



SAFE SYSTEM OF WORK

(Incorporating Method Statement, Risk Assessments & COSHH)

Project Title		Site Location		Client Ref:
SW Pan Rocks Outfalls		At rear of car park off North Shore Road Troon		SW001
Scope of Work:	Detail:	This method statement relates to, carrying out upgrading works to 2No outfall pipes		
	Start Date:	TBC	Duration:	3-4 weeks
	Required Permits:	Permit to dig (Ground Disturbance Permit)		
	Statutory Notifications:	Marine Licence? ATC Council Permissions		

	Name	Position	Signature	Date
Prepared By:	Jim McCarvill	Site Manager		10/09/20
Site Agent Approval				
Revisions:				
Comments:				

NOTE: The above revision table can be used for commenting on risk assessments/method statements from sub-contractors.

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SECTION 1: HEALTH & SAFETY RISK ASSESSMENTS		
Cross reference to relevant site-specific risk assessments		
1. Abrasive wheels	2. Portable tools (PUWER)	3. Services (buried & overhead)
4. Slips, trips & falls	5. Loading/offloading materials	6. Lifting operations
7. Excavations and pipe-laying	8. Manual handling	9. Work in inclement weather
10. Noise & vibration on site	11. Traffic/pedestrian management	12. COVID 19
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SECTION 2: ENVIRONMENTAL RISK ASSESSMENTS		
Cross reference to relevant site-specific risk assessments		
16. Nuisance (dust, emissions etc)	17. Nuisance (noise and vibration)	18. Refuelling
19. Waste Management (storage)	20. Waste Management (disposal)	21. Water – Pollution
22. Spill response	23. Public relations	

SECTION 3: COSHH ASSESSMENTS		
Cross reference to relevant site specific COSHH assessments		
• Survey paint	•	•
• Engine oil	•	•
• Gear oil	•	•
• Natural aggregates	•	•
• Stihl saw oil	•	•
• Ready Mixed Concrete	•	•

SECTION 4: PERSONAL PROTECTIVE EQUIPMENT	
Hard hat, hi-visibility clothing, steel toe capped safety footwear & gloves as standard. Detail other PPE required from the risk assessments.	
<ul style="list-style-type: none"> Hearing protection (proximity to noisy plant) 	<ul style="list-style-type: none"> Mask (FFP3) using Stihl Saw Facemasks/gloves (Covid)
<ul style="list-style-type: none"> Site operatives to remain vigilant to detect unpleasant odours, coloured fill, fibrous material, or chemical residues 	<ul style="list-style-type: none"> Eye protection (mandatory on all GL sites)

SECTION 5: PUBLIC INTERFACE/THIRD PARTY/CLIENT	
Highlight significant management issues	Detail how these issues are to be managed
Public interface and protection.	All construction vehicles will be turned and guided by banksmen and reversed into the site. All necessary steps will be taken to protect the public from the works. All construction work will be undertaken within the site boundaries which will be fenced off using 2m high clipped Heras fence panels. The Heras fence will be double clipped as added security.
Site access / egress	Access shall be from the car park
Services	GL shall remain aware of the possibility of unknown public and private services within the site boundary and shall remain entirely responsible for locating and identifying throughout the duration of the works. All existing services are always to be maintained during the works.

SECTION 6: EMERGENCY ARRANGEMENTS (first aid, rescue procedures, environmental etc.)

In the event of an emergency on-site, all operatives should convene at the muster point in the work area
Identify fire routes and display notices.
Position fire extinguishers at strategic points.
Inform all employees of the above.

Site manager is to be informed immediately of all emergencies or incidents.

Emergency contacts notice, details of First Aiders & Fire Action signs on display in folder.

Fire Station – Fire & Rescue Service, 106 Portland Street, Troon KA10 6QN – 999 or 01292 310715

Police Station – Police Scotland 116 Portland Street, Troon KA10 6QU– 999 or 01292 310100

Nearest A&E Hospital: Crosshouse Hospital Kilmarnock KA02 0BE – 999 or 01563

B.T – 0800 917 3993

Scottish Water – 0845 603 8855

Scottish Power – 0845 272 7999

SGN – 0800 111 999 (gas escapes)

SEPA will be contacted by the Client (East Dunbartonshire Council) with a view to agreement on managing the environmental risk for these activities on site. G.L. site manager will liaise with SEPA to ensure that the environmental risk of the activities is minimised.

SEPA – 0800 807 060

Pollution of any watercourse and/or marine environment with construction debris is to be avoided always.

Noise and dust to be kept to a minimum. Damping down of the work area with water will be undertaken if required to prevent excess dust.

The ganger is a fully qualified First Aider and the site manager has attended the one-day course and is an “Appointed Person”.

First aid boxes will be readily available in site transport.

Refuelling of machines will be undertaken above a drip tray.

Spill kits available however for major spills contact should be made with specialists: KN Services 01821 640201.

All surplus material from excavation work will be transported to a licensed waste disposal site. No material will be removed off site without the written permission from the engineer.

SECTION 7: MONITORING & COMPLIANCE

Detail site management & supervision who will carry out inspections to ensure compliance with this Safe System of Work

Daily:	Site Foreman	Weekly:	Site Agent (Jim McCarvill)
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Others/comments

The location of accommodation, unloading and storage areas shall be identified and agreed with the client (if required).

Site accommodation/welfare facilities shall comply with current health and safety legislation and will be located to avoid nuisance to neighbouring land users.

Secure office and non-smoking/smoking facilities etc. will be provided by GL (if required).

Daily excavation inspection by ganger / site manager recorded in register.

All plant and machinery to be operated by trained and authorised personnel. Labour and plant certificates to be retained in the site file.

Machine Operator to complete weekly inspections of excavator and associated lifting equipment.

All operatives encouraged to observe risks constantly by raising to supervision/management ("Don't Look Away" cards).

All personnel involved in these operations will be fully briefed on this safe system of work by GL site engineer and will sign the briefing form.

Prior to any work commencing a review of utilities drawings will be undertaken to establish the presence of services which may affect the works, as well as a check using a CAT scan to verify the position of live services.

GL site manager will give a toolbox talk to advise all operatives of the scope of works and the way they must conduct themselves on site to ensure all safe working procedures are adopted, and that their responsibilities to their fellow workmen are clearly understood.

Liaison prior to work commencing shall be between GL (Jim McCarvill) and SW representative (Mark Green).
Prior to works being carried out a protected species and nesting bird survey is to be carried out

Additional liaison will be required between GL, Ayrshire Council and the local landowners prior to work commencing in these areas.

SECTION 8:	RESOURCES REQUIRED
Personnel:	All work will be undertaken by GL operatives. Pedestrian management measures and banksmen duties will be implemented by GL All GL operatives will be trained to operate plant as required
Time:	The works will take place during normal site hours. 08.00 to 16.30 Monday to Thursday 08.00 to 15.30 Friday Weekends as and when required (on instruction from SW) The programme will be based on this section of the works commencing on TBC for a duration of 4 weeks
Supervision:	All activities will be overseen by GL site manager/foreman.
Plant/Equipment:	The following plant is to be used for these operations: Hiab excavator 7.5t lorry, Compressor c/w heavy and light breaker, Jetvac Unit/CCTV Pumps Stihl saw, Welfare van Cable avoidance tool and signal generator, Various handheld small plant, shovels, picks etc, Additional plant may be required as work progresses,
Materials:	Pipe/concrete/fittings/shuttering plus misc items

SECTION 10: COMMUNICATION	
Highlight below the key points to be included in the safe system of work briefing to operatives . These should be extracted from relevant sections of this safe system of work and associated site-specific risk/COSHH assessments.	
RISKS IDENTIFIED	RISK CONTROLS TO BE BRIEFED TO OPERATIVES
Abrasive Wheels	<ul style="list-style-type: none"> ❖ Only trained persons to use wheels who have been authorised by site management ❖ Keep the area clear of personnel not actively engaged in the operation ❖ Inspect prior to use that the wheel selected for the job is non-defective/correct type & guard in position ❖ Ensure there is no loose clothing or jewellery etc that could get caught up in the machine ❖ Wear a mask (FFP3), face/eye protection (EN166-B) & ear defenders in addition to standard PPE
Excavations	<ul style="list-style-type: none"> ❖ Prevent surface water run-off into the excavation ❖ Edge protected with rigid barriers must secure & maintained ❖ Work is on the beach
Pedestrian Management	<ul style="list-style-type: none"> ❖ Fencing and signage to be erected
Manual Handling	<ul style="list-style-type: none"> ❖ Ascertain information on the load to be lifted such as weight, (maximum weight 20kg men and 12 kg women) shape irregularities (bulky/unwieldy), difficult to grasp, unstable with contents likely to shift, sharp, hot or potentially damaging. ❖ Keep access routes free from obstruction and clearing up spillages ❖ Wearing appropriate Personal Protective Equipment including gloves, hard hat, hi-visibility clothing and safety footwear as a minimum ❖ Manual handling instruction and training to operatives on the priority for mechanical lifting and safe lifting techniques
Noise & Vibration	<ul style="list-style-type: none"> ❖ Adhere to noise conditions/controls as conveyed at site induction ❖ Wear good warm gloves when holding vibrating equipment ❖ Follow the traffic lights system (5B-10) <ul style="list-style-type: none"> ❖ High RED Consult H&S manager/adviser for advice ❖ Medium AMBER Control exposure to 2 hours maximum ❖ Low GREEN Control exposure to 8 hours maximum
Plant	<ul style="list-style-type: none"> ❖ Plant must not approach too close to an excavation such that there is a risk of collapse from a surcharge ❖ Operators must comply with instructions given & the Ground Disturbance Permit
Portable Tools	<ul style="list-style-type: none"> ❖ All operators to be trained and competent in the use of portable tools with valid certificates where appropriate ❖ PPE must be worn i.e. hard hat, safety boots, Hi Vis clothing, gloves, ear protection, respirators etc.
Buried Services	<ul style="list-style-type: none"> ❖ Ground Disturbance Permit (5D-09) to be signed prior to commencing work ❖ Always use a CAT & Genny before digging – do not make assumptions – services can rise to shallow depths
Spill Response	<ul style="list-style-type: none"> ❖ Spill kits must be used if a spillage occurs
Nuisance (Dust)	<ul style="list-style-type: none"> ❖ Ensure cutting and grinding operations are adequately shielded or wetted ❖ Keep to site speed limits to minimise dust generation ❖ Engines to be switched off when not in use
Refuelling	<ul style="list-style-type: none"> ❖ Plant shall be re-fuelled at the designated area over an impermeable surface. ❖ Return spare fuels and oils to proper storage areas ❖ Use funnels when refuelling small plant and equipment to avoid spillages ❖ Ask your site manager what to do with waste oil, petrol and diesel prior to any disposal
Waste Disposal	<ul style="list-style-type: none"> ❖ Waste Transfer Note will be required and must accompany any waste.
	<ul style="list-style-type: none"> ❖
	<ul style="list-style-type: none"> ❖

COVID 19	❖ All as per attached documents F1-01a, RA023 Risk assessment and additional induction for COVID (5G-04a)	
COVID: PREVENTING THE SPREAD		
Activity	Hygiene	Social Distancing
Approaching site	Sanitising station in welfare van	Manned security preventing public from entering lane
Site set up/remove	Gloves/wipes for barriers	No close working required – keep 2m apart.
Vehicles- getting to site.	Keep vehicles clean – COVID induction.	1 driver 1 vehicle policy except welfare van having 2, who are more 2m apart.
General	Washing facilities in welfare van & hand gel issued.	COVID induction instructing 2m apart. Achievable in practical work.
Authorised visitors	COVID induction sent in advance of visit	Contact GL Supervisor on arrival in car.
Welfare van	Hygiene station	Only one person at each section at any one time i.e. drivers area, rest area and toilet.
Smoking	No smoking policy	No smoking policy
Emergencies	Additional PPE for first aiders as per risk assessment.	As per induction & additional PPE
Excavation	Hygiene station	No close working required – keep 2m apart.
Person giving the briefing to record who attended (no signature required from attendees)		
DATE	ATTENDEES	INSTRUCTOR