

Date: xxxxxx

Issue no. xxxx

Prepared: xx

METHOD STATEMENT TEMPORARY HOARDING INSTALLATION

Client: xxxxxxxxxxxx

Project: xxxxxxxxxxxx

This document is to be read in conjunction with RAMS addendum - corona virus to capture risks posed by Corona virus and revised method of working and risk control.

1. Description of Works

- a. Fast Fence is to install 2.0m high steel hoarding and access gates for temporary site perimeter security to the above site.

2. Programme

- a. Works are to commence week beginning xx/xx/xx and be complete in approximately x weeks/days, working hours are 08.00-17.00 Monday to Friday.

3. Sequence of works

- a. Sequence: 2.0m In-ground hoarding installation:
 - i. Agree location and layout.
 - ii. Set out hoarding line and mark out location of foundations.
 - iii. Establish location of services from service drawings and CAT scanning. Mark ground using line spray to show location of service.
 - iv. When the location of posts and services co-inside, arrange for the services to be re-routed or agree new layout.
 - v. Operatives to be issued with and review the service drawings.
 - vi. xxxxxxxxxxxx to issue a permit to dig.
 - vii. Excavate foundations to XXXXXXXXmm and scatter spoil locally.
 - viii. Cast sleeves for system posts in concrete foundations.
 - ix. Fit system post into sleeve – single tube post every panel.
 - x. Locate system panel to post and fix using post retaining clamps.
 - xi. Repeat connecting panels with infills and 2no couplers.
 - xii. Repeat until hoarding complete



4. Resources required

- a. There will be 2no operatives on site during the installation, all of which hold CSCS operative cards.
- b. A site based working foreman will oversee the works on a day to basis and a visiting SSSTS supervisor will visit regularly. There will be regular telephone contact between the office and site based personnel, and both announced and unannounced visits by management staff.
- c. All deliveries will be via hiab lorry, supplied with certificates for the hiab, slings and operator certificate. Materials will be unloaded into designated set down areas.
- d. Plant/tools required for this project will be –CAT scan, hydraulic breaker, cordless impact driver, and hand tools.

5. Assessment of significant risks for all tasks

Hazard	Risk	Controls	Residual Risk
Slips, trips & falls	Medium	Operatives are to check the work area for slip, trip and fall hazards prior to commencement of work.	Low
Manual Handling	Medium	Operatives to work in pairs when carrying panels (34kg) to conform to manual handling regulations. All other component (less than 20KG) can be handled from ground level by 1no operative.	Low
Risk to Pedestrians	Medium	Materials to be stored and distributed away from main pedestrian walkways, cabins and other work areas.	Low
Noise	Low	No noisy activities. Working hours 08.00am – 17.00pm.	Low
Risk to operatives	Medium	Caution when working near plant moving around site, segregate works using barriers where required.	Low
Occupied Premises	Medium	Direct supervision and due diligence. Site specific rules to be adhered to and considerations of local residences/service users.	Low
Vehicle movement for delivery and distribution of materials	Medium	Materials to be offloaded at designated set down area using hiab and escorted by site operatives. The material will be stored away from main walkways to minimise interface with service users/contractors/pedestrians. Deliveries to be controlled from ground and no operative to access lorry flatbed.	Low
Working at height	Low	No working at height is required, operatives may use 600mm hop up boards if required.	Low
Contact with Underground Services	High	Identify services from service drawings and CAT scanning. Post hole locations will be marked out and each hole scanned, if location of service co-incides with hoarding post re-route hoarding line to avoid	Medium



		them. All post holes to be hand dug using insulated tools or using auger.	
Breaker Vibration	Medium	Ear defenders and eye protection to be used by all operatives operating or working near to the breaker. A JCB HM25 H/D breaker gun with beaver 8HP powerpack will be used to break out tarmac surface. The vibration reading measures 6.7mm/s2 operatives using the machine must not exceed the trigger time in any working day. Tool box talks will be delivered to all operatives	Low
Breaker Noise	Medium	Noise value is 109 decibels, ear defenders to be issued to all operatives operating or working near to the breaker.	Low
Hazardous materials	Medium	The only hazardous material used is concrete. Operatives issued with COSHH assessments and are to wear appropriate PPE: gloves and eye protection. When concrete is ready mix; No mask/respiratory protection will be required.	Low
Corona virus infection	High	Reference RAMS addendum for controls	Low
COSHH - Concrete Hazards			
 Corrosive		 Health Hazard	
COSHH - Control Measures			
Controls - What controls are required for this substance other than personal protective equipment? (Sections 7 & 15 on data sheet) (e.g. well ventilated areas, mechanical ventilation, authorised persons only)			
If ready mixed concrete is not used then, when using post fixing concrete - Bags should be cut to the corner of the bag and emptied carefully into the hole with water. The empty bag is then to be rolled up and disposed of onsite as per site rules.			
PPE – Is personal protective equipment required when using this substance (Section 8 of data sheet)			
PPE	Y/N	Type of PPE	
 Gloves	Yes	Protective gloves EN 388 levels 4-1-2-2 minimum	
 Overalls/clothing	Yes	Clothing-cover all areas of exposed skin	
 Eye protection	Yes	Protective glasses- optical class:1 EN166 minimum rating	

 Face Guards	No	
 Respiratory protection RPE	Yes	If Concrete mixing is done by operatives then; Push to fit respiratory type protection is to be worn
Other? Please specify	N/A	

**Storage – How should the substance be stored? (section 7 of the data sheet)
(e.g. locked cupboard etc)**

Store in a dry cool place, when on site stack on pallets and cover with a plastic sheet if possible.

6. Control Measures to be used

- a. Security will take the form of all plant/tools being locked away in the operatives van at the end of every day and when not in use.
- b. The only waste generated will be banding from panels which will be removed from site in the operatives vans and recycled in skips at Fast Fence yard.
- e. Operatives to sign in and out at the beginning and end of every work shift or whenever entering or leaving site.
- f. There are no known environmental considerations arising from the hoarding works, no refuelling will be required on site.
- g. Arisings from foundations to be scattered locally on site.
- h. xxxxxxxxxxxxxxxxxx to provide service drawings and issue permit to dig.
- i. xxxxxxxxxxxxxxxxxx to provide welfare facilities: toilet, drying room, and canteen.

7. Personal Protective Equipment

- a. All operatives will be wearing the appropriate safety equipment: steel toe capped boots; high visibility vests; helmets; and gloves as standard.
- b. Hand protection in the form of Safety Gloves (to a minimum of 4343 BSEN 345)
- c. PVC non-permeable gloves to be used when handling concrete.

8. Emergency Arrangements

- a. None of the operatives have any special medical conditions to cater for.



- b. In the event of an emergency, the first point of contact should be with Fast Fence head office on 01695 455 150 and with xxxxxxxxxxxxxxxxxxxx site representatives.
- c. All accidents or near misses to be reported to Fast Fence management in line with company incident reporting procedure.
- d. All accidents and near misses to be reported to xxxxxxxxxxxxxxxxxxxx and recorded.
- e. First aid to be provided by xxxxxxxxxxxxxxxxxxxx site representatives.

9. Temporary Amended Systems

- a. Traffic routes and fire arrangements to be advised by xxxxxxxxxxxxxxxxxxxx.
- b. Site specific induction to be provided for all operatives by xxxxxxxxxxxxxxxxxxxx.
- c. An area for offloading and storage of materials and welfare facilities will be provided by xxxxxxxxxxxxxxxxxxxx.

10. Who information has/will be submitted to

- a. Fast Fence is to ensure all operatives are issued with and fully understand the Method Statements and Risk Assessments.
- b. Any changes to the works and subsequently the method statement are to be communicated immediately to operatives. Similarly any changes communicated to operatives on site should be reported immediately to management.
- c. Tool box talks will be held weekly to ensure continued safe and efficient working.

11. Monitoring and Compliance

- a. At site level a working foreman will oversee the works on a daily basis and an SSSTS supervisor will visit regularly.
- b. Monitoring will also take place on a daily basis by telephone contact between Fast Fence foreman and Fast Fence Operations Department and regular visits by site supervisor.
- c. Installation hand over certificate to be signed on completion following inspection, materials hand over certificate to be signed on delivery.



Method Statement prepared by:

Name: xxxxxxxxxxxxxxxxxxxx

Signed: xxxxxxxxxxxxxxxxxxxx

Date: xxxxxxxxxxxxxxxxxxxx

Method Statement and received and understood by:

Name	Signed	Date

Site Operatives/Foreman -Point of Work Risk Assessment

Prior to starting work, Operatives must undertake a point of work assessment to identify any issues or hazards that may affect them, others or the work to be undertaken. Any issues or hazards identified is to be recorded below and details of the control measures or action taken must also be recorded.

Hazards/issues identified	Controls/action taken	
Operative/Foreman Name	Signed	Date

Company, Project, Location



Fast Fence

Safe | Sustainable | Secure

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