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Method Statement Risk Assessment

Author: Patrick Donegan	Date : 31/03/2022
Document reference number: MS01	
Location of works: Tree Protection Works – 16 Lyndhurst Rd, Manchester, M20 3JU	
Works covered by this document:	
Establishment of temporary site working area including protection works to the adjacent trees and their roots	
Does the work scope include high risk activities: No	
Does the work scope include temporary works: No	
Does the work scope require interface with third parties: Yes – Local Residents	

Reviewer	Name (print)	Signature	Date
Technical	Patrick Donegan		31/03/2022
Quality	Patrick Donegan		31/03/2022
Environmental	Patrick Donegan		31/03/2022
Health and Safety	Patrick Donegan		31/03/2022
Buildability (Site Foreman)	TBC		31/03/2022
Document authorised for use			
Construction Manager	Patrick Donegan		31/03/22

Revision Record		
Revision	Date	Comments / Changes
0	31/03/2022	Issued for approval
A		
B		
C		

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16 Lyndhurst Rd, M20 3JU Location Plan



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1. Description of work scope and sequence:

- To provide access to and the establishment of a temporary stoned up working compound adjacent to the property within an existing grassed / patio area.
- Install tree protection to a tree within a tree protection zone.

This Method Statement covers: -

- Localised traffic Management
- Removal of existing fencing
- Installation of temporary fencing
- Installation of timber bogmat in protection zone
- Reduce dig excavation to form basement

2. Programme and constraints

Duration of works			
Anticipated start date: 18 th July 2022		Anticipated finish date: 26 th August	Duration: 6 Weeks
Working Hours			
Weekday	Start time:	08.30	Finish time: 16.30
Weekend	Saturday:	N/A	Sunday: N/A
Overtime working to be approved by:		N/A	

Constraints	
Describe constraint	Comments
Access to site	Both plant and pedestrian access to site from public highway Lyndhurst Rd/ Ballbrook Rd and existing private driveway.
Noise levels	From excavator removing top soil, placing stone & carrying out reduce dig to for basement excavation. Hearing protection to be provided where necessary (80db>)
Dust / mud	To be continually monitored, use dust suppression on hand tools, clean highway with brush and wash down when required.
Contact with services	CAT & Genny survey of the crossing location prior to any excavation. Hand dig only to locate known services / within 500mm of known services.
High voltage cables	None
Traffic interfaces	Access for local residents will be maintained at all times Works traffic will be under the control of a banksman when leaving site
Environmental issue	Spillage control, contaminated ground and ground water

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Planning requirements (LPA)	Working only between hours listed above
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3. Surveys and Engineering

Type of survey	Document Reference
Arboricultural Impact Assessment with Tree Protection Measures – Godwins Arboricultural Ltd	AIA13228.01

4. Reference documents

Document Title	Document Reference
Tree work – Recommendations	BS3998:2010
Avoiding Danger from Underground Services	HSG47
Plan of tree works	PD001

5. Permits and Permissions

Work permits / plans (✓ if required)		
General work permit: ✓	Hot work permit: As required	Permit to dig: ✓
Confined space permit:	Electrical work permit:	Lift plan: ✓
Working under / adjacent HV overhead lines:		Emergency plan:
Temporary Works Permits (✓ if required)		
Permit to load: N/A	Permit to strike: N/A	
Permissions / consents required to carry out the works (✓ if required)		
Flood consent:	Discharge consent:	Waste license: ✓
Other (specify): MCC City Arborist – Pre-commencement approvals		

6. Resources

No's	Labour / Trades Requirements
1	Site Manager (Visiting)
1	Site Foreman (SSSTS & NRSWA Trained)
1	General Operatives – Per gang (CCSC & NRSWA Trained)
1	Excavator Operator (CPCS Trained)

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Description of specialist skills required for work to proceed			
3	CSCS / CPCS Card for all operatives & banksmen		
1	CPCS Card for Machine Operator		
1	NPORS Disc Cutter		
Plant and Equipment Requirements			
1	eCAT4 Detector & Genny		
1	6t tracked Excavator		
	1t Dumper		
1	Petrol Wacker Plate		
1	110v Cement mixer		
20	Pedestrian Barriers		
10	Herras Fencing Panels		
1	Stihl Saw c/w dust suppression bottle		
1	110v Transformer and cables		
12	150mm deep x 3m length timber bogmats		
Material description		COSHH ✓	ITP required ✓

7. Communication

Pre – commencement	Proof required
Approval in writing from MCC	Copy onsite in file
Personnel have received a site safety induction	File onsite
Competency checks carried out	Training Certs in File
Routine communication processes	
Work crews briefed on RAMS documentation	Sign off briefing sheet
Daily pre-start risk assessment briefing	Sign off briefing sheet
Toolbox talks (Safety / Environmental / Quality)	Sign off briefing sheet
Task specific communication processes	
Permit to Break Ground & Daily Risk Assessment / Task Briefing	

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8. Supervision and Responsibilities

Name	Contact details	Area of control
Patrick Donegan	07813312833	Overall control of sub contract works
Site Ganger TBC		Control of works and labour

9. Health Related Impacts

Potential health issue	Sources of hazard	(✓)
Silicosis	Fine dusts containing crystalline silica	✓
Hand Arm Vibration	Exposure to vibration from power tools etc.	✓
Noise induced deafness	Prolonged exposure to high noise levels	✓
Lung dysfunction	Exposure to fine dusts	✓
Weils disease (leptospirosis)	Exposure to virus carried by rats / bovine species	✓
Dermatitis	Exposure to harmful substances	✓
Muscular-skeletal	Manual handling exposures	✓
Tetanus	Cuts and puncture wounds	✓

Hazardous substance (COSHH)	Assessment in Site IMS File
Petrol	✓

10. Quality Control

ITP #	ITP title	QC named person
N/A		

11. Environmental aspects

Environmental aspect	Environmental document ref.
Planning of site works	Site Establishment Risk & Environmental Impact Assessment
Excavation	
Dust / Noise / Fumes / Vibration	
Contaminated Land	
Waste Management	
Run-off from Stockpile	
Water	
Backfilling	

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12. Methodology and sequence of works

- Prior to commencement – approval for these works will be granted via MCC's City Arborist. No works to commence until such approval is received in writing

HOLD POINT

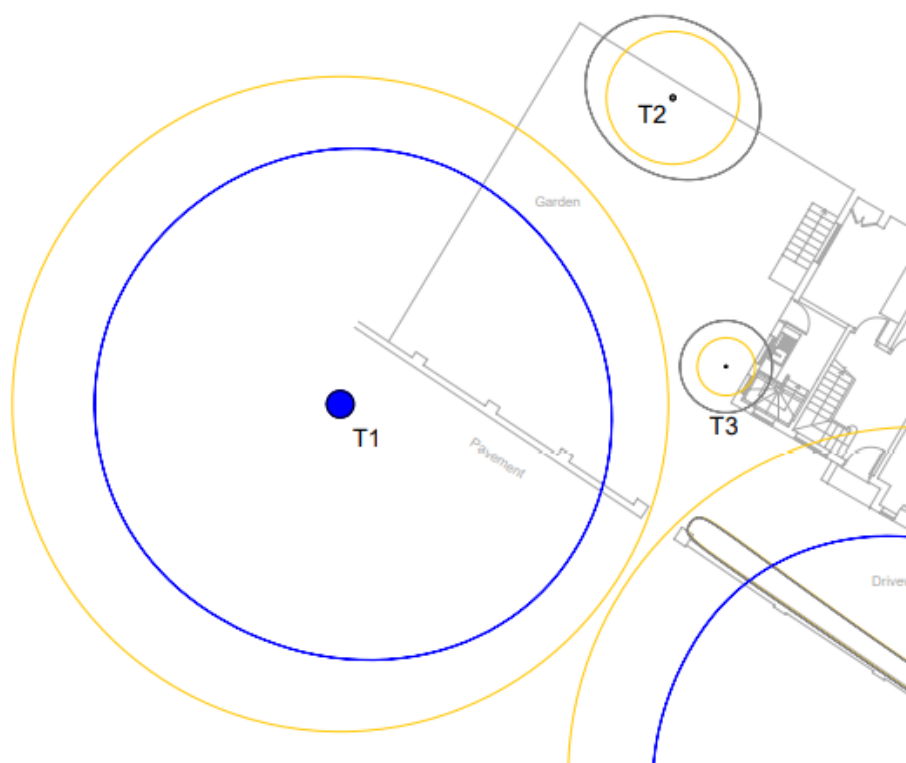
- Prior to commencing work, all operatives will report to the Site Foreman for a site induction.
- All operatives will be briefed and sign their acceptance and understanding of their responsibilities as detailed in the RAMS and also the Arboricultural Impact Assessment with Tree Protection Measures – Godwins Arboricultural Ltd
- The proposed working area is within an existing grassed/patio area adjacent to the residential property. – access for the residents will be maintained at all times via the front/side door. No access will be available to the rear door of the property which will remain locked.
- The works will be clearly signed to reduce any impact on the local residents. Local residents will also be told in advance of the works starting and provided a contact for communication.

Methodology

Installation of Working Compound and Tree Protection

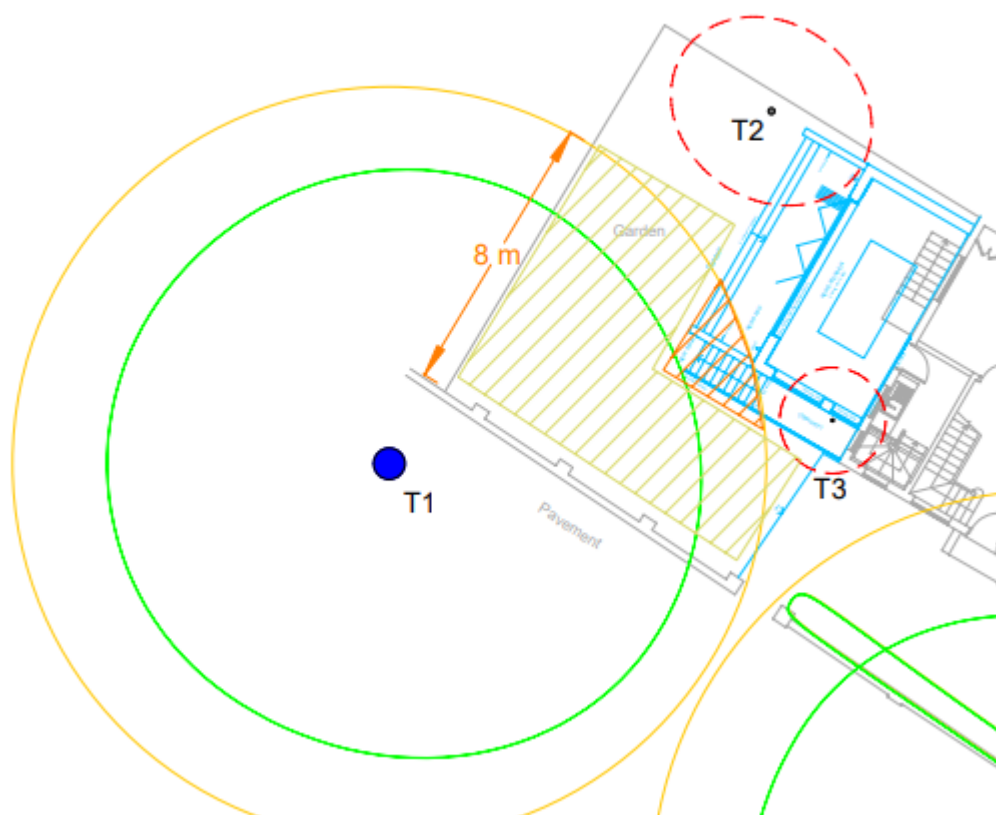
- Access to the proposed compound area will be facilitated by the careful removal of a section of the existing timber post & rail fencing. The fencing will be stored on site to be re-erected on completion of the project.
- The perimeter of the proposed compound footprint will be securely fenced using herras fence panels – this will include lockable gates.
- The existing tree (ref T2) and shrubs (ref T3) as identified on the Arboricultural Impact Assessment for removal will be carefully removed from site via a skip.

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- The existing wooden floor decking adjacent the rear of the property will be removed from site via a skip.
- The retained tree ref T1 is located on the adjacent highway away from the proposed development area. As such, this trees shall not require protection via temporary protective barriers as they are already provided protection due to their inaccessible location that is remote from the proposed construction activity.
- A 6t rubber tracked excavator will be delivered to site via HGV – which will be under the control of a banksman on the existing access road opposite the driveway.
- The excavator will be fitted with lifting chains, which have been inspected and have a in date test certificate (LOLAR requirements)
- 150mm deep, 3m long timber bogmats will be delivered to site via the existing driveway and placed on the existing level ground in a series to cover and extend the area identified for tree protection (yellow hashed area) – see plan of tree protection works drawing ref PD001.
- [Timbermat Product Specification](#)

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(Area in yellow hash to be extent of tree protection zone / working compound).

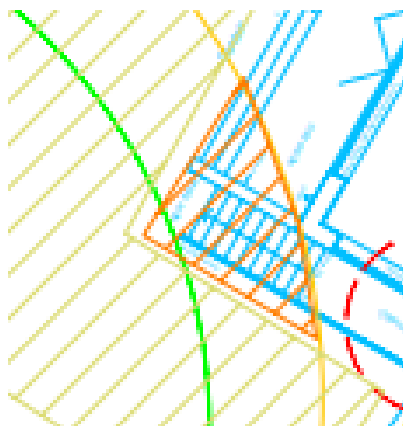
- The bogmats provide protection up to 50ton in weight, they are therefore sufficient for the 6ton excavator and materials to be stored on top of during the works.
- When the works are complete, the bogmats will be removed in a similar reverse fashion.

Reduce dig to form basement.

- Once the tree protection zone and temporary compound area have been constructed, the excavation for the basement will commence.
- The basement footprint will be checked with an eCAT4 detector and genny before work begins. A Permit to Break Ground shall be issued before any excavation works start by Patrick Donegan.
- The 6t excavator will commence the excavation adjacent the property and work away, loading spoil onto the dumper which will transfer the material to a skip on the driveway of the property.

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- Careful consideration will be given to the area highlighted in orange for tree roots. Hand digging will be required around this area to 600mm bgl.



- During excavations roots smaller than 25mm diameter may be pruned back, making a clean cut with a suitable sharp tool (e.g. bypass secateurs or handsaw), except where they occur in clumps. Roots occurring in clumps or of 25mm diameter and over should be severed only following consultation with an arboriculturist; as such roots might be essential to the tree's health and stability.
- Any roots exposed during excavations should immediately be wrapped or covered in damp hessian to prevent desiccation and to protect them from rapid temperature changes. Any wrapping should be removed prior to backfilling, which should take place as soon as possible. Prior to backfilling, retained roots should be surrounded with topsoil or un-compacted sharp sand (builders' sand should not be used because of its high salt content, which is toxic to tree roots), or other loose inert granular fill, before soil or other suitable material is replaced.
- Once beyond 600mm the use of the mechanical excavator can commence but with caution. Operatives onsite to ensure careful monitoring within this area until excavated to basement floor level.
- Pedestrian barriers will be erected around the top of the excavation batter and 2 No designated stepped access points will be constructed to provide safe access for inspection of the excavation.
- The excavation will be battered and stepped to ensure slope stability and regularly monitored. It isn't envisaged that any piling will be required due to the depth, but this will be introduced if required.
- Once the excavation is down to formation, the foundations will be locally excavated as per the design. Once dug, they will be filled with concrete via a barrow mix supply utilising the excavator to install via its bucket.
- The below ground drainage and drainage pop ups will be installed to the local sewer beneath the proposed basement. The site will then be handed over to Oak Building Services for them to install the rest of the extension.

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Following the removal of the existing slab and confirmation of all existing dimensions of the internal weir walls – detailed structural design will be confirmed for the new weir wall length & height, the raising of the external CSO walls and the new roof slab.

13. General Safety

All operatives will be fully briefed and experienced with the work to be undertaken. A site induction (detailing site specific issues), risk assessment briefings, method statement briefing and COSHH assessment briefing will be given to each individual prior to commencement.

Each operative will sign a proforma confirming they have attended the above induction and briefings and understood the contents of these.

The above controls will ensure a safe system of work is established prior to commencement.

- All operatives will be equipped with relevant Personal Protective Equipment. As a minimum this will include safety footwear, gloves, light eye protection and high visibility vest.
- Any further PPE will be issued as deemed necessary, including:
 - Ear Defenders
 - Safety Glasses to EN166:2011
 - Impact Goggles where necessary
 - Gloves (PVC/Leather)
 - FFP3 Respirators*
 - Type 5 Protective Overalls
 - Disposable Paper Suits*
- On Site Health & Welfare facilities are provided by Patrick Donegan, which will as a minimum be a mobile welfare unit / chemical toilet
- A first aid box will be available on site.
- Plant utilised within the works will hold current test and thorough examination certificates. All operatives will be trained and certified to use the relevant items of plant. All of this certification will in the possession of Patrick Donegan prior to any works commencing.
- Good housekeeping will be maintained throughout the works.
- In the event of an accident, the emergency services will be contacted by the foreman. supervisors must be informed immediately in the event of accident / incident on site.
- Any accidents will be reported and entered into the accident book, which is kept on site. If reportable, form F2508 will be completed in line with RIDDOR requirements.
- In the event of an unforeseen problem or situation arising not covered by a method statement, Patrick Donegan will be consulted and a decision taken with the Method Statement amended accordingly. Under no circumstances should any other person instruct, or carry out works outside the approved method statement. Any changes to Method Statements will require rebriefing to all operatives involved prior to commencement.

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- All existing services located within the work area will be located, identified and where possible isolated prior to commencement. No mechanical excavation will be permitted within 500mm of any service – hand excavation only or 600mm within the tree protection zone identified.
- Working Hours will not exceed Monday to Friday – 08.30 hrs to 16.30 hrs.
- Control of noise, vibration and dust will be carried out in accordance with current legislation.
- Plant nappies will be placed beneath all items of static petrol/diesel plant.
- A permit to dig system will be in force throughout the works.
- An appointed person (CPCS Trained) will act as a banksman / slinger. The banksman will direct lifting operations from the surface.
- Operatives advised during induction / tool box talks of specific risks
- Banksman (certified) only responsible for directing lifting (excluding grab) operations. Lifting zone dictated by load / radius of excavator. Lifting equipment will have relevant test certificates – equipment subject to regular inspection.
- Spill kits will be available on site.

14. Emergency Procedures

Due to the shallow depth of excavation the risk of an emergency is deemed to be minimal, however, the following points will be adhered to on site :-

- Any injury to an operative will be assessed by the First Aider. If minor they will be treated by the First aider on site. If deemed to be serious the injured party would be taken to hospital or an ambulance called.
- The site perimeter fencing will be checked on a daily basis by the supervisor. Any defects will be reported and rectified during the daily checks.
- In the unlikely event of a member of public entering the site, they will be escorted from site by the supervisor.
- In the unlikely event of a vehicle colliding with the site fencing / traffic management, operatives will report to the muster point located at the entrance to the temporary compound. The supervisor will contact the emergency services of the incident. The TM will be reinstated and any damaged fencing replaced. A review of the TM will be undertaken.

Emergency Services

Ambulance – call 999

Fire Brigade – call 999

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Police

15. Appendices

- Arboricultural Impact Assessment with Tree Protection Measures – Godwins Arboricultural Ltd - AIA13228.01
- Tree work – Recommendations BS3998:2010
- Plan to tree protection works – PD001

16. Risk Assessments and Environmental Aspects & Impacts Assessment

- RA01 – 16 Lyndhurst Road, M20 3JU Risk Assessment

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On Site Method Statement Change Notice	
RAMS Reference:	Date written:
Written by: (print)	(sign)
Does this change involve a substantial change in methodology: Yes / No (delete as required) Does this change introduce new or unknown significant risks: Yes / No (delete as required) (If yes please revise associated method statement / risk assessment and resubmit for approval)	
Description of proposed change to work method:	
Reason for change of method:	
Additional risks	Controls Required

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Brief the RAMS to the work crew before first commencement of the works or as individuals join an existing team, obtain signatures from team members to confirm that they have understood and agreed with the contents of the document.

File original copy in the method statement file for audit purposes.