

		RISK ASSESSMENT		Ref: Surface Water		Caldwell Construction Ltd Caldwell House, Brick Kiln Lane, Etruria, Stoke on Trent Staffordshire ST4 7BS T: 01782 265532							
Surface Water Mitigation Trench													
Client:		Prospect Homes				Date: Apr 2022							
Contract:		Mitton Road, Whalley				Review Date: Apr 2023							
Location:		Whalley, Lancashire.				Assessor:		Signature:					
Job No:		-				Lee Rigby		<i>L. Rigby</i>					
INITIAL RISK RATING													
LIKELIHOOD	Very Frequent	☐	Frequent	☒	Occasional	☐	Rare	☐	Very Rare	☐			
SEVERITY	Fatal	☒	Major	☐	Moderate	☐	Minor	☐	Insignificant	☐			
RISK RATING:	HIGH RISK		☒	MEDIUM RISK		☐	LOW RISK		☐				
HAZARDS IDENTIFIED													
1	Damage to the Local Environment									☐	☐	☒	☒
2	Delivery of Materials and Equipment									☐	☐	☒	☐
3	Lifting Operations									☒	☒	☐	☐
4	Lines of Communication									☐	☐	☒	☐
5	Manual Handling Operations									☒	☐	☐	☐
6	Persons not involved in the task including members of the Public									☐	☐	☐	☒
7	Plant and Machinery									☒	☒	☐	☐
8	Storage of Materials									☒	☒	☐	☐
9	Utility Services									☒	☐	☐	☐
10	Weather Conditions									☒	☐	☐	☐
11	Working at Height									☒	☐	☐	☐
Damage to the Local Environment													
STANDARD CONTROL MEASURES										ACTION BY			
1	1	Washout areas are kept a minimum of 10m away from watercourses and drains.								CCL Operatives and Supervision			
	2	Drip trays provided and placed under all small plant where not double bunded.								CCL Supervision			
	3	Fuel spillage kits provided with every machine over 8T at all times.								CCL Supervision			
	4	Where fuel is being stored, this is at a location agreed with Prospect Homes that is a minimum of 20m away from any water course.								CCL Operatives and Supervision			
	5	Tree's that are under a Tree Protection Order are identified and fenced off.								CCL Operatives and Supervision			
Delivery of Materials and Equipment													
STANDARD CONTROL MEASURES										ACTION BY			
2	1	Before materials and equipment are brought on to Site, arrangements are agreed with the PC to identify a designated laydown area.								Prospect Homes and CCL Supervision			
	2	Consultation is undertaken with Prospect Project Management to ensure that deliveries of materials and equipment are planned prior to them arriving on site.								Prospect Homes and CCL Supervision			
	3	This includes the times that the deliveries are made, conditions attached to the deliveries and methods that materials and equipment will be unloaded.								Prospect Homes and CCL Supervision			
	4	Where persons are required to work at height to unload materials and/or equipment this will be undertaken with suitable and sufficient provisions in place to prevent falls.								CCL Supervision			

Lifting Operations			
STANDARD CONTROL MEASURES			ACTION BY
3	1	The lift is planned before any lifting activities take place using the lift plan contained within the document.	Prospect Homes and CCL Supervision
	2	Thorough examination has been undertaken on the mechanical excavator within the last 12 months.	Prospect Homes and CCL Supervision
	3	Thorough examination of lifting accessories has been undertaken within the last six months.	Prospect Homes and CCL Supervision
	4	Pre-use inspection is undertaken on a daily basis before lifting equipment and accessories are used.	CCL Supervision
	5	Slinger and banksman used to undertake the lifting operation.	Lift Supervisor
	6	Tag lines used to position the lifted materials into position. No persons handle the load until it is below knee height.	Slinger/Banksman
	7	Only persons involved in the lifting operations are allowed in the working zone.	CCL Supervisor Task Operatives
Lines of Communication			
STANDARD CONTROL MEASURES			ACTION BY
4	1	All task personnel are inducted on to the worksite by the Principal Contractor before any work activities take place.	CCL Operatives and Supervision
	2	Pre-start meeting held with all persons involved in the task.	All Stakeholders
	3	Task operatives briefed on utility services location.	CCL Supervision
Manual Handling Operations			
STANDARD CONTROL MEASURES			ACTION BY
5	1	Where practicable all items over 20kg will be lifted and handled with suitable lifting aids where practicable.	CCL Operatives and Supervision
	2	Materials and equipment are sighted as close to the working area as is possible and safe.	CCL Supervision
Persons not involved in the task including members of the Public			
STANDARD CONTROL MEASURES			ACTION BY
6	1	The working area where the task is taking place is protected by a "Working Zone".	CCL Operatives and Supervision
	2	The zone is defined by pedestrian barriers to create a defined working area.	CCL Supervision
Plant and Machinery			
STANDARD CONTROL MEASURES			ACTION BY
7	1	Plant and machinery is under a regime of maintenance and inspection, operators are trained and competent.	CCL Operatives and Supervision
	2	A register of equipment is maintained by the CCL Supervisor.	CCL Supervision
	3	Plant and machinery is stored securely when not in use.	CCL Operatives and Supervision
	4	Equipment is refuelled in a designated area that is agreed with the Site Management.	Principal Contractor and CCL Supervision
	5	Spill kits are provided for plant and machinery where the equipment is not double banded.	CCL Supervision
	6	Seat belts are worn at all times when operating plant.	Plant Operators and CCL Supervision
	7	Operating plant has a hazard beacon that is flashing when in use.	Plant Operators and CCL Supervision
	8	All plant/work equipment certification is held in site file/machine and weekly inspections of plant, work and lift equipment are recorded.	Plant Operators and CCL Supervision

Storage of Materials								
STANDARD CONTROL MEASURES							ACTION BY	
8	1	Hard standing in place that has been agreed with Principal Contractor for the storage of materials and equipment.					Principal Contractor and CCL Supervision	
	2	Materials are stored in order to prevent the risk of injury to those within in the laydown area.					Principal Contractor and CCL Supervision	
	3	Materials will not be stacked more than two sections high.					CCL Supervision	
	4	Clear walkways are provided around stored materials to reduce the risk of trips and falls.					CCL Operatives and Supervision	
Utility Services								
STANDARD CONTROL MEASURES							ACTION BY	
9	1	Utility service plans obtained for work area.					Principal Contractor and CCL Supervision	
	2	Utility services survey undertaken to identify the location of known services and to identify any unknown utility services that exist.					CCL Operatives and Supervision	
	3	Cable avoidance tool (gCAT4+ and generator used to assist in the survey.					CCL Supervision	
	4	All persons involved in the excavation activities are briefed on the utility services identified.					CCL Supervision	
	5	Known services will be marked out to indicate the location.					CCL Supervision	
	6	Permit to dig obtained from Principal Contractor before any excavation works take place.					Principal Contractor and CCL Supervision	
	7	Where utility services have been identified, safe digging practices are employed.					CCL Operatives and Supervision	
	8	No machinery or equipment is used within 0.5m of known utility services.					All Stakeholders	
Weather Conditions								
STANDARD CONTROL MEASURES							ACTION BY	
10	1	The task is planned taking in to account the weather forecasts to ensure that the conditions are suitable for the task to proceed.					Principal Contractor and CCL Supervision	
	2	Regular checks (daily) are undertaken to ensure that there is no significant change on the forecasts within the immediate location.					Principal Contractor and CCL Supervision	
	3	In addition to this consideration is given to the amount of rain forecast taking in to account that a significant amount of time will be spent on the task.					Principal Contractor and CCL Supervision	
Working at Height								
STANDARD CONTROL MEASURES							ACTION BY	
12	1	Working at height is avoided where practicable, where it is not practicable then fall prevention provisions are provided in terms of edge protection by means of ratchet straps around the parameter of the delivery vehicles.					Delivery Company / CCL Supervisor	
	2	Where edge protection is not practicable for unloading of vehicles bean bags will be used.					Delivery Company / CCL Supervisor	
	3	A safe means of access is provided the bund at all times.					CCL Supervisor	
PPE REQUIREMENTS		M = Mandatory at all times, T = Task Specific, NR = Not Required						
Hard Hat – BS EN 397		M	Ear Defenders – BS EN 352	T	Impact Resistant Eye Protection	T	Life Jacket	NR
High-vis – BS EN 471		M	FFP3 Dust Mask – BS EN 149	T	Gloves – BS EN 388 - suitable for the specific task	T	Waterproofs	T
Safety Boots – BS EN 345		M	Eye Protection – BS EN 166	T	Wellingtons with steel toe cap – BS EN 345	T	Other as specified by control measures	NR

SITE SPECIFIC HAZARDS					ADDITIONAL CONTROL MEASURES					
1					1					
2					2					
3					3					
4					4					
5					5					
6					6					
7					7					
8					8					
9					9					
10					10					
RESIDUAL RISK AFTER SITE SPECIFIC CONTROL MEASURES ARE PUT IN PLACE										
LIKELIHOOD	Very Frequent	☐	Frequent	☐	Occasional	☒	Rare	☐	Very Rare	☐
SEVERITY	Fatal	☐	Major	☐	Moderate	☒	Minor	☐	Insignificant	☐
RESIDUAL RISK RATING:	HIGH RISK		☐		MEDIUM RISK		☒		LOW RISK	
Site Specific Risk Assessment review undertaken by:	Name:		Position:		Signature:		Date:			
	Lee Rigby		H&S Director		<i>L. Rigby</i>		April 2022			
ADDITIONAL INFORMATION/GUIDANCE CAN BE OBTAINED FROM:					RELATED H&S ARRANGEMENTS					
Health and Safety Department Caldwell Construction Ltd Caldwell House, Brick Kiln Lane Etruria, Stoke On Trent Staffordshire ST4 7BS T: 01782 265532 M: 07454 110 512					➤					
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		METHOD STATEMENT		Ref: Surface Water		Caldwell Construction Ltd Caldwell House, Brick Kiln Lane, Etruria, Stoke on Trent Staffordshire ST4 7BS T: 01782 265532		
Surface Water Mitigation Trench								
Client:		Prospect Homes				Date: Apr 2022		
Contract:		Mitton Road, Whalley				Review Date: Apr 2023		
Location:		Whalley, Lancashire.				Creator:		
Job No:		-				Signature: <i>L. Rigby</i>		
ACTIVITY DETAILS								
Activity		The activity consists of undertaking an excavation trench to mitigate surface water runoff from the residential development from entering into the watercourse.						
Supervision Details		The Supervision of the working activity is provided by a CCL Supervisor who holds SMSTS.						
Plant and Equipment		Tools and equipment that will be utilised to undertake the activity will be: Tracked excavator, Material Handling Dumper.						
Safety Induction		Before the work activity takes place, all persons involved in the task will be or have been inducted by the Principal Contractor.						
Emergency Arrangements		Emergency arrangements are provided by the Principal Contractor, these will consist of nominated First Aiders and Fire Marshalls with appropriate emergency equipment.						
Training Requirements		Task Supervisor is SMSTS, Machine Operators hold current CPC/SPORS Training,						
Other		-						
PPE REQUIREMENTS		M = Mandatory at all times, T = Task Specific, NR = Not Required						
Hard Hat – BS EN 397		M	Ear Defenders – BS EN 352	T	Impact Resistant Eye Protection	T	Life Jacket	NR
High-vis – BS EN 471		M	FFP3 Dust Mask – BS EN 149	T	Gloves – BS EN 388 - suitable for the specific task	T	Waterproofs	T
Safety Boots – BS EN 345		M	Eye Protection – BS EN 166	T	Wellingtons with steel toe cap – BS EN 345	T	Waders	T
Steps		Sequence of Work					Responsible	
Step 01		All task operatives will receive a Site Induction by the Principal Contractor (if this hasn't already taken place).					CCL Supervisor Principal Contractor	
Step 02		Before work starts, a pre-start meeting will be held with all work party members to ensure that there is a plan in place to undertake the working task safely. Arrangements will be agreed with Task Operatives and Principal Contractor on the action to take in the event of an emergency such as a fall from height.					CCL Operatives, Supervisor Prospect Homes	
Step 03		Operatives will wear the personal protective equipment in-line with the requirements set out in the PPE Section above.					All persons involved in task	
Step 04		A material's lay down area will be agreed with the Principal Contractor that is suitable and sufficient for the materials to be stored that allows safe access to and from the working zone whilst the works are being undertaken.					CCL Supervisor Principal Contractor	
Step 05		The working area (zone) will then be setup to create a working zone that is controlled. This will include both pedestrian barriers and heras fencing to create a secure working area that prevents access to unauthorised persons not involved in the task including members of the public.					CCL Operatives, Supervisor	
Step 06		A utility services survey will be undertaken to identify known services using the service plans provided by Prospect Homes and investigations undertaken with service locating equipment. Where it is found that there are existing services within the work area, trial holes will be undertaken to identify the location and depth of existing services and then the services will be identified by spraying up the surface of the ground and operatives involved in the task will be briefed on the services location. A permit to dig will then be obtained from the Principal Contractor taking in to account the services identified and the measures taken to prevent damage to those services. Safe digging practices will be employed within 0.5m of known utility services.					CCL Supervisor Principal Contractor	

Step 07	Once the materials and equipment have been delivered to site and stored within the materials laydown area initial works will be undertaken to create safe access to the work area.	CCL Supervisor Principal Contractor
Step 08	Once the working area is ready and the levels have been set-out by the CCL Engineer that is at least 8m away from the water course, action will then be taken to excavate existing earth material load it into the Material Handling Dumper, excavating a trench that is 460mm / 350mm that runs the length of the water course that is lined with terram and straw bales to trap silt leaving the development.	CCL Operatives, Supervisor Principal Contractor
Step 09	The excavated material will then be transported to the agreed laydown area using the Material Handling Dumper along the designated traffic routes. Traffic route planned and agreed with the Principal Contractor prior to starting the material transporting activity.	CCL Operatives, Supervisor Principal Contractor
Step 10	The transporting of earth material will be continued until the excess earth material, vegetation and top soil has been removed to a layer of natural clay.	CCL Operatives, Supervisor Principal Contractor
Step 11	Once the excavation trench has been completed, a catch pit 4m x 2m x 1m will then be created at the down stream end of the excavated trench that will be lined with terram and straw bales to become a final containment of silt from the development.	CCL Operatives, Supervisor
Step 12	Once the trench and catch pit is complete, consultation with the Principal Contractor will be held to obtain sign off to ensure that the works meet the specification laid out by Prospect Homes.	CCL Operatives, Supervisor Prospect Homes
Step 13	When the task has been signed off then work will be undertaken to remove all work equipment from the working area and then the working zone will be dismantled.	CCL Operatives, Supervisor
Step 14	Once complete, the trench and surround areas will be handed back to Prospect Homes.	CCL Operatives, Supervisor
Step 15	Regular inspections and maintenance of the trench and catch pit will be carried out under the guidance of Prospect Homes.	CCL Operatives, Supervisor
Where there is a risk of silt entering the water course as a result of these work activities, all works must cease with concerns raised to the Principal Contractor and CCL Site Management.		