

C19008 MORAY OUTFALLS – PORTNOCKIE PS

Method Statement

Ref	Revision	Date	Author
MSIP05	00	25.09.20	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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1.0 Scope of Work

The work will involve the repair of an existing outfall pipe at the above. The existing concrete surround has failed/been damaged in several locations in the tidal range.

It is intended to cut back the damaged surround and cast a new insitu concrete section in each location.

It is particularly difficult to access this area due to the sheer drop from the road side to the outfall level.

2.0 References

- Risk Assessment:
C19011/RAIP05 – Portnockie
C19011/RAIP02 – Spread of Covid-19
- Veolia Statement of Known Hazards

3.0 Description of the Work

Preparation Works/ Pre-Construction Checks

1. 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.
2. Plant will be transported to site and off-loaded at the designated access point(s) – if required.
3. The extent of the excavation works will be marked out and agreed on site before work commences.
4. A Permit to dig will be issued by Veolia prior to any ground-breaking. All utility drawings, existing route records and trial-hole information will be made available.
5. Open excavations will be segregated from other works/the public with pedestrian barriers.
6. Any excavations left open (breaks, overnight or long periods of time) will be protected by Heras fencing and 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.
7. 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.
8. 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.

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9. 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.
10. 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.

Activities

1. Mobilise to site and set-out extent of works
2. Access – McDonald Scaffolding will construct a temporary access approx. 1.2m wide from the roadside to the outfall level to provide safe pedestrian access. A full design will be prepared by McDonald.
3. In each location break back loose/damaged concrete and remove it from site.
4. Scabble existing concrete surfaces.
5. Drill and install rebar/dowels into existing concrete to enhance connection with repair concrete.
6. Install a prefabricated timber shutter to the profile required and fix in place.
7. Deliver readymix concrete to nearby road, transport concrete to each location using a wheeled/tracked dumper.
8. Place concrete using an excavator.
9. Compact and finish concrete
10. Strike shutters
11. Remove shutters, remove temp access, clear site and demobilise from site.

4.0 Planned Equipment, Manpower and Materials

Equipment & Plant:

RD8000 service locator
 Welfare unit
 Heras Fencing/Pedestrian Barriers/Safety Signage
 8t Excavator
 6t FT Dumper
 Sthil Saw, Blades/Fuel
 Hilti Drill & Bits
 Hilti Breaker & Bits

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Compressor & Scabblers

Misc, PPE, spill kits, plant nappies, bulk bags etc

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.

When refuelling:

- Undertake at least 30m from any watercourse.
- Have spill kits and plant nappies close to hand.

ALL PLANT AND EQUIPMENT WILL BE SECURELY LOCKED AT NIGHT

Manpower:

Site Foreman

Plant Operative

General Operatives

Joiner

Materials:

Setting out materials

Formwork

Rebar/dowels/resin anchors

Concrete - Readymix

5.0 Supervision of the Work

All works on the project will be regularly monitored by UBCivils Ltd management team.

UBCivils supervision will consist of: -

Angus MacQueen	Site Foreman	[Redacted]
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Iain Peteranna	Contracts Manager	[Redacted]
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Regular site visits will be carried out by:

Colin Peteranna	Company Director	[Redacted]
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- Our Site Foreman will be responsible for the supervision of our works. He will carry out daily briefings and toolbox talks/inductions.
- Plant Movements will be undertaken with a PVM in attendance.

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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).
- Special consideration to be taken to prevent the spread of Covid-19
- Briefings will be carried out daily before works commence on site.
- A First Aider will be present on site at all.

7.0 Risk Assessment

The main hazards involved in the operation are:

- Contact with underground services
- Plant / People interface
- Excavation works / collapses

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 the client.

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).

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 welfare unit will be provided for the duration of the works.

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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 Manor Care Centre carpark.

First Aiders

Emergency First Aid Persons: **Angus MacQueen**
Iain Peteranna

First aid boxes will be located at the following locations: Works vehicles

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 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.

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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 Torrance Partnership representative should be notified immediately.

Accident / Incident Reporting

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

UBC Company Director Colin Peteranna [Redacted]

11.0 Traffic Management Requirements

No parking will be permitted on the access road adjacent to the Care Home; temporary parking will be possible within the Hermitage access track into the wooded area

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

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

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.

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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.

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.

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