

Method Statement:		Traffic Management and Site Set-up		Risk Assessment Ref No & Issue:	01
Location of work: Full Address	Oldham Service Station 571 Oldham Road, Manchester, M40 5AF	Job No:	833	Method Statement Ref No & Issue:	As Above

Created by:	Andy Cooper	Signed:		Date of Creation:	22/11/24
Assessed by:	Bob Davey	Signed:		Date of Site Assessment:	22/11/24
Review cycle:	Where any significant change to work or environment occurs, a thorough review of the Risk Assessment must take place and a new Method Statement written				
Tools / Equipment <i>(List of tools / equipment to be used and their storage on site if relevant to safety at the site)</i>	2m High Fencing with coloured red/white base, Red & White Barriers chapter 8, Warning Signage, Road Cones. Debris netting Cones, Dry Powder Fire Extinguishers, PPE, Small hand tools. GS7 Heras Panels,				
Personal Protective Equipment <i>(Minimum Requirement: Safety shoes, Hi-vis vest, short-sleeved shirt, safety helmet on all sites Gloves and Eye Protection.)</i>	Ear protection (buds, helmet attached and separate ear def) (EN352 Part 1.) Face mask (FFP3) + Face Fit Tested Gloves (Graphite Gloves EN388) Goggles (to EN166/169/170 1F CE) Work Boots (Approvals: EN345-SBP)				
Isolation Requirements <i>(Examples: pumps, tanks, suction lines or offset fills, electrical works, working areas from public etc.)</i>	Working areas to be fenced off from the public. Safe access to the Office/Canteen by means of 1.2 high barriers. Appropriate signage displayed directional signage, informing the public of the works, No Smoking, Deep excavation, workforce in forecourt and No entry into the working areas. Clearance Certificate in clients shop. Pedestrian access gate with security code. Plant will not be allowed to work out of hours. Existing services located and made safe Refer to CEMP Document.				

	All operators to have received tool box talk on traffic banksmen. Signage displayed warning of LGV turning.
Outside Authorities <i>(Any authorities that need to be advised e.g. Highways Agency, Building Control, Council, Licensing authority, water authority, EA, HSE, EHO)</i>	PO (petroleum officer, EA (environmental agency) Local Authority, Building Control.
Sequence / Method of Work <i>(Order in which work will be carried out and brief details of how task will be performed).</i>	Works will only commence when the method statement and risk assessments have been approved. MFG to notify relevant staff before contract works commences. After a clear briefing of work requirements (including any alterations from original quotation) and site-specific hazards and activities in place, work will take place. The working area, and storage area will have GS7 Heras panels will be fitted to the exterior. Signage laid out to indicate work commencement as agreed with the forecourt managers. Two Dry powder fire extinguishers will be set up within the working area with a spill kit. All leading edges to the excavation will be protected with barriers. All plant and equipment will be off loaded and stored within working area. All relevant documentation (PAT testing, LOLER 98 and F91 documentation will be retained on site). Sign in the SCF register. Discuss the work to be carried out with site Manager. Fence all-round the working area, fit chain & pad lock to entrance gates, there will be Safety/warning signage displayed: Site specific traffic/fire management plan on display and included in induction. Banksman to control all site traffic and ensure all visitors sign in & out. Fencing with the relevant signage displayed. Maintaining clear working areas.

	Attend principle contractor's induction. Set up fire plan & agree a muster point with client Agree site traffic management plan within the PC's plan, including a one way system to avoid reversing plant/trucks as much as possible. Position safe pedestrian walkways within the site traffic management plan and fire exit routes. Display the site traffic management plan within the office/canteen/working area. Position sleepers 3m around proposed excavations as vehicle/plant buffers where necessary.
Miscellaneous Information (Any other relevant information not covered in any other section)	Mobile Phones must be left in the vehicles turned off. Mobile phones can only be used in the site office. All site personal to have SPA safety passports, Toolbox talks to be carried out on a daily basis, Near Miss Reporting to be documented. Site inductions to be carried out prior to Entry onto the site.
Additional Documents Required before Work Commences	Relevant COSHH DATA sheets. Excavation daily inspection All employees inducted by site manager/supervisor. Traffic management plan Common lifting plan up to date and completed. CEMP Document (construction environmental management plan) Toolbox talks to be carried out daily. Method Statements to be completed prior to the commencement of any work / task. All personal to have SPA CSCS safety passports and correct Inductions and emergency procedures to be known when signing the site daily register and displayed in the site office. Near Miss Reporting

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