

Method Statement

Installing / Removing Ground Protection Mats



Project/Contract	Installing / Removing Ground Protection Mats
Principal Contractor	
Site Address	
Project Start	
Expected Duration	
Projected Completion	

	Name	Signature	Date
Document Author			
Authorised by (for Contractor)			
Authorised by (for Client)			

Emergency Contact Details
Contact Name
Tel
Mobile

Data Protection Statement

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Staff Information Sheet

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, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury from Manual Handling
- c) Injury to tenants & members of the public during works.
- d) Injury from machine and tool hazards

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Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area
- c) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- d) You must read and understand the information sheets on any power tools you are operating
- e) You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;

- a) Safety boots
- b) Gloves
- c) Hard Hats (if site requires)
- d) Hi Visibility Vests (if site requires)
- e) Safety Glasses (if site requires)

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.

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

Staff & Training

This project will be carried out by staff and sub-contractors to All Weather Access Ltd, All members of staff are experienced; sub contractors are carefully selected for competence, experience, trustworthiness and quality of work. All Weather Access Ltd has an ongoing program of training for staff. A site manager will be appointed to each contract he will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks or operate machinery for which they have not been trained.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days. From 1st October 2009 first aiders will have to attend a 3-day training course every 3 years and a refresher course every year in between.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

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Site Access and Egress

The principal contractor is responsible for providing safe access and egress to the site, All Weather Access Ltd staff 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.

Contractor / Visitor Safety

All Weather Access Ltd 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.

Tenant safety & protection of tenant's goods and décor

It is the responsibility of the principal contractor to advise tenants of works to be carried out, All Weather Access Ltd staff will liaise with the principal contractor and tenants on a daily basis to ensure safe operation. Extra care will be taken when children are present, the site foreman will be responsible for ensuring the safety of tenants, visitors and members of the public.

Task Description

Installing and Lifting Ground Protection Mats

This method statement describes the work process for the preparation, laying and lifting of ground protection mats.

Start of works

- 1) Report to site office and inform site manager of arrival, or in occupied properties. Inform tenant and other occupants of work commencing.
- 2) Cordon off work area if practical or necessary to do so. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from dangers of power tools and machinery.
- 3) Put on your personal protective equipment
- 4) Ensure the area to be prepared and exit points are clear of obstruction and that safe access and egress is maintained.

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- 5) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- 6) Place tools and equipment in safe storage near the work area
- 7) Large and/or heavy items will be tandem lifted or lifted with fork lift truck; do not lift beyond your capabilities.
- 8) Do not leave tools/ equipment/ machinery unattended at any time.
- 9) Ensure area is left safe at end of each shift

Laying Ground Protection Mats in place

- 1) After the above steps have been completed, the mats should be unloaded from the lorry/ trailer if they have not been already. This should be done using a forklift truck if necessary, by a person with the appropriate certificates to do so.
- 2) Once the required trackway is marked out, mats can be lifted from the pallet, in tandem (two people to one mat), and put in place on the ground.
- 3) Mats should be laid on level ground if possible, to avoid proud edges, creating trip hazards.
- 4) If trip hazards are noted, the ground underneath should either be levelled if possible or the mats should be connected immediately before laying other mats.
- 5) Also remove any unwanted items from under the mats, such as tools, sharp objects, bricks, etc
- 6) Connect as specified (see product specification sheet)

Finishing the job

- 1) Finally check with the foreman/ site officer that the mats are to his requirements and that there are no problems.
- 2) Amend any issues that may have arisen.
- 3) Tidy all tools and equipment away, load trailer/ lorry with any remaining mats/ pallets etc.
- 4) Leave the site

Collecting/ lifting mats after use

- 1) The first steps (start of works), 1-9 above should be used here.
- 2) Clear any debris from the mats before lifting. Take care when doing this to avoid injury from any unknown objects, sharps etc.
- 3) Then carry out the reverse of the above steps; connecting Ground Protection Mats and laying Ground Protection Mats.
- 4) Load lorry/ trailer safely and strap down securely.
- 5) Leave site tidy and clear/ as it was before.

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