

ADDENDUM TO PRINCIPAL CONTRACTOR'S

WORK METHOD STATEMENT

DATE 14 th January 2015	PREPARED BY Aldred Associates, Health & Safety Consultants, 20, Oak Street, Radcliffe, M26 1JL 0161 766 6937 07967 628656	JOB LOCATION Three Millstones Inn, Waddington Road, West Bradford, BB7 4SX For Mr & Mrs Frost
PERSON RESPONSIBLE FOR IMPLEMENTATION Principal Contractor's Site Manager		
JOB DESCRIPTION Erection of two storey holiday let/hotel accommodation block comprising 5 ensuite bedrooms This block will be located between the rear of the public house/restaurant and the perimeter wall to the south of the property. Allocated parking/disabled parking will be created. It is anticipated that construction works will be ongoing for approximately 30 weeks.		
WORK SEQUENCES Specific construction process method statements along with the necessary risk assessments will be prepared by and/or for various trades prior to their commencement on site, but the detail in this method statement will relate to all. Plant and materials will be stored in a lockable compound at the rear of the site.		REF. TO RISK ASSESSMENT 7
EQUIPMENT TO BE USED Herris type fencing will be used to secure the site and deter entry by the general public. Where ever there is potential of dust emission, suitable dust suppression equipment will be used to ensure that emissions are kept to a minimum (eg water suppression when cutting concrete blocks etc.) Plant and machinery will be immobilised and locked at the end of each working day		REF. TO RISK ASSESSMENT 20,42

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ACCESS EQUIPMENT AND ROUTES <ol style="list-style-type: none">1. Traffic movement on site and parking arrangements will be limited, this will necessitate strict allocation of parking spaces and co-ordination of deliveries to ensure that off loading of both materials and plant can be performed within the confines of the site. Neither parking, by operatives or visitors, nor off loading of goods will be permitted on the highway.2. Suppliers will be informed of the most appropriate route to site dependent on the load type and their location. They will also be informed of potential route difficulties (eg narrow bridge over river) to ensure appropriate delivery vehicles will be used.3. A temporary wheel wash station will be set up at the site exit to ensure the public highway is not contaminated.	REF TO RISK ASSESSMENT 68
P.P.E. TO BE USED All operatives will wear hard hats, safety boots, and hi-vis jackets/vests at all times. Where instructed eye protection and dust masks will be worn. Scaffolders and roofers will wear fall restraint harnesses.	
SPECIAL OPERATIVE TRAINING All operatives will hold relevant CSCS cards. Plant operators will hold appropriate CITB certification. Tradesman will be suitably qualified.	
ENVIRONMENTAL FACTORS Ensure that materials or waste do not enter drains or local water courses. Have regard for local flora and fauna. Waste will be segregated to ensure maximum recycling and disposed of via licenced operators.	
COSHH ASSESSMENTS	
APPROVED BY EJAldred	DATE 14 th January 2015

SIGNIFICANT HAZARDS

ASSESSMENT OF RISK

V. LOW	LOW	MED	HIGH
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1	Injury to operatives from falling materials				X
2	Injury to trespassers, especially children				X
3	Environmental contamination		X		
4					
5					
6					
7					
8					
9					
10					

ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:

Compliance with:

CDM Regulations 2007

COSHH Regulations 2005

Manual Handling Operations Regulations 1992

Control of Pollution (Oil Storage) (England) Regulations 2001

HSE Guidance Booklet HSG 151 Protecting the public – your next move.

Planning:

Minimum quantities of materials will be supplied to site.

The manufacturer's recommendations will be followed with respect to temperature and humidity requirements, and stacking.

For hazardous materials, COSHH assessments will be required before delivery to site.

Physical:

Palletised loads will not exceed two pallets in height.

Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements.

Compressed gas cylinders will be stored upright in ventilated cages.

Stacks of cylindrical objects such as pipes and cable drums will be stabilised using chokes or wedges.

Material stacks will be limited in height to ensure stability; heights of more than 2m will be avoided unless specifically authorised by site management.

Drums and containers will be marked clearly to indicate contents.

Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons.

Trays or bunds will be provided where necessary beneath containers to prevent ground contamination.

Guard-rails will be fitted to storage areas where persons could fall more than 2m.

Managerial/Supervisory:

Stockpiles and storage areas will be inspected regularly to ensure stability, and to ensure that the above physical precautions are in place.

Training:

Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site. Stability and stacking instructions will be given as needed to site operatives by management.

File Reference EA7

SITE SPECIFIC ASSESSMENT

SITE/LOCATION: Three Millstones Inn, West Bradford

MAXIMUM NUMBER OF PEOPLE INVOLVED IN ACTIVITY: 20

FREQUENCY & DURATION OF ACTIVITY: 30 weeks

ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:

Restricted area for loading and unloading.

ADDITIONAL CONTROL MEASURES REQUIRED: None

Deliveries will be co-ordinated to ensure that access is available to allow loading or unloading of plant and material on site.

ASSESSMENT OF REMAINING RISKS: Insignificant / **Low** / Medium / High

SERIOUS & IMMINENT DANGER RISK IDENTIFIED: No

EMERGENCY ACTION REQUIRED:

NAMES OF COMPETENT PERSON(S) APPOINTED TO TAKE ACTION:

CIRCUMSTANCES WHICH WILL REQUIRE ADDITIONAL ASSESSMENT:

1. Storage of petrol
2. Storage of highly flammable liquids (see EC9)
3. Storage of LPG (see EC8)

ON SITE ASSESSMENT

SIGNED:

EJAldred

DATE

14th January 2015

File Reference

EA7B

GENERIC RISK ASSESSMENT ACTIVITY COVERED BY THIS ASSESSMENT:
USE OF FORK LIFT TRUCKS

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SIGNIFICANT HAZARDS	ASSESSMENT OF RISK			
	V. LOW	LOW	MED	HIGH
1 Fall of load from forks			X	
2 Overturning of fork lift			X	
3 Unplanned lowering of forks (mechanical failure)			X	
4 Impaired driver vision			X	
5				
6				
7				
8				
9				
10				

ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:

Compliance with:

Provision and Use of Work Equipment Regulations 1998 and AcoP L22
Lifting Operations and Lifting Equipment Regulations 1998 and AcoP L113
Workplace (Health, Safety and Welfare) Regulations 1992
CDM Regulations 2007
HSE – AcoP L117 Rider-operated lift trucks : operator training
HSE Guidance Booklet HS (G) 6 - Lift trucks : safety in working

Planning:

Operating area proposed is to be checked in advance for suitability.
Planned maintenance programme applies to fork lift trucks.
Where applicable, raising and lowering chains to be checked for valid test certificate.
Type of fork lift to be checked to ensure suitability for loads to be moved and ground conditions.

Physical:

Fork lift trucks are not to be overloaded in excess of manufacturer's recommendations.
Passengers must not be carried unless additional seat is fitted.
Fork lift trucks are not to be left unattended with engines running or forks raised.
Palletised loads must be checked for security before carriage.
Daily driver checks must include brake testing.
Vehicles must not be driven at excessive speeds; only in accordance with the workplace conditions. At blind corners, signs and audio-visual warnings will be considered. In workshops and stores, warning signs will be displayed, and operating areas and overhead obstructions painted to highlight hazards.
Extra care must be taken when working on slopes, especially when crossing the gradient.
A bankman is to be used where driver's vision is impaired or operating in congested areas.
All plant will be fitted with a flashing beacon.
FLT's will carry a spill kit at all times.

Managerial/Supervisory:

Certification of drivers must be checked.
Vehicles must be checked by drivers before use and secured afterwards.
Management must ensure speed restrictions are enforced, and monitor use on sloping ground.

Training:

Specific driver training is required, in accordance with COP26.
Fork lift truck driving by uncertificated operatives is not permitted; this also applies to subcontractors and the self-employed.

File Reference EA20

SITE SPECIFIC ASSESSMENT

SITE/LOCATION: Three Millsones Inn, West Bradford

MAXIMUM NUMBER OF PEOPLE INVOLVED IN ACTIVITY: 20

FREQUENCY & DURATION OF ACTIVITY: 30 weeks

ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:

Delivery to and unloading on site

ADDITIONAL CONTROL MEASURES REQUIRED:

Co-ordination of movements with supplier to ensure prompt off loading on site.

Details of route to site with suppliers to ensure that hazards such as narrow streets/bridges are pointed out and that suitable deliver vehicles/routes can be arranged.

ASSESSMENT OF REMAINING RISKS: Insignificant / Low / Medium / High

SERIOUS & IMMINENT DANGER RISK IDENTIFIED: No

EMERGENCY ACTION REQUIRED:

NAMES OF COMPETENT PERSON(S) APPOINTED TO TAKE ACTION:

CIRCUMSTANCES WHICH WILL REQUIRE ADDITIONAL ASSESSMENT:

ON SITE ASSESSMENT

SIGNED:

EJAldred

DATE:

14th January 2015

File Reference

EA20B

SIGNIFICANT HAZARDS	ASSESSMENT OF RISK			
	V. LOW	LOW	MED	HIGH
1 Shovel or load dropping inadvertently		X		
2 Overturning of machine			X	
3 Materials dropping from shovel or bucket			X	
4 Persons struck by machine			X	
5 Restriction of driver's vision			X	
6				
7				
8				
9				
10				

ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:

Compliance with:

Lifting Operations and Lifting Equipment Regulations 1998

CDM Regulations 2007

Provision and Use of Work Equipment Regulations 1998 and ACoP L22

HSE Guidance HSG150 - Health and safety in construction.

British Standards including: BS 5228-Noise and Vibration Control on Construction Sites. BS 6912 – Safety in Earth Moving Machinery. BS6913:- Operation and Maintenance of Earth Moving Machinery.

Planning:

Choice of equipment and requirements assessed with regard to ground conditions and local operational requirements. Excavators must be subject to a planned maintenance programme.

Physical:

180 degree machines - When using the backhoe the bucket must be lowered to the ground

360 degree machines - At least 600mm clearance to be allowed for tail swing. No persons are allowed to stand or work within operating radius without the operator's permission. Loads must be slewed over personnel, vehicle cabins and huts. Overhangs are not to be created on high workfaces. Wheels/tracks are to be at 90 degrees to the workface.

Travel and operations on a gradient must be controlled to ensure machine stability.

A banksman is to be used where driver's vision is impaired or operating in congested areas.

Managerial/Supervisory:

Certification of drivers must be checked.

Trenching and deep excavation work must be supervised to ensure the stability of machine and excavation, and that persons do not work within the swinging radius of a backhoe.

Vehicles must be checked by drivers before use and secured afterwards.

Management must ensure speed restrictions are enforced, and monitor use on sloping ground.

Noise levels are to be monitored assessed as may be necessary. Machinery must be checked by a competent person at regular intervals.

Training:

Driver training to CITB standard is required; also to comply with BS 6264 : Operator training for earthmoving machinery is required

Excavator driving by uncertificated operatives is not permitted; this also applies to subcontractors and the self-employed.

SITE SPECIFIC ASSESSMENT

SITE/LOCATION: Three Millstones Inn, West Bradford

MAXIMUM NUMBER OF PEOPLE INVOLVED IN ACTIVITY: 20

FREQUENCY & DURATION OF ACTIVITY: 30 weeks

ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:

Delivery to and unloading on site

ADDITIONAL CONTROL MEASURES REQUIRED:

Co-ordination of movements with supplier to ensure prompt off loading on site.

Details of route to site with suppliers to ensure that hazards such as narrow streets/bridges are pointed out and that suitable deliver vehicles/routes can be arranged.

ASSESSMENT OF REMAINING RISKS: Insignificant / Low / Medium / High

SERIOUS & IMMINENT DANGER RISK IDENTIFIED: No

EMERGENCY ACTION REQUIRED:

NAMES OF COMPETENT PERSON(S) APPOINTED TO TAKE ACTION:

CIRCUMSTANCES WHICH WILL REQUIRE ADDITIONAL ASSESSMENT:

1. Excavator operations in vicinity of underground/overhead power lines or services
 2. Excavator being used as a crane for lifting pipes or equipment
- NB. See related risk assessment EC44

ON SITE ASSESSMENT

SIGNED:

EJAldred

DATE:

14th January 2014

File Reference

EA42B

SIGNIFICANT HAZARDS	ASSESSMENT OF RISK			
	V. LOW	LOW	MED	HIGH
1 Contact with overhead power lines		<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
2 Overturning		<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
3 Collision with pedestrians		<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
4 Collision with structures		X <input type="checkbox"/>	<input type="checkbox"/>	
5 Collision with other vehicles		X <input type="checkbox"/>		<input type="checkbox"/>
6 Causing collapse of or falling into excavations			X <input type="checkbox"/>	<input type="checkbox"/>
7				
8				
9				
10				

ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:

Compliance with:

Provision and Use of Work Equipment Regulations 1998 and AcoP L22

Control of Substances Hazardous to Health 2005 (as amended). Noise at Work Regulations 1989

Road Traffic Acts

Road Vehicle (Construction & Use) Regulations 1986- amendment 2009

HSE Guidance Notes GS6 Avoidance of danger from overhead electric lines.

HSE Booklet HSG 144 Safe use of vehicles on construction sites.

HSG 151 Protecting the public-your next move.

Planning:

The site will be surveyed and vehicle routes planned to avoid danger to pedestrians, contact with buildings, structures or overhead power lines, and to be clear of excavations. Vehicles will be subject to a planned maintenance programme.

Physical:

Suitable fencing will be provided around excavations. Barriers and notices will be erected at overhead power lines as required by GS6. Vehicle operating areas and traffic routes will be clearly signed and fenced off where practicable. Stop boards will be fitted to excavations where tipping is to take place. Drivers will ensure loads are placed evenly in vehicles and that the vehicle is not overloaded. Drivers will not remain in or on vehicles being loaded or unloaded. Tipping vehicles will not move with the body raised, and stop boards must be used to prevent over-run of edges.

Managerial/Supervisory:

Vehicles used for removal of site waste must be registered with the local authority. Those intended for use on the public highway will comply with current licensing requirements. Signs requesting visiting vehicle drivers to report to the site office will be displayed. 5 mph speed restrictions will be displayed and enforced as necessary. Where audible warnings are not fitted to vehicles, banksmen will be used to give warning to others when vehicles are reversing.

Training:

Visiting drivers will be briefed on site rules and hazards. All employed and contractors drivers will hold a current driving licence, and will be trained in site and plant safety awareness. In general, visiting drivers who bring children to site in vehicle cabs will be required to ensure that they remain there throughout the vehicle's stay on site.

SITE SPECIFIC ASSESSMENT

SITE/LOCATION Three Millstones Inn, West Bradford

MAXIMUM NUMBER OF PEOPLE INVOLVED IN ACTIVITY: 20

FREQUENCY & DURATION OF ACTIVITY: 300 weeks

ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:

Delivery to and unloading on site

ADDITIONAL CONTROL MEASURES REQUIRED: None

Co-ordination of movements with supplier to ensure prompt off loading on site.

Details of route to site with suppliers to ensure that hazards such as narrow streets/bridges are pointed out and that suitable deliver vehicles/routes can be arranged.

ASSESSMENT OF REMAINING RISKS: Insignificant / Low / Medium / High

CIRCUMSTANCES WHICH WILL REQUIRE ADDITIONAL ASSESSMENT:

1. Transport on contaminated sites
2. Transport of contaminated waste

ON SITE ASSESSMENT

SIGNED:

EJAldred

DATE:

14th January 2015

File Reference

EA68B

