

Camping and Caravanning Club
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Project/Contract	Installation of 44no hardstandings and stone road extension
Contractor	TBC
Site Address	Edisford Road. Clitheroe. Lancashire BB7 3LA
Project Start Date	November 2016
Expected Duration	14 weeks
Projected Completion Date	March 2017

	Name	Title	Signature	Date
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Data Protection Statement

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Disclaimer please read (delete before use)

The details provided in this example method statement are intended as a guide only, the hazards and control procedures listed are not a comprehensive list. You must ensure that you carry out a risk assessment to determine and control the significant hazards that will be present in your particular circumstance. All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts queries or concerns, you should refer to the relevant regulations and take further professional advice.

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The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Contact with live services underground.
- b) Trench/Excavation collapse
- c) Falls into trenches, equipment falling
- d) Injury to operators and others from contact with heavy machinery
- e) Injury from incorrect Manual handling.
- f) Injury from slips trips and falls.
- g) Risks from Leptospirosis (Weils Disease) and other water bourn diseases
- h) Injury from the incorrect actions of other contractors on site.
- i) Injury to members of the public during operations.

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) You must NOT carry out this task alone
- c) Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer
- d) You must not lift beyond your capabilities, get help if necessary.
- e) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- f) You must hold the appropriate license and training for operating machinery.
- g) You must read and understand the information sheet on Leptospirosis (Weils Disease)

Personal Protective Equipment you must wear;

- a) Safety Glasses
- b) Dust mask
- c) Overalls
- d) Gloves
- e) Safety boots

Environmental Protection Measures you must take;

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

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Staff & Training

The project will be managed by staff from Camping and Caravanning Club. All members of staff are experienced tradesmen with previous experience of this type of project. A site manager will be appointed to each contract that will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

All site workers will wear Hard Hats, Safety boots, hi visibility vests and protective clothing, at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

Preparation & Induction

All members of staff required to work on this contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be inducted onto each site by the principal contractor or contract manager, and will follow all site rules and safety procedures.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

First Aid

It is the responsibility of all sub-contractors to ensure adequate first aid provision for its staff; Adequate means provision of suitable first aid equipment and the provision of an appointed person at the minimum.

Site Access and Egress

The principal contractor is responsible for providing safe access and egress to the site, the contractor will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis

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Contractor/Visitor Safety

Camping and Caravanning will liaise with other contractor’s staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Water Bourn Diseases (leptospirosis)

Water bourn diseases may be present in the areas of work made worse by the mists that are produced during water jetting. Leptospirosis is present in various animals but is widespread in the rat population and is spread in rat’s urine.

It gains entry into the body usually through cuts but can get in through the mouth and eyes, therefore all staff are required to wear adequate PPE when carrying out water jetting and observe good personal hygiene practices. Any cases of flu like symptoms must be reported immediately to a medical professional who must be informed of the type of work that is carried out.

Good standards of hygiene will be maintained prior to eating and drinking and all staff must read and be familiar with the [Leptospirosis Fact Sheet](#)

Portland cement

Portland cement is a light gray powder that poses little immediate hazard. A single short term exposure to the dry powder is not likely to cause serious harm. However, exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products

Please see [Portland Cement Safety Fact Sheet](#) for further information

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Machinery Safety

Specific Hazards of working with Heavy Machinery

- Workers on foot are struck by equipment, usually when it's backing up or changing direction.
- Equipment rolls over and kills the operator while on a slope or when equipment is loaded or unloaded from lorries.
- Operators or mechanics are run over or caught in equipment when the brakes aren't set, equipment is left in gear, wheel chocks are not used, or the equipment and controls aren't locked out.
- Workers on foot or in a trench are crushed by falling equipment loads, backhoe buckets, or other moving parts.
- Mechanics are killed when working alone on machinery in the event of malfunction

Identify any underground services and ensure they are moved, capped or otherwise made safe prior to starting work and always follow these safe procedures;

- **Review** operating, safety, and shutdown procedures in the operator's manual before you work with a new piece of equipment.
- Make sure the manufacturer's **safety features** work.
- To **prevent slips and falls**, keep grease and fluids off the walking/working surfaces and use 3 points of contact when entering and exiting equipment (such as 2 hands and 1 foot).
- To **prevent rollovers**, do not travel or work parallel to steep grades or embankments or on unstable soil.
- If possible, operate heavy equipment that has a ROPS and fasten the seatbelt. (Don't use a seatbelt if you must use equipment that has no ROPS, because you may have to jump clear during a rollover.)
- If equipment is rolling over or out of control, do not jump if it has a ROPS and seatbelt; you have a better chance of riding it out with a ROPS and your seat belt fastened.
- Always put the transmission in park, shut off the motor, set the brakes, and perform any other needed **shutdown procedures**/lockout of controls and/or attachments before working on or around the equipment.
- **Do not** back up unless you are sure no one is behind you. Use mirrors, where appropriate.
- **Do not** depend only on backup alarms. They are not always heard on noisy construction sites.
- Use barriers to separate workers on foot, pedestrians, and vehicles from moving equipment, where possible.
- When loading or unloading materials, make sure that only essential workers are in the area and have a spotter/signal person to let you know where they are. No one should be under a suspended load.
- **Never** allow other workers to ride on equipment.
- **Don't speed**; be extra careful around other traffic, hills, obstacles, and curves.

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Method Statements

Task Description: Marking out and excavation of 44no hardstands and extension to stone road

Step by step process

Preparation

- 1) Load all equipment required for job
- 2) Carry out vehicle safety checks
- 3) Transport equipment to site
- 4) Report to site foreman and receive permit to work (where required)
- 5) Put on personal protective equipment
- 6) Inform all other contractors in area of start of works
- 7) Liaise with the principal contractor and other contractors to ensure safe operation
- 8) Cordon off work area.
- 9) Ensure the area to be worked and exit points are clear of obstruction
- 10) Ensure that safe access and egress is maintained
- 11) Locate any drawings/site plans of existing ground
- 12) Determine location of underground services
- 13) Prepare area to be excavated by clearing all Golpla plastic grid
- 14) Ensure excavations will not undermine nearby structures

Digging out (Excavations All Depths)

- 1) Mark out area to be excavated with marker paint
- 2) Carry out CAT scans of ground to check and locate live services
- 3) Arrange for existing live services to be shutdown where possible
- 4) Bring heavy machinery onto site following safety procedures listed above
- 5) Ensure trained banksman is available to watch excavation work
- 6) Dig out ground as per contract drawings to required size and depth
- 7) Where live services have been located machines must not dig within 0.5 meters
- 8) Hand dig around live services where necessary using spade and shovel
- 9) Live services will be encased in concrete and capped off by the local authority
- 10) You must ensure contaminated water does not get onto the skin or enter body.
- 11) All excavations must be left safe at the end of each day

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Methods of Working

Excavations of Hardstandings and stone road protection

Caravan hardstanding positions, including the Managers pitch and the stone road extension will be set out in the approved locations (by the planning permission) and fencing will then be installed to ensure no unauthorised personnel enter the working area.

The grass will be lifted using a Turf lifter machine and set aside adjacent to each proposed area of work for reuse around the edges of the excavation.

A spinning laser will be used to ensure the hard standing are excavated level and the excavated material will be loaded onto either dumpers and transported to a designated stock pile area or loaded into tractor and trailer and recycled around the caravan storage area as a bund.

The Hardstanding will be excavated approximately 150mm, rolled using the 80/120 roller before the Geolay membrane will be rolled out.

The treated softwood shutters will be cut by handsaw or battery operated circle saw and 150mm treated posts will be hammered in at corners and equal centres along the side. Once in place galvanised nail will be used to keep the wooden edgings in place.

Type 1 stone will be loaded into the dumper using the excavator and brought to the various areas and tipped on to the new hard standing and levelled in 2No 75mm layers and compacted using the 6 ton excavator and 100 roller. The final level compaction will be compacted using the plate compactor.

Timber edging 150mm x 50mm will be laid on to the hardcore and levelled using either a rubber hammer or wooden mallet. The hardcore type 1 stone levelled up to the edgings and compacted using a small compactor.

Hardstanding's and Manager's pitch are to be finished off with 14mm angular stone. Once the entire surface is finish the topsoil will be brought back and levelled around the edges and the turf rolled out and compacted.

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Excavation within Root Protection Areas

Where proposed new hardstanding pitches have been identified on the Arboricultural Report as encroaching on the RPA of a tree, then a 'Construction Exclusion Zone' will be implemented forming a protective barrier of fencing around all of these exclusion zones before any work begins on site.

When the time comes to work within the RPA zones, fencing will be adjusted to allow entry for qualified personnel only, whilst still protecting the ground.

Within these zones the contractor will follow a 'No-Dig' construction technique. Ground levels will not be reduced. Existing vegetation will be burned off using an approved herbicide. A Geotextile membrane will then be laid on top of the existing surface.

Storage Compound

The tarmac car park adjacent to the site entrance will be utilised as a storage area for all site materials and car parking as shown on site layout

Surface Water drainage

The control of surface water run-off during the construction phases will be based on best practice guidance provided by the Environment Agency and CIRIA (Construction industry Research and Information association) with systems put in place to ensure suitable treatment and discharge of surface water.

In order to comply with the conditions good practice measures will be adopted
Including:

Keeping all sources of potential pollutants (e.g. flues, chemicals) away from drains on drip trays;

Regular checks of quality for dewatering will be undertaken before it is discharged to the drainage system;

All road ways and vehicle stopping areas will be sealed;

Wheel Washing

Undertaking of wheel washing in areas with controlled drainage only;

Surface water run-off from all parking areas and road way areas will be diverted to Class 1 oil separators with adequate capacity for the anticipated flows;

Road sweeping to control mud on roads.

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Reinstatement of construction areas and compound

Allow for the removal of all plant, excess materials and machinery from site and remove all fencing and contractors compound as necessary, including using methods of working set out earlier in this plan to ensure the site is protected during construction works.

Upon completion of all works above the contract administrator and contractor is to walk the site and identify any areas of damaged landscaping and surfacing if any and make good with new stone or turf.

DETAILS OF CONTRACTS, SITE MANAGEMENT & EMERGENCY PROCEDURES

Details of Site Management

First aider will be agreed by the contractor before commencement

Emergency procedures as recorded on site and all operative to be inducted on these procedures when entering site.

In case of accident, if necessary dial 999. Alert the contract administrator as soon as possible after this time.

In case of fire raise the alarm by shouting. Make your way to the nearest evacuation point.

When notifying emergency services or any incident be able to provide them with adequate information such as grid reference, distance from road, street name
Any near misses/accidents are to be immediately reported to site management

ACCESS/EGRESS FOR CONSTRUCTION VEHICLES

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Access to and from site will be down a private road, from the
 B6243, Edisford
 Road



ACKNOWLEDGEMENT RECORD

Activity: CONSTRUCTION OF 44No NEW HARDSTANDING, MANAGERS PITCH, STONE ROAD EXTENSION			
REFERENCE NO: MS01			
Signed	Name	Company	Date

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