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1 Scope of the Works and Project Details

This Method Statement deals with the installation of 3m High Hoarding, Vehicle Gates and Ped Gates.

Site Address:

Great Ancoats Street

Manchester

M4 7DB

Site Start Date: TBC

Site Duration: 4 Weeks

Site Drawings:

2 Resources

2.1 Site Management

The following Hoard-It Management will be involved in this project: -

Name	Title	Role	Contact Number
Greg Guppy	Director	Business Director and Temporary works Co-ordinator.	Mob: 07884 245695
Tony Harris	Contracts Manager	Overall supervision of the work carried out site. Method statement preparation and temporary works supervision and installation check.	Mob: 07920 472697
Rob Fisher	H & S Manager	Co-ordinates and advises on all Health and Safety matters for Hoard-It.	Office: 01226 340666
Shaun Morris	Sales Manager	Responsible for sales and admin duties along with the final check of RAMS.	Office: 01226 752143

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2.2 Site Personnel

The work will be carried out by the following site operatives:

Operation	Company	Resources
Hoard-It Installers	Hoard-It	A fence installation gang will comprise of 3 Operatives (1 will be Supervisor (SSSTS));

Hoard-It	Hoard-It Nether wood House Bradberry Balk Lane Wombwell Barnsley S73 8HR Tel: 01226 752143 Fax: 01226 756304	The Hoard-It Contracts Manager for this project will be Tony Harris. He will appoint a Site Manager to the job who will report directly to Site Management and will oversee the work of the hoarding fitters.
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2.3 Plant and Equipment

The following lifting appliances, plant and equipment will be used during the project:

Item	Number	Max Load
Telehandler	1	1.5t
Chain slings / Lifting Clutch	1	2.5t
Powered hand tools	4	
Spill kits / Fire Extinguishers	1	

Plant and equipment will be of good working order and will be used only for the purposes for which they are designed. The condition of equipment will be checked before use and at regular intervals to ensure they are safe for continued use. All equipment should have the relevant, in test, certification available for inspection by site personnel. (Including Lift Equipment, Plant Vehicles etc). Any faults or defects must be reported to the supervisor who will isolate/remove equipment from use and organise a repair or replacement.

All lifting operations will be performed only by people with relevant CPCS or equivalent certification. Supervision of activities (SSSTS or SMSTS) and any banking operations required will be carried out by operatives who are competent in carrying out these tasks.

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Boards and steels will be pre-packed onto pallets suitable for use with the moffet and telehandler on site. Concrete blocks are designed to be picked up by forks, or lifted using chains and lifting clutch by the telehandler

The plant operator and slinger are to remain in constant communication throughout the lift process. The slinger/signaller will assess the area in which the lift is to take place and ensure that it is clear of debris and that the area is safe to undertake the works before each lift.

Process Of Lift

- Forks to be used to lift blocks and move to installation area.
- Underslung load only to be used while telehandler is in static position, this method is used to place block into final position.
- The block lifter is to be connected to the telehandler. Then attach the single leg sling with lifting clutch.
- The Telehandler is only authorised to lift one ballast block per lift and the slinger is to ensure the clutch is securely attached to the block.
- The slinging and Telehandler operation are communicated prior to the block being lifted up and into position.
- Test lift to be performed prior to work commencing.

If any issues or hazards appear, work is to stop immediately, the process can then be reassessed and carried out again providing the hazard has cleared.

Fatal / Exclusion Zones.

When working around plant and machinery we need to fully understand the hazards and risks. Where there is a significant risk to life (**Fatal zone** – directly behind, directly in front, underneath boom or under the forks or a load) only the Slinger/Banksman and or Supervisor will be allowed to work in this area with full communication with the telehandler driver. For example, attaching lifting equipment to the load (Concrete block).

An exclusion zone must be maintained around the telehandler of approximately 6 meters for non-Hoard-it workers. This will be maintained by all members of the team. No one should work, stand or walk close to a moving telehandler, operatives should always stay clear of a moving telehandler.

Travel Plan

When moving the plant (Telehandler) around the site the following travel plans should be carried out.

- Understand where the plant is to be taken
- Plan the route (safest not shortest)

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- Observe all visible hazards – Low cables, obstructions, dips, excavations other moving or stationary plant, any site barriers and pedestrians.
- Observe Site Speed limits – only travel a safest speed.
- The Load being transported, Weather and Road conditions will also affect safe speed of travel.
- While travelling you may select Speed modes “Hare” if safe to do so, or “Tortoise” however, while undertaking lifting, loading or unloading activities only Tortoise mode must be selected.

When travelling, any lifting chain(s) to prevent injury/swinging/damage must be:

- Removed from the hook and replace before lifting commences.
- Suitably shortened to prevent injury/swinging/damage.

See Appendix A - Plant and Equipment Inspection Sheet.

3 Hoard-It Policies, Procedures, and Sequence of Works

3.1 Health and Safety Policy Statement

A copy of the Company Health and Safety Policy Statement is available upon request from Hoard-Its head office in Barnsley.

3.2 Segregation and other site considerations.

The installation will take place on a live construction site and **PP O'CONNOR** will provide physical segregation if required by means of heras fencing, pedestrian barriers, traffic cones and or red and white tape in order to create a safe working area for operatives.

PP O'CONNOR must ensure clear access routes to and from and around site which must be maintained for the duration of the works. They must provide car parking facilities

3.3 Welfare

PP O'CONNOR must provide welfare which must include toilets, washing facilities, a place to eat and prepare food, clean drinking water and First Aid kit.

3.4 Environmental Issues

Hoard-It operatives will work in a controlled and tidy manner maintaining high standards of housekeeping at all times. They will keep the work area clean and tidy, remove waste packaging and banding material from site, and store surplus equipment neatly in an agreed area or tucked away between the blocks of the hoarding line.

Any refuelling of plant or equipment will be undertaken in a controlled way using a drip tray. Spill kits will be on hand to deal with any spillage of fuel straight away.

Noise will be kept to a minimum at all times.

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3.5 Working at Height

All Hoard-It work is to be performed at ground level and therefore there are no additional safety requirements for working at height. All materials are to be offloaded via mechanical means so no operatives are required to be on the back of wagons at any time.

Podium to be used for install of 3m high hoarding.

3.5.0 Mechanical Lifting

All materials will be lifted from the delivery vehicles using a moffet or Hi-ab provided and operated by an operative of the haulage company, or by a telehandler and CPCS trained driver. These will also be used to move equipment around site if safe to do so and with prior agreement from **PP O'CONNOR**.

Hoard-It equipment will be stored and stacked in a safe and designated area agreed beforehand with **PP O'CONNOR**.

Any road or footpath closures and any permits required will be arranged in advance by **PP O'CONNOR** before Hoard-It arrive to start their work.

All lifting operations will be performed only by people with relevant CPCS certification. Supervision of activities and any banking operations required will be carried out by Hoard-Its operatives who are competent in carrying out this task.

Boards and steels will be pre-packed onto pallets suitable for use with the moffett and telehandler on site. Concrete blocks are designed to be picked up and moved by forks or placed into their final position by being lifted using chains and lifting clutch by the telehandler.

3.5.1 Manual Handling

Manual handling of the steel uprights, post bases and boards can be carried out by the installation workers; however, all workers must be aware of the item weights before moving objects by hand. All manual handling must be thought out, and routes checked for any obstacles or hazards prior to commencing the lift. Heavy or awkward items must be carried by a two-person lift. A controlled test lift must be carried out if the workers are in any doubt. If strong winds occur then the erection of hoarding must stop immediately assessed by site supervisor, site management are responsible for making this decision. Operatives must assess each lift themselves and should not attempt it if they feel it is too heavy.

Single workers can handle boards alone but should be assisted by another operative when **lifting** is required. Assistance to be sought when carrying awkward loads. Mechanical lifting devices should be used wherever possible.

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Board – 29kg

Upright Steel – 15kg

Base Plate – 10kg

Single Leaf Gate – 40-60kg (Depending on size)

3.6 Personal Protective Equipment (PPE)

All operatives will wear safety helmets, BS EN 397. Safety boots c/w midsole protection to BS EN 20345, hi-visibility vests and correct cut level gloves to BS EN 388 as a minimum

Site workers operating powered hand tools will wear appropriate ear protection BS EN 352.

Eye protection to BS EN 166 as required.

4 Emergency Arrangements

4.1 Accidents

All accidents, minor injuries and near misses must be reported to the Site Manager as soon as possible and reported as required and outlined during the site induction. Any injuries will be dealt with on site by a qualified first aider and major injuries shall be treated in hospital. Work is to stop immediately and is only to resume once the Hoard-It sub-contract/fence erector supervisor has reviewed the situation and determined that work is safe to continue for other operators. The method statement may need to be altered accordingly and read and signed by all operatives prior to resuming work.

The accident will be recorded in the site accident book and when required by law, the Health and Safety Executive (HSE) will be informed.

5 Sequence and Method of Working

5.1 Site Induction

5.1.0 ANCOATS Site Induction

All site workers, including all direct and sub-contract workers employed by Hoard-It, will receive an On-line induction if required prior to attending site and a site specific familiarisation session will be conducted on site by PP O'Connor management. This induction will cover general rules for operating on the site such as access, welfare, safe working areas, accident reporting, manual handling, PPE and other issues specific to the site. Before operations commence All documents i.e. RAMS, Lift Plans, competences etc should be in place and approved by the PP O'Connor.

5.1.1 Authorisation and Training

During the induction, all Hoard-It operatives will present relevant CPCS & CSCS cards and any other certificates required. The Project Manager will represent Hoard-It as the Temporary works supervisor.

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5.1.2 Hoard-it Site Induction

In addition to the PP O'Connor site induction, all direct and sub-contract workers will be fully communicated the Method Statement by the supervisor before starting work.

Hoard-It supervisor will brief the team prior to any works commencing and ensure all operatives understand the RAMS. On completion of the communication the RAMS will be signed for by each worker. They will then sign the Method Statement Compliance Signature Form attached to signify their understanding and compliance with the agreed method of work.

Communication

PP O'Connor Daily Briefings

Hoard-It Ltd supervisor is required to attend PP O'Connor safety daily Co-Ordination meetings at 08:00am.

Toolbox Talks / Let's Talk

Hoard-it will conduct regular Toolbox Talk or Let's Talk sessions with their on-site workers. These will be signed for and held on site. The topics will range General safety to focused safety items / discussions around accidents or incidents or themed topics provided by the PC or client.

5.2 Access to and from site and storage

Any groundwork required will be undertaken by **PP O'CONNOR** to ensure access for wagons and to provide storage areas free of standing water. Access routes and storage areas must be capable of withstanding the expected loads and wagons arriving and leaving site. Risks arising from poor site conditions shall be the responsibility of **PP O'CONNOR**. This will be done prior to 'Hoard-It's' arrival on site.

PP O'CONNOR are to ensure ground levels are safe and accessible for Hoard-It to undertake the task at hand.

5.3 Pre-Site Commencement

5.3.0 Confirmation of hoarding line / Ground Check

Prior to installation **PP O'CONNOR** will confirm the exact hoarding line with operatives making reference to site drawings supplied by **PP O'CONNOR** or by Hoard-Its Contracts Manager (see appendix D). The line should be sprayed wherever possible to avoid any dispute or confusion later on. Location of gates as well as any services that may affect the positioning of the fence or gates must be outlined at this time.

The hoarding line must be clear and free from any obstruction or obstacles. Any hold-ups not of Hoard-Its making must be identified straight away to **PP O'CONNOR's** Site Manager and Hoard-It's Contract Manager. Additional costs for standing time and demurrage may be incurred.

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5.4 Hoard-It Installation

5.4.0 Positioning of Concrete Bases

Before any equipment is delivered Hoard-it Ltd project management will conduct a site survey and relay any potential hazards back to the Hoard-It offices, obstacles and ground conditions are also fed back to the temporary works co-ordinator who will include the conditions in his design.

Following delivery of equipment, the concrete blocks will be placed on the hoarding line using the manual pallet truck, the telehandler or directly from the delivery wagon by the moffett forklift truck/Hi-ab. This process will be repeated setting the blocks at 1.32m centres so that the hoarding boards can be installed in the vertical position. Any minor adjustments in the positioning of the blocks can be done by hand using pinch bars.

The forks will be used to transport blocks to installation area, underslung load will only be used while telehandler is static to place blocks into final position.

All lifting operations will be performed only by people with relevant CPCS certification. Supervision of activities and any banking operations required will be carried out by Hoard-Its operatives who are competent in carrying out these tasks.

Boards and steels will be pre-packed onto pallets suitable for use with the moffet and telehandler on site. Concrete blocks are designed to be picked up by forks, or lifted using chains and lifting clutch by the telehandler

The plant operator and slinger are to remain in constant communication throughout the lift process. The slinger/signaller will assess the area in which the lift is to take place and ensure that it is clear of debris and that the area is safe to undertake the works before each lift.

Process Of Lift

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- The block lifter is to be connected to the telehandler. Then attach the single leg sling with lifting clutch.
- The Telehandler is only authorised to lift one ballast block per lift and the slinger is to ensure the clutch is securely attached to the block.
- The slinging and Telehandler operation are communicated prior to the block being lifted up and into position.
- Test lift to be performed prior to work commencing.

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If any issues or hazards appear, work is to stop immediately, the process can then be reassessed and carried out again providing the hazard has cleared.

5.4.1 Hoarding Post Installation

A steel base plate is bolted to the top of the block using 4 No Halfen bolts fastened into the Halfen channel precast in the block. This process is repeated until each block has a base plate connected to it.

The 2.4m inner steel post is then fixed to the upright face of the base plate and secured using an M8 counter sunk bolt. This process is also repeated until all the bases have an inner upright post attached. An outer 2.4m upright post should be loosely attached onto the inner uprights on the hoarding line using 4 No M10 coach bolts.

5.4.2 Hoarding Board Installation

The first hoarding board is inserted between the two upright posts on the first block. The board and panel can then be pushed into place on the second post and the outer uprights tightened to secure and hold the board. This process will be repeated until all the boards are fixed in place. All bolts will be secured using hand tools and/or a battery-operated impact wrench.

5.4.3 Hoarding Top Up 600mm Board Installation

Podium to be used to insert 600mm Solid top up board into clamps.

5.4.4 On-ground vehicle gate installation

Concrete ballast blocks are positioned either side of the opening. The gate posts with angled plates are offered up to the block with the plates on two adjacent faces of the block where the gate leaf is to be hinged from. A strap can be used to temporarily secure the post to the block which can then be levelled into the correct position. Holes can then be drilled through the holes in the plates into the concrete block using a 20mm SDS drill bit. Using 4 x 160mm rawl bolts on each face, the post can then be bolted into position and the strap removed. This process is repeated for the other gate post.

2 No. M20 Adjustable Eyebolts 240mm long are inserted into each gate leaf. The gate can then be lifted into place onto the post. The gate can be adjusted to its final position as necessary by adjusting the eyebolts connecting the gate leaf to the hinge brackets.

5.4.5 Pedestrian Gate Installation

1.2m pedestrian gates with on-ground 'Andy' gate posts. The gate posts are fitted to reinforced internal corner post bases using 2 No. M10 Coach Bolts 75mm long, which are attached to the concrete blocks using 4 No Halfen bolts.

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The gate post is supplied complete with fully welded hinge pins. 2 No M20 Adjustable Eyebolts 240mm long are inserted into each gate leaf. The gate leaf's can then be lifted into place onto the post. The gate leaf's can be adjusted to fit as necessary by adjusting the eyebolts connecting the gate leaf to the hinge brackets.

To connect the gate posts to the rest of the hoarding the boards simply slot into the receiving channels pre-welded onto the gate posts.

6 Monitoring and Compliance

6.1 Completion, Inspection and Handover

Monitoring of the work will be carried out as the work proceeds between the Site Manager and the Hoard-It Supervisor. When installation has been completed it will be inspected by Hoard-It's Supervisor and **PP O'Connor** Site Management. Details of work performed will be recorded and a signature from both parties obtained to confirm the quality of the system, the standard of the work force as well as checking that the hoarding is of the correct meterage, correct position and compliant with temporary works.

7 Communication & Monitoring of Temporary Works.

7.1 Communication

Temporary works wind calculations will be completed and sent to site prior to the Hoard-It installation teams arriving. These are to be communicated to the installers as part of the site induction. Hoard-It site management/supervisor will also communicate and check that all temporary works are being adhered too.

7.2 Residual risks & Monitoring

Once the installation has been completed and Hoard-It Ltd have left site it is the responsibility of **PP O'CONNOR** to make sure the hoarding line, ballast blocks and any additional ballast are not removed or altered in any way. Please note this also includes changes to the foundations or ground conditions surrounding the hoarding line. Regular checks are advised, any product or material left leaning or standing against the hoarding should be removed immediately. **PP O'CONNOR** must report any amendments or changes to the hoarding or site conditions to Hoard-It Ltd.

Method Statement



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8 METHOD STATEMENT BRIEFING SIGNATURE SHEET

When the Method Statement has been read and understood, all Hoard-It operatives will sign this form to confirm their understanding and compliance. They will do so again if new instructions or amendments are issued.

Project:	PP O'Connor - Ancoats
Contract No:	H4608
Scope of Work:	This Method Statement deals with the installation of 3m High Hoarding, Vehicle Gates and Ped Gates..

Signature	Name	Company	Date

Inducted by

Signature:.....

Print Name:

Position:

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9 Appendices including Risk Assessments

Appendix A	Plant and Equipment Inspection Sheet
Appendix B	Risk Assessments / COSHH Assessments
Appendix C	Hand-arm Vibration Syndrome (HAVS) Monitoring Assessment Form
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