



5 Seaforth Road North
Hillington Park,
Glasgow
G52 4JQ

*Method Statement & Risk Assessment
Prepared for*

**Balfour Beatty
St Ambrose**

*Carry out Drainage Remedials MHs 18,17,16 and
raise invert levels*

It is the policy of DAMM Environmental that this Method & Risk Assessment must be reviewed and signed prior to commencing work.

Prepared by: M. Duffy
Checked by: B. Taylor

Training Co-ordinator
EHS Leader

Date: 29/11/2019
Date: 29/11/2019



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1. Scope of Works

The works involve erecting heras panels to form an exclusion/work zone at area of works as detailed in sketch, saw cut and break out tarmac in identified drainage areas in playground and remove spoil off site.

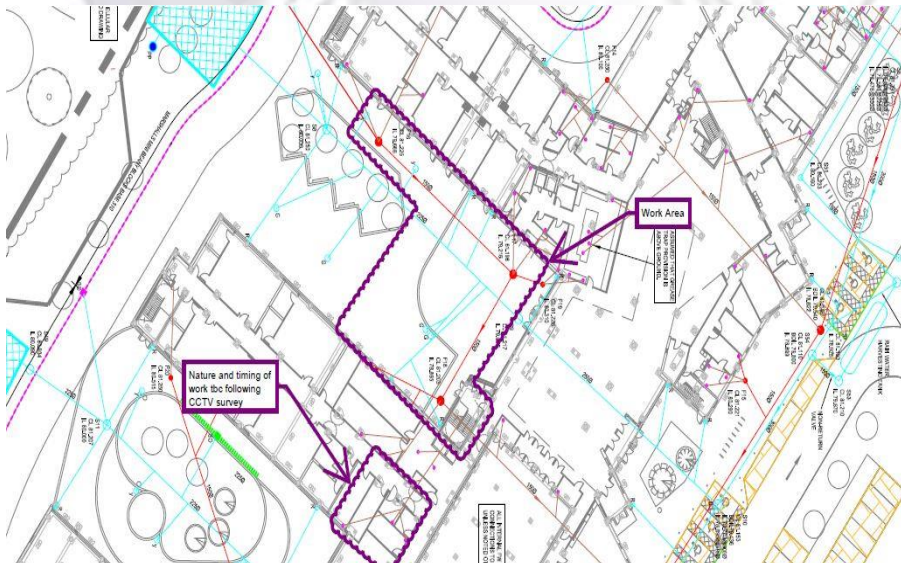
Excavate and install M/H 18 to agreed invert level and on completion of works excavate and install earth work support system from M/H18 to M/H17 and remove existing 150mm pipe and re-lay at new invert levels, on completion of installing the new sewer we will carry out a similar operation at M/H 17 as was carried out at M/H 18 and subsequently excavate and install earth work support system from M/H17 to M/H 16 and and remove existing 150mm pipe and relay to suit new invert levels.

Upfill area on completion of drainage and level compact and trim 250mm type1 to receive 50-80mm dbm and 30-40mm wearing course laid to falls.

2. Location

St Ambrose High School

3. Photograph / Drawings





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4. Personnel

4 x operatives (civils)
2 x operatives (Surfacing)

5. Plant, Equipment

Hand tools / C.A.T. Scanner / Heras Fencing /
1 ton excavator with Pecker
8 ton excavator
3 Ton Dumper
Breaker / road saw
Barriers and GRP road plates
Roller/ whacker plate

6. Welfare Arrangements

Work breaks for meals, toilet etc. are as per DAMM's terms, conditions and comply with the requirements of Health & Safety at Work Act.



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7. Procedure

The following steps are to insure a safe work system for **Personnel** and **Public** at all times.

- 7.1 All work carried out will be by as per attached Risk Assessment.
- 7.2 Arrive on site obtain permit to work (if applicable)
- 7.3 Normal hours of working will be 8 till 4:30 or otherwise as directed by client.
- 7.4 Review and Confirm work tasks.
- 7.5 Review and complete Risk Check Sheet (RCS), sign off ensuring all PPE is worn as per Assessments.
- 7.6 Complete excavation Permit.
- 7.7 Cordon of Work Area.
- 7.8 C.A.T. Scan area for any services and mark on surface.
- 7.9 Crew will set up heras fencing/ barriers to identify work area and will tape off and erect door closed signage on the inside of the emergency escape door.
- 7.10 Saw cut existing tar utilising road saw with water suppression.
- 7.11 Excavation can commence using 1ton excavator to break up tar and cast to one side for off site.
- 7.12 Existing Manholes will have covers, brickwork and biscuits removed prior to any works being carried out within the benched area, a site decision will be made with regards to removal of the existing manhole rings and concrete base or reconfiguring the levels within the existing manhole to accommodate revised levels, all existing flows will be managed by means of fluming/overpumping or utilising a vactor.
- 7.13 8 Ton excavator will carry out drainage excavation to the required depth, of the existing pipe and place earthwork support, at a time of school closure we will remove existing sewer pipe and place bedding to raise (approx. 230mm) level and lay pipe and place backfill and surround and place selected excavated material in layers and compact up to underside of tar between Manholes.
- 7.14 The excavation will be backfilled in 250mm layers utilising a compactor, up to underside of playground make-up
- 7.15 Place level compact and trim 150mm of Type 1 to receive surfacing.
- 7.16 Surplus arisings will be removed from site by 8 Ton excavator loading 7 ton lorry to take to licenced landfill site.
- 7.17 Permit to be signed off & client sign of job sheet to acknowledge work meets requirement.



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8. Interface with Others

St Ambrose staff and pupils

9. Environmental Considerations

Environment issues are covered in Risk Assessment.

10. Emergency and First Aid

Emergency, First Aid Procedures and Accident Investigation are as per DAMM's Safety, Health and Environment Procedures.

11. Training

Before starting off the job, personnel involved will be notified by Management of this assessment and the precautions required.

12. P. P.E.

As a minimum the P.P.E. requirement for this task are:

- 1/ Overalls
- 2/ Gloves
- 3/ Safety Boots / Wellingtons
- 4/ Hard Hat
- 5/ Safety Glasses.
- 6/ Ear defenders
- 7/ Dust mask



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Risk Check Sheet

Are We At Risk From ?	YES / NO	Action to Control / Remove Risk
Falling from Height	YES / NO	
Slipping or tripping	YES / NO	
Any overhead working	YES / NO	
Traffic nearby	YES / NO	
Moving parts	YES / NO	
Incorrect tools used	YES / NO	
High Pressure water/air/steam	YES / NO	
Manual Handling methods	YES / NO	
Cramped conditions	YES / NO	
Poor access / egress	YES / NO	
Airborne particles	YES / NO	
Poor visibility	YES / NO	
Adjacent hot pipe work	YES / NO	
Electrocution	YES / NO	
Drowning	YES / NO	
Noise	YES / NO	
Vibration	YES / NO	
Radiography	YES / NO	
Poorly secured loads	YES / NO	
Confined space	YES / NO	
Suffocation	YES / NO	
Any other RISKS	YES / NO	
<ul style="list-style-type: none"> • All YES answers must have an action to Control or Remove the Risk 		
Do you know where	YES / NO	LOCATION
The nearest telephone is ?	YES / NO	
The nearest safety shower is ?	YES / NO	
The nearest Fire Extinguisher is ?	YES / NO	
Fire alarm pull point ?	YES / NO	
The nearest Muster point?	YES / NO	
Does this work require	YES / NO	Certificate No / Training Date
Specialist certification / Training ?	YES / NO	
Pre discussions ?	YES / NO	
Practical training ?	YES / NO	

DO NOT START the work and report to the Client and DAMM's Supervisor, if you believe the **RISK** to **SAFELY** carry out the work described is **UNACCEPTABLE**,
Signatures Operatives:



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EXCAVATION PERMIT TO WORK No:

Work Area:

Work Activity (General Description):

Has you read the Method Statement & Risk Assessment for this work	YES	NO	NA
Is the Risk Check Sheet completed?	YES	NO	NA
Are plans of services available?	YES	NO	NA
Are positions of all services identified and made known?	YES	NO	NA
Has a CAT survey to locate services been undertaken?	YES	NO	NA
Has hand dig trial holes been performed to locate services?	YES	NO	NA
ISOLATE SERVICES IF APPLICABLE	YES	NO	NA
Is adequate barriers / fencing in place?	YES	NO	NA
Is adequate warning signs in place?	YES	NO	NA
Is the ground conditions suitable for excavation?	YES	NO	NA
Is there suitable trench support available if required?	YES	NO	NA
Is there a suitable pump available to remove ground water?	YES	NO	NA
Is there suitable & sufficient ladders available to enable safe entry?	YES	NO	NA
Is the excavation near to a building / structure / trees	YES	NO	NA
Can the buildings /structures / tree have an effect on the excavation?	YES	NO	NA
Has the excavation being inspected by a competent person?	YES	NO	NA

CONTROL MEASURES.

Details of additional control measures if necessary:

F. Signatures

I have completed and understand the details in the above Permit and agree to ensure that all persons will work in accordance with the outlined above:

Name:	Signed:	Date:
Name:	Signed:	Date:

COMPLETION OF WORK

I certify that the work for which the above permit was issued is now completed and that all parties have been informed to the current status.

Name:	Signed:	Date:
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Environmental Health & Safety Policy

It is the policy of DAMM Environmental Ltd. to comply with the terms of The Management of Health and Safety at Work Regulations 1999, The Construction Design & Management Regulations 2015 and any subsequent legislation to provide and maintain a healthy and safe working environment. The Environmental, Health and Safety (EHS) objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an incident and accident-free workplace and protect the Environment ABOVE Legislative requirements. We will operate our facility, equipment and our activities in such a way that the Environment, Health and Safety security of our employees, contractors, clients, railway infrastructure and the surrounding community will not be exposed to unacceptable risks, as set out in our procedures and practices. In order to achieve continuous improvement the company will operate both an EMS System to ISO 14001:2015 and a QMS System to ISO 9001:2015 standards as the framework for setting and reviewing objectives and targets.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

The Company recognise and accept the duty to protect the Environment and the Health and Safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Company will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their immediate supervisor who will inform the EHS Manager. An effective EHS programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves, any other person or have an environmental impact.

All incidents and injuries, however small, sustained by a person at work must be reported to the immediate supervisor who will in turn inform the Director of Safety or a delegated safety representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Company's EHS policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

Signed:

A handwritten signature in black ink, appearing to read "G. J. [unclear]", is written over a faint, large watermark of the DAMM logo.

on behalf of DAMM Environmental Ltd

Title: Managing Director

Date: 30/06/2019

Revision: 15



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