MS111: Royston Gateway Development – Roads & Highways						
Principal Contractor	AD Bly Construction Ltd		**AD Bly Project No.**	**TBA**	**Client Project No.**	TBA
Project Title	Royston Gateway Development		**Start Date**	TBA	**Duration**	22 weeks
Works location	A505		**Prepared By**	**Mick Warner**	**Signature**	
Site Address	Land between York Way and A505, Royston		**Revision**	B	**Date**	05/05/17
Revision Details	Diversion of public footpath added					

1.Site/Office/Emergency contact Details

Safety is our prime consideration. Your immediate contacts with respect to site safety are:

Name	Position	Location	Telephone
Mick Warner	Project Manager	Head Office/Site	01438 821779 / 07900 054638
Steve Sargent	EHS Manager	Head Office	01438 821779 / 07818 570822
Robert O'Connor	EHS Director	Head Office	01438 821779 / 07860 246376
Simon Leadbetter	AD Bly Plant Department	Head Office	01438 822559

All accidents/incidents/near misses/Environmental incidents are to be reported to the EHS Department within 24hrs. For all serious incidents contact either Bob O'Connor or Steve Sargent as soon as possible.

Reports are to be completed by the Site Supervisor using either of the following forms relevant to the incident situation:

HS11 Accident/Incident Reporting / HS11a Near Miss Investigation Form **/ QA27 Cable Strike Report /** ENV11 Environmental Incident Report

2.Supervision / Training Qualification

Health & Safety Qualifications	Technical Qualifications
Site Supervisors & Engineers	SSSTS or SMSTS
Plant operators	CPCS / NPORS in 360 Excavator- Quick Hitch / FTD / ROR / Slinger-Signaller / Forklift / Scissor Lift / MEWP
General site operatives	CSCS Cards with varying NVQ Qualifications i.e. kerb laying, concreting, formwork, drainage etc
Other training	NRSWA / Cable Avoidance / Abrasive Wheels / Manual Handling / Confined Spaces / Temporary Works / Asbestos Awareness / Leading Edge / Harness Inspection / PASMA

3.Monitoring

All works to be under the supervision of a competent SMSTS/SSSTS Site Supervisor at all times, who will ensure that safe systems of works are being complied with. The Site Supervisor will report directly to the Contracts Manager who will visit the site regularly to monitor and plan works. A visiting CQMS Safety Advisor will attend site at least once a Month.

4.Brief description of the Work Activity

To construct new development access onto York Way and an On / Off slip road to A505.

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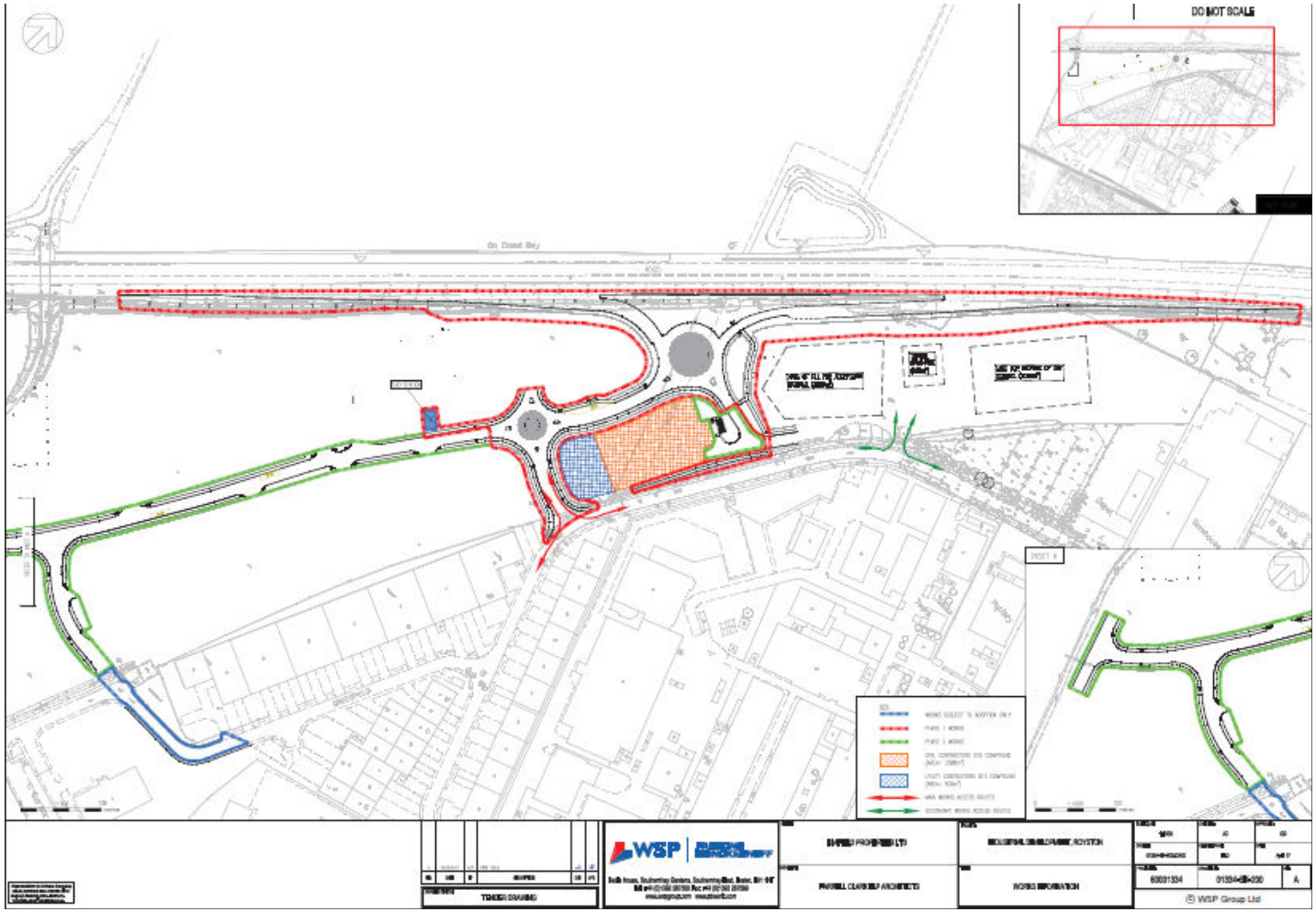
Northern Approach



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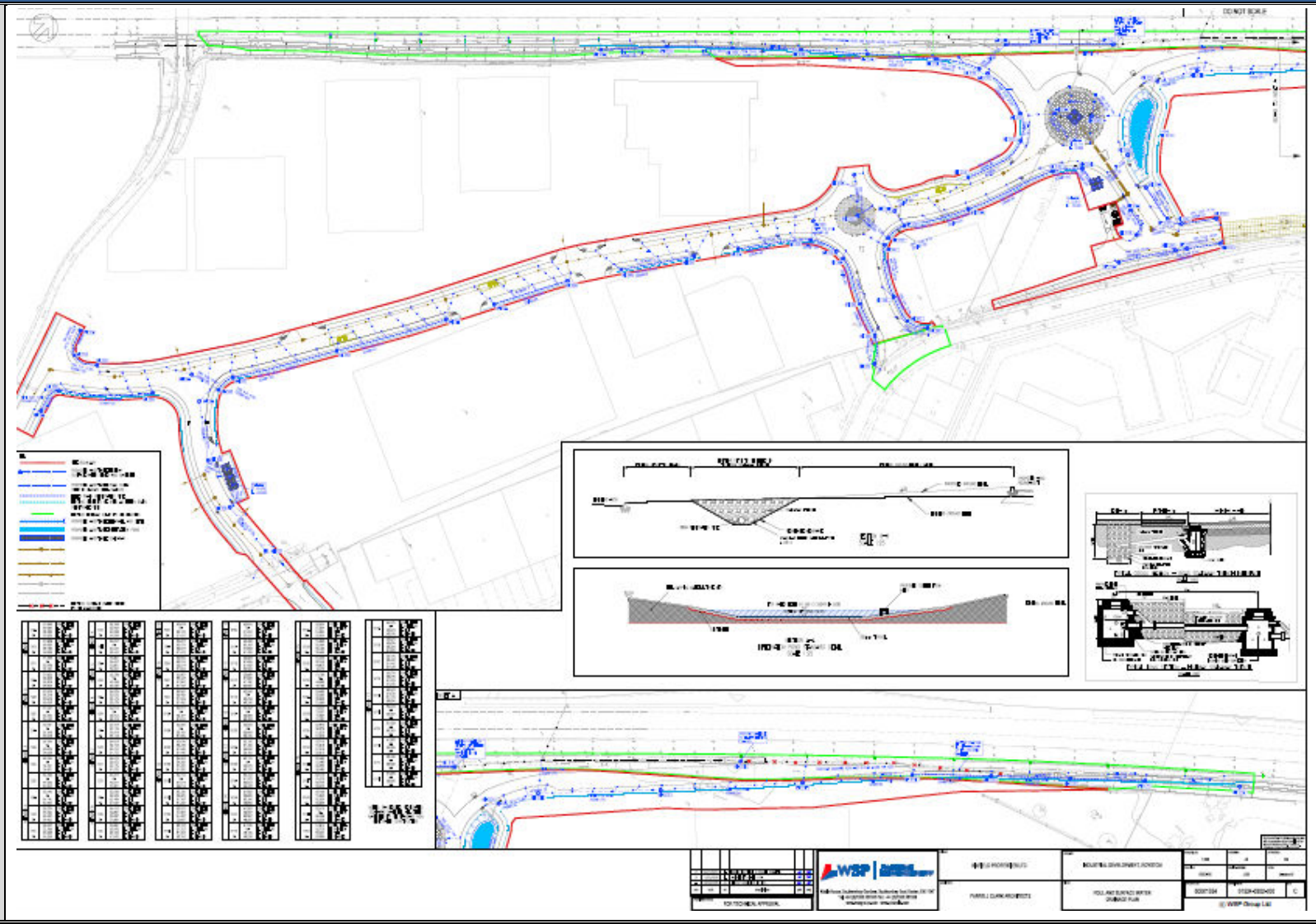


5.Materials	Tarmac	✓	Topsoil	✓	Kerbs	✓	Slabs	✓
	Concrete	✓	Sharp Sand/Reject sand	✓	Path Edgings	✓	Signage	✓
	Crush / Type 1 Stone	✓	Cement	✓	Service Ducts	✓		
6.Plant	360 Excavator	✓	Petrol Saw	✓	Air-Spade	✓	Bunded Diesel Bowser	✓
	Kerb Lifter	✓	Whacker Plate	✓	CAT3v & Genny3 + Kit	✓	Drip tray & spill kit	✓
	Dumper	✓	Small Hand Tools	✓	Insulated Digging Tools	✓	Road Formers	
	Roller	✓	Lifting Equipment	✓	Engineering Equipment	✓	Forklift	
	For Vibration and Noise Levels by Tool Type see AD Bly Plant Chart HS30 (Vibration & Noise Calculator) or Hire Company's Figures							

7.Pre-commencement Requirements	Site Induction	All personnel arriving on site for the first time must attend the Site Induction provided by AD Bly
	Site Welfare	Welfare to be provided by AD Bly
	Site Personnel	All AD Bly operatives and any sub-contractors working for AD Bly must have their training cards with them
	Plant	All Plant must be delivered with the correct in-date certification & manufacturer's instructions **- Keys to be kept on Bungees and removed from Machine**
	Existing Utility Drawings	Before any excavations take place AD Bly is to supply AD Bly with existing Utility Drawings
	RAMS	Before work starts the AD Bly Site Supervisor is to highlight the risks and method of work to be able to complete the activity safely. If for any reason the method /safe system of work changes the Site Supervisor must amend this method statement in the variation section and go through the changes with all personnel involved in the activity and get re-signed by them.

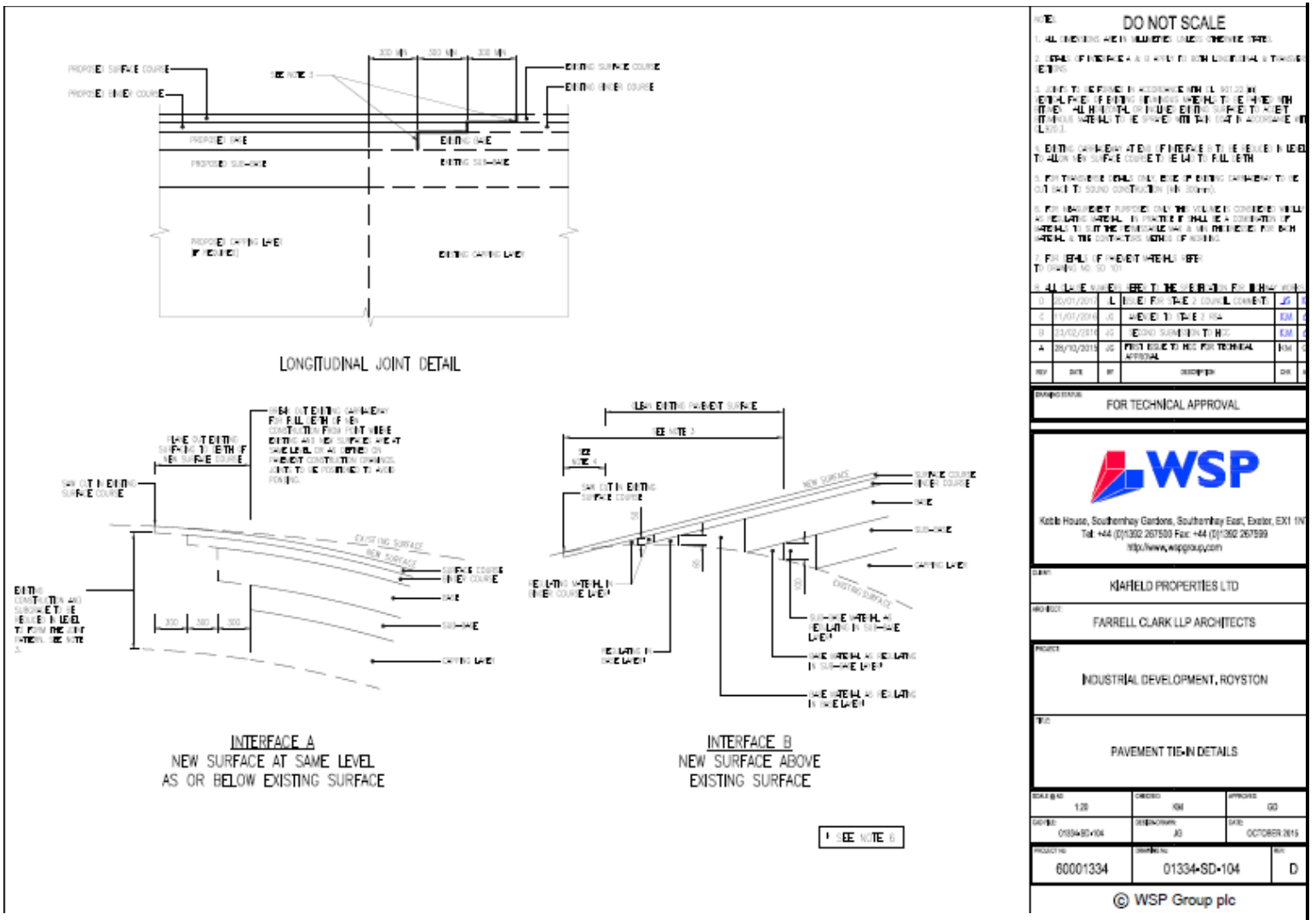
8.Permits (please ✓ as required)	HS14 Confined Spaces Entry		HS27 Hot Works		HS28 Excavation /Ground Penetration	✓	HS37 Permit to Strike	

9.AD Bly documents to be completed whilst carrying out the task	**Daily or before first use**	✓	**Weekly & before first use**	✓
	HS17 Excavation Inspection Register		HS16 Dumper & Roller Inspection Register	✓
	HS23 Record of Daily Exposure to Vibration	✓	HS18 Mobile Plant & Lifting Equipment Register	✓
	HS26a Mobile Scaffold Tower Inspection		HS25 Small Tools Register	✓
	HS26b Ladder Inspection Sheet		HS26 Weekly Working Platforms Register	
	HS26c MEWP Pre-start Inspection Sheet		HS35 Forklift-Telehandler Daily Check List	
	TW50a Temporary Works Inspection Sheet-Formwork/Falsework			
	TW50b Temporary Works Inspection Sheet-Drainage			

10.Temporary Supports Required	N/A						
	Temporary Works Design Required?	Yes		No	✓	If 'yes' state Reference N0's:	

11.Access/Egress from the working area	Familiarize with AD Bly pedestrian routes and traffic management plan. Operatives will be made aware of requirements at induction and updated as the site changes by AD Bly.
12.Fall prevention	All working areas to be kept clean and tidy, barriers and fencing to prevent unauthorised access by the Public. Before opening areas to the Public ensure there are no trip hazards, all ironworks to be burred up. Ramp signage to be placed where levels change in the highway.
13.Methodology	**Pre-commencement** 1 All Traffic Management Plans to be agreed with Local Highways Authority before commencement of works. 2 Client has supplied AD Bly with all existing services drawings. 3 Set-up Traffic Management routes as agreed with Local Highways Authority in agreed sequence. 4 Works to be carried out by Trained NRSWA Supervisor and NRSWA Operatives **Existing Services Procedure** 1 Consult all Service Providers drawings. 2 Start process of completing Excavation/Ground Penetration Permit HS28. No excavations or setting out with road pins are to take place without an AD Bly Permit (if the client insists on theirs being completed please do both). Once completed a copy is to be given to the client, those undertaking the work and 1 copy to be kept in the site recording file. 3 Work area to be CAT scanned before excavation begins by a fully trained operative (all sites must be in possession of a full Cable Avoidance kit: CAT3V, Genny3, cable clamp and in-date calibration cert). Look around the working area for lamp columns, existing duct boxes evidence of trenches etc. Existing or as-built Utility drawings must be made available to those carrying out the survey. 4 **Under no circumstances is Mechanical Plant to be used within 1m of known services.** 5 Use of picks, forks and steel bars is forbidden. Insulated Forks may be used where there is no alternative, however a separate risk assessment must be completed 6 When hand digging to uncover services; insulated digging equipment to BS8020 Standards (1000v) must be used. Contact the AD Bly Plant Department if the use of an Air-Spade is required. 7 All operatives are to treat services as **LIVE** unless proof of isolation is provided by the service provider 8 **If you are unsure on how to proceed follow AD Bly Avoiding Underground Services Procedure from the Construction Phase H & S Plan or contact your Contracts Manager or EHS Department.** 9 If services are found that are not on any existing Utility drawings inform your Supervisor and the client so that they can keep a record of them and let others know of their existence. 10 Existing illuminated signs that are to removed must be disconnected by Electrical Engineer and proof of isolation given to AD Bly Project Manager. **New Development Road & Footpath Construction** 1 Engineer to profile road ready for reduced dig. 2 Using a 360 Excavator reduce the ground level loading dumpers with spoil. **Existing Utility drawings must be made available to those**

		carrying out the works activity and a copy kept in the excavator at all times for reference. A banksman must be in attendance to closely watch the bucket/ground for evidence of buried services.
	3	Spoil to be removed to stock pile along agreed route. Banksman to be used if necessary.
	4	Once at formation level lay service ducts across road width and backfill with reject sand. Engineer to mark as-built service duct drawing so that road crossings can be found easier when excavating new services in footpath at a later date. The drawings can also be handed over to new gangs when they turn up on site?
	5	Backfill and compact road with specified materials to sub-base.
	6	Engineer will then Pin back of kerbs and level with string line for kerb layers to follow
	7	The required depth of sub-base material will then be laid and compacted by the Roller
	8	Place a minimum of 150mm of lean mix concrete as a bed ready for the placement of kerbs. Concrete to be laid along pre-levelled formation from back of concrete lorry under the guidance of a banks man.
	9	If kerb brace is to be laid instead of kerbs at this time the Engineer will pin line for ground workers to follow using road formers. Road formers are to be placed approx. 400mm apart to Engineers levels and braced together using purpose built interlocking device. Stop ends to be placed at end of runs. Concrete will then be poured direct from the back of a concrete lorry with ground workers following tamping it level. Once hardened sufficiently the road formers will be removed, cleaned and re-stacked ready for re-use.
	10	Lay kerbs to the line and level on the pins. Kerbs to be laid by mechanical Kerb lifter attached to excavator or if unable to use excavator use 2 - man kerb lifter.
	11	Kerbs to be fine adjusted by hand and backed up with Lean Mix concrete. **Kerb cutting must be conducted under suitable dust suppression whilst wearing full PPE.**
	12	Once concrete has hardened fill between kerbs with type 1 or similar approved material and compact to the desired level.
	13	Tie in to existing carriageway by saw cutting and laying tarmac as shown below:



14 Raise service covers to proposed tarmac finish level. Lay tarmac base courses, ensure correct thickness is achieved and compact.

Services Trench Excavation

1 Once services locations are marked the 360 Excavator will commence digging and load spoil into Dumper. Spoil to be carted away from the excavations to an agreed designated area. **Banksman must be in attendance to closely watch the bucket/ground for evidence of buried services and road crossings. Existing Utility drawings must be made available to those carrying out the works activity and a copy kept in the excavator at all times for reference**

2 A sand/shingle bed will be laid ready for the ducting/mains to be laid (mains laid by utility contractor)

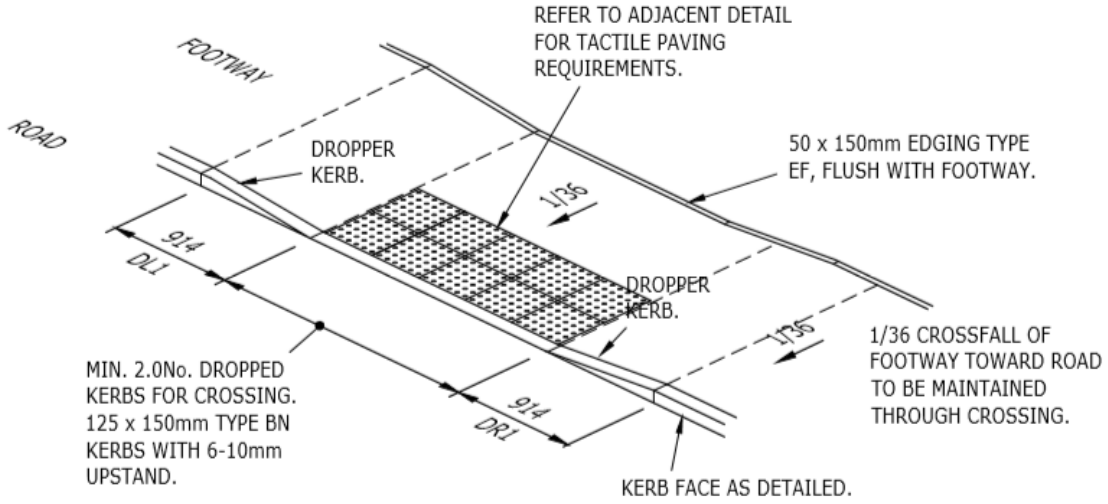
3 Once the ducting/mains have been laid cover over with 150mm of sand/shingle (compact using hand tampers only) and place the correct service warning tape over the centre of the main/ducting

4 **Before backfilling Site Engineer/Supervisor to make note of any cable/duct instillation, whether mains or services, an "as-built" drawing showing the route and the position of any joints, link boxes, pillars etc. will be produced and kept in the site office for reference to all AD Bly operatives before future works commence**

5 Backfill material to site specification

Tactile Paving at Uncontrolled Crossing Points

1 Compact layer of Type 1 Road stone to proposed Tactile crossing point. Lay a layer of sharp sand and cement mix together using hand tools



FOOTWAY - TYPICAL UNCONTROLLED PEDESTRIAN TACTILE CROSSING DETAIL
(NTS)

	2	Place screed rods into sand cement mix and re-level sand cement mix to the height of the rods
	3	Lift slabs on top of the sand to the desired pattern small slabs 450mm x 450mm x 50mm and below can be laid by hand dependant on thickness and weight, level using rubber/wooden mallet; cut slabs to the edge to suit desired pattern.
	4	Brush in Kiln dried sand between joints if close butted or point as necessary
		Instillation of Signage/Illuminates Bollards
	1	After carrying out a survey for services hand excavate to required depth, place signage post in excavation and concrete.
	2	For illuminated bollards bed foundation cage and fit Bollard once concrete has set. All illuminated signage to be connected and commissioned by a competent electrician.
		Footpath Construction along Site Roads
	1	Manually lay path edgings on 150mm concrete on pre-laid compacted type 1/crushed concrete to back of footpath as per kerb laying and back with concrete. Top footpath with Type 1 stone and compact.
	2	Lamp columns to be installed by specialist contractor.
	3	Raise service covers to suit. Compact type 1 stone to desired level and Tarmac base course. Specialist Contractor to plain existing highway and lay wearing course throughout.
	4	White lining by specialist sub-contractor.
		Diversion of Public Footpath
	1	The existing public footpath to the NE corner of the site will be temporarily diverted and marked by Heras fencing.
	2	Fingerboard signage will be positioned to direct users to the diversion.
	3	Vehicle crossing points will be clearly marked. The crossing points will be manned during working hours.
	4	Operatives will be placed at either end of the diversion to aid users during working hours.
		Topsoil Areas
	1	Source approved topsoil
	2	Tickets to be signed once Topsoil is checked
	3	Lorries with Topsoil to be banked to storage area and tipped under guidance of AD Bly Banksman
		Spreading of Topsoil
	1	360 Excavator to load dumper, dumper to transport Topsoil to the required garden/open space (dumper driver must turn off dumper and dismount whilst being loaded).
	2	Establish a one-way system for the dump trucks/dumpers to minimise dangers of two-way traffic and prevent unnecessary reversing manoeuvres (where possible).

	3 Deposit topsoil in heaps ready for the Excavator to level 4 Spread topsoil using the excavator 5 Operatives to grade topsoil using a rake and remove any large stones or other deleterious material 6 Once levelled check that the correct depth of topsoil has been achieved. **Note:** To help reduce lorry movements to and from site request topsoil lorry removes any muck-away whilst on site rather than leave empty?

14.Personal Protection Equipment

Below is a selection of PPE that you may be required to wear whilst carrying out your site activity? If you are not familiar with any of the below types of PPE or have concerns that you are not trained to wear it you must inform your line manager. The items of PPE with a ✓ against them have been risk assessed as being necessary whilst carrying out the activity, the site supervisor is to ensure that the correct PPE is ordered for the activity to be undertaken.

The wearing of safety glasses on site all day is not AD Bly Construction's policy; however if wearing safety glasses is the site rules of our client you must wear them.

If you require advice on any of the below or on specialist equipment not on the list please contact the EHS Department on 01438 821779.

PPE type		Notes	PPE type		Notes
 ✓	EN 397 rated To be worn at all times (mandatory)	Please wear them correctly and not back to front. Should be replaced every 2-5 yrs.	 ✓	EN ratings EN388 (Mechanical risks) EN374 (Chemical, Biological risks)	Mechanical gloves are for general activities. For chemical, biological gloves see your COSHH assessment
 ✓	EN 471 rated (High visibility vest/coat) To be worn at all times (mandatory) EN343 Rain protection rating	For reflective waterproof clothes and reflective clothing for working on the highway order through the plant department	 ✓	EN 149 rated FFP1 (Non Toxic Dusts) FFP2 (Toxic dusts, water oil based mists, fumes) FFP3 (Fine Toxic dusts, water, oil based mists, fumes)	You must wear FFP3 dust protection when cutting concrete and wood products. Face fit testing can be arranged through Safety Dept
 ✓	EN 345 rated To be worn at all times (mandatory)	Must have toe and mid-sole protection		EN 136 rated (Full Face)	

	 ✓	**EN166 rated** **EN166F (Low impact)** **EN166B (Med impact)** **EN166A (High impact)**	**Low impact when wearing all day (not task specific) or where concrete splashes are likely** **Med or high impact when cutting, i.e. using petrol saws**		**EN ratings** **EN354 Lanyards** **EN360 Retractable type fall arrest** **EN361 Full body harness**	
	 ✓	**EN352 rated** **EN352.1 (ear defenders)** **EN352.2 (earplugs and band protectors)** **EN352.3 (helmet mounted ear defenders)**	**Use the AD Bly noise chart / calculator to define the appropriate type of hearing protection required**		**Disposable Coverall**	**Order through plant as and when required. To be used when concrete splashes are likely, when working in live sewers and using air-spades.**

15.Environmental Information	**Oil Storage**	**Waste**	**Nuisance**
	Oil storage for tanks and drums containing greater than 200ltrs will be contained in a secondary containment system, it must have a capacity of not less than 110% of the largest container's storage capacity or, if there is more than one container within the system, of not less than 110% of the largest container's storage capacity or 25% of their aggregate storage capacity, whichever is the greater. Oil storage will not be within 10m of a drain or watercourse. Oil storage will be located away from regular vehicle movements to prevent damage. Drip trays will be used when refuelling plant, under oil containers when in use and under static plant. Mobile Bowser's are to be locked when not in use. Spill kits to be located by Oil storage areas.	All waste to be cleared and put into the relevant skips provided. An appropriate Waste Transfer Note will be completed for all waste removed from site. Only Licensed waste carriers and licensed disposal facilities are to be used in accordance with AD Bly's Duty of Care. All Waste Transfer Notes to be signed for by Foreman/Engineer before Lorry leaves site.	All traffic routes are to be in accordance with any designed routes on/off site. All work will take place during the agreed working hours.

16.Risk Assessment Register				
	RA011	Tarmac Road & Footpath Construction	**RA012**	Excavation & Laying of new Services
	RA014	Paving Slab Laying	**RA016**	Topsoiling
	RA041	Vehicle Movements on Site	**RA043**	Tarmac Laying
	RA101	Excavator/Machine Operation	**RA102**	Quick Hitches
	RA103	Abrasive Wheels	**RA107**	Ride on Roller
	RA108	Forward Tipping Dumpers	**RA203**	Manual Handling
	RA301	Dust-Noise & Pollution		
17.COSHH	**CO02**	Ready Mix Concrete	**CO01**	Diesel

Assessment Register	**CO07**	Unleaded Petrol	**CO08**	Tarmac
	CO11	Linemarker Paint	**CO18**	Hydraulic Oil

18.Variations to Method Statement	**Use this section to write down any variations to the method/safe system of work where changes to the original method are insufficient or have changed. All persons involved in the activity are to be informed of the changes and must re-sign this Method statement as acknowledgement of understanding these changes.**

19.Method Statement Briefing Register

I have read/been briefed on the requirements and safe working practices within this Method Statement and associated Risk and COSHH Assessments, I have understood and agreed to comply with these requirements and safe working practices.

Name (please print)	Company (if other than AD Bly)	Signature	Date

We believe that this method statement accurately defines the work, identifies Health & Safety risks and the appropriate controls required. This method statement with associated Risk and COSHH Assessments will be taken as approved by the Principal Contractor unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.