.
7. Site batch at the site compound, strong premixed (bagged) repair concrete such as Hanson maxipak 40N concrete or receive wet mix from local supply. This will be determined on low tide hours of work and if concrete plants are open at that time of day.
8. Use a dumper to transport the materials from the site compound down to the repair location when tide permits.
9. Place and compact concrete, remove any leftover tools or materials and retreat to the site compound in good time before the tide begins to come back in.
10. Fix a timber sheet over the placed concrete to ensure it does not get washed away when the tide comes over it.
11. Return to site on the following days low tide to strip the shutter and remove all plant and equipment from site.
12. Demobilise the site compound.

Inverboyndie Outfall

1. Access will gained through a gradual embankment down onto the shore with this particular repair near the top of the beach but still subject to tidal work.
2. Remove the marine growth and prepare the surface with small hilti breakers.
3. Scrape clean the surface of the outfall pipe.
4. Dig down into the sand using mechanical excavation where required to get sufficient depth.
5. Install a prefabricated timber shutter to the profile required. Fix with resin anchor screws drilled into the rock.
6. Site batch at the site compound, strong premixed (bagged) repair concrete such as Hanson maxipak 40N concrete or receive wet mix from local supply. This will be determined on low tide hours of work and if concrete plants are open at that time of day.
7. Use a dumper to transport the materials from the site compound down to the repair location when tide permits.
8. Place and compact concrete, remove any leftover tools or materials and retreat to the site compound in good time before the tide begins to come back in.
9. Fix a timber sheet over the placed concrete to ensure it does not get washed away when the tide comes over it.

10. Return to site on the following days low tide to strip the shutter and remove all plant and equipment from site.
11. Demobilise the site compound.

Cummingston Outfall

1. Access will gained through a locked gate and down an embankment onto the shore to the outfall. The section of outfall requiring work is only accessible at extremely low tides of which there are very few a year and thus the works need programmed for.
2. Remove the marine growth and prepare the surface with small hilti breakers.
3. Scrape clean the surface of the outfall pipe.
4. Cut slots into the existing concrete encasements at either end of the pipe, to allow a good anchor point/key in.
5. Dig down into the sand using mechanical excavation where required to get sufficient depth and good base.
6. Install a prefabricated timber shutter to the profile required. Fix with resin anchor screws drilled into the rock.
7. Site batch at the site compound, strong premixed (bagged) repair concrete such as Hanson maxipak 40N concrete or receive wet mix from local supply. This will be determined on low tide hours of work and if concrete plants are open at that time of day.
8. Use a dumper to transport the materials from the site compound down to the repair location when tide permits.
9. Place and compact concrete, remove any leftover tools or materials and retreat to the site compound in good time before the tide begins to come back in.
10. Fix a timber sheet over the placed concrete to ensure it does not get washed away when the tide comes over it.
11. Return to site on the following days low tide to strip the shutter and remove all plant and equipment from site.
12. Demobilise the site compound.

4.0 Planned Equipment, Manpower and Materials

Equipment & Plant:

Mobile Welfare Unit
Fuel Cell (bunded & mobile – visiting site only) / Spill Kits
Lighting towers
Pedestrian Barriers / Heras Fencing
RD8000 service locator
3/8t Excavator
9t Dumpers
Tilt Drum Concrete Mixer
110v generator
Electric breakers
Concrete poker/vibrator
Small Plant/Hand Tools

- Ensure that all stationary plant is placed over a plant nappy.
- When leaving movable plant for an extended period of time / overnight ensure that a plant nappy is placed underneath.
- Plant checks to be undertaken to ensure vehicle is safe and potential failures are identified.
- Ensure that a spill kit and fire extinguisher are kept in all vehicles.
- No plant, tools or materials to be left on the shore unattended or when the tide is coming in.

When refuelling:

- Undertake off the beach at the site compounds.
- Have spill kits and plant nappies close to hand.

ALL PLANT AND EQUIPMENT WILL BE SECURELY LOCKED AT NIGHT

Manpower:
Site Supervisor
Foreman/Ganger
Plant Operators
General Operatives
Plant & Vehicle Marshall

Materials:
Setting out materials
Misc safety signage
Timber formwork
Hanson maxipak 40N concrete / ready mix concrete

5.0 Supervision of the Work

All works on the project will be regularly monitored by Veolia Water. The site management team are as follows:

Iain Campbell	Project Delivery Engineer	[Redacted]

In addition to this, UBCIVILS supervision will consist of: -

Iain Peteranna	Contracts Manager	[Redacted]
Iain Peteranna	Director	

Regular site visits will be carried out by:

Jonathan Crabtree	Commercial Manager	[Redacted]
Colin Peteranna	Director	

- Our Site Supervisor will be responsible for the supervision of our works. He will carry out daily briefings and toolbox talks/inductions.

- The Foreman/Ganger will be responsible for the direct supervision of the squad in which he is working.
- Lifting Operations will be subject to an approved Lifting Plan and undertaken by trained operatives.
- Plant Movements will be undertaken with a PVM in attendance

6.0 Health and Safety Requirements

- Site Management will ensure that the works are carried out in accordance with this Risk Assessment and Method Statement (RAMS).
- Briefings will be carried out daily before works commence on site.
- A 3 Day First Aider will be present on site at all times and named in the welfare facilities.
- Works will be carried out in accordance with the VEOLIA CPP.
- Plant will be subject to recorded plant inspections each day, prior to shift start.
- Ensure valid Permits are in place ahead of breaking ground.

7.0 Risk Assessment

The main hazards involved in the operation are:

- Plant / People interface
- Loading and off-loading of materials
- Refuelling
- Risk associated with operation of plant
- Excavation works / collapses
- Drowning

For full details please refer to accompanying Risk Assessment.

The briefing of the contents of this Risk Assessment is to be incorporated in the Method Statement briefing.

8.0 Environmental Requirements

Works are to be contained within the boundaries of the site work areas and constructed as agreed with Veolia.
Spill kits will be on hand in the event of a fuel spill.
Plant nappies will be on site and used under any items of static plant (including excavators etc. when parked up overnight off the beach at the site compound).

Utilise principles Reduce/Re-use/Recycle

1. Eliminate unnecessary wastage by storing materials properly
2. Reduce the amount of waste created on site

3. Reuse materials until no longer fit for purpose
4. Recycle materials wherever possible

9.0 Welfare Facilities

A self-powered mobile welfare unit will be provided. This will include a single toilet, drying room and canteen. Please keep them clean.

10.0 Emergency Callout Telephone Numbers

AS PER 5.0 ABOVE

In the event of an emergency call 999 or follow the Emergency Incident Procedure / Emergency Response Plan. This will be on display on the site notice board, situated in the main offices and canteen area.

In the event of any incident or emergency, Veolia will be notified immediately (or as soon as safe to do so). The emergency assembly point will be at the main gate to the substation and by the compound on the platform.

First Aiders

Emergency First Aid Persons: Iain Peteranna & Iain Maclean

First aid boxes will be located at the following locations: Works vehicles, Welfare Units & Site offices

Local A&E Hospital:

Dr Gray's Hospital
Accident & Emergency department
Pluscarden Rd
Elgin IV30 1SN

Fire

In the event of a fire at the site offices an air horn will be sounded 3 times and resources should muster at the assembly points.

In the event of a fire at the work location resources should evacuate to the designated safe area, keep the public at a safe distance and contact the emergency services.

Rescue

There is no special rescue procedure envisaged for this activity therefore instructions given in site induction should be followed along with emergency response plan.

Environmental

In the event of any environmental incident:

STOP the source of the spill

CONTAIN the spill from spreading

NOTIFY immediate supervisor and environmental advisor

- Use spill kits available
- Refer to Emergency Response Plan for further details.
- Ensure any contaminated waste produced is placed in bags and segregated.

Minor spillages should be dealt with on site using a spill kit. The used spill kit should be bagged and put in the spill kit bin for uplift and disposal by licensed waste contractors

In the event of a major environmental event, the VEOLIA Project Manager / Safety Officer should be notified immediately.

Marine Mama Code

All our works will be planned and carried out in accordance with the code which aims to minimise disturbance to marine wildlife.

In the event that dolphins are seen close to the site any noise generating works will be halted until the area is clear.

Accident / Incident Reporting

All Accidents, Incidents, Near Miss's must be reported immediately to:

UBC Company Director Colin Peteranna [Redacted]

VEOLIA Project Delivery Engineer Iain Campbell

11.0 Traffic Management Requirements

Construction traffic management will be carried out in accordance with the controls stated within the TMP.

12.0 PPE

The following personal protective equipment will be used at all times:

- Appropriate Coloured Safety Helmet
- Safety Boots (with steel toecap and mid sole protection)
- Hi-Visibility vests or jackets

- Gloves – suitable to activity
- PVM Vests
- Light Eye Protection/Safety Specs
- Inflatable Life Jackets

The following additional PPE will be used as required by individual activities:

- Ear protection
- Flame Retardant Boilersuits
- Eye protection (impact goggles)
- Dust masks (face fitted)
- Hi-Visibility Trousers
- Lift jacket

13.0 TRAINING REQUIREMENTS

Supervisors are trained to 5 Day SMSTS
General Operatives are trained to CSCS level.
Plant Operators are trained to CPCS or NPORS standard.
Each squad should contain a 3 Day / Emergency 1st Aider.

13. 14.0 MANAGEMENT OF CHANGE

If during the course of the works, it is found that there is a need to carry out works not included in this Method Statement, or they are to be carried out using a different method, this must be reported back to site management so that the Method Statement can be amended accordingly.

Note: This method statement, and associated risks, should only be changed in consultation with the Author and Reviewer as noted on the front page.

11.1 14.1 Significant Changes

If there is a significant change required to the Method Statement then works must stop and the preconstruction team must be informed.

11.2 14.2 Minor Changes

If minor changes to the Method Statement are required, the following section must be completed;

Section	Details of changes

Change agreed by

Name	Signature	Date / Time	Designation

Change re-briefed by

Name	Signature	Date / Time	Designation