

Indicative Method statement

1. Project Details			
Client	Council of the Isles of Scilly	Tel No:	
Principal Contractor	To be appointed	Tel No:	
Contract Manager	TBC	Tel No:	
Site Agent	TBC	Tel No:	
Job Number	TBC	Close call QR Code	
Location	Porthloo, St. Marys		
Start Date / Duration	TBC		
CDM notifiable project	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Principal Designer or Client approved plan	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

2. Method Statement Review – (review and approval signatures only required for high risk work)		
Compiled by	Date	Sign and date
Max Clausen	26/04/19	M. Clausen
Reviewed by	Date	Sign and date
Nigel Horwell	26/04/19	N. Horwell
Approved for issue	Date	Sign and date
Nigel Horwell	26/04/19	N. Horwell
Date of change	Reason	Approved by

3. Management of site safety			
Site Agent	TBC	Tel No:	
Site Safety Rep	TBC	Tel No:	
First Aider	TBC	Tel No:	
Fire Co-ordinator	TBC	Tel No:	
Safety Advisor	TBC	Tel No:	

Indicative Method statement

4. Location of Works		
Porthloo, St. Mary's, Isles of Scilly		
5. Description of work to be undertaken		
<ul style="list-style-type: none">• Site establishment• Construction of Revetment• Construction of the retaining wall		
6. Access to and from the site		
Access to the compound and the working area will be via Porthloo lane. Barges will load and unload in the working area as the tide and sea state allows.		
7. Welfare Facilities		
The site is likely to be equipped with the following welfare and first aid facilities: 1 No Combination Unit with the following facilities: - Toilet Canteen Drying Room Microwave Hot Water Generator		
8. Permits Required		
Permit to dig/Service clearance	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Refer to section 21
Hot Works Permit	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Refer to section 20
Confined space permit	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Refer to section 24
Crane Permits / Lifting Plans	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Refer to section 22
Other Permit	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If yes, give details in section 9
9. Details of additional permits required		
MMO licence- Client to provide		
10. Risk assessments		
RA0XX – Use of Excavators RA0XX – Use of Excavators for Lifting RA0XX – Manual Handling RA0XX – Working within the marine environment		

Indicative Method statement

11. COSHH assessments
Red Diesel Concrete Tropical Hardwood- Greenheart

12. Subcontractors on site
TBC

13. Traffic management arrangements
It is envisaged that: <ul style="list-style-type: none">The site welfare units, precast retaining wall units, greenheart timber and rock will be supplied by barge to the foreshore thus negating plant movements through the town and along Porthloo road.The excavation for the revetment toe may produce clay arisings that may need to be transported by a dumper through St. Mary's to a waste deposal site. A site is yet to be identified.

14. Personal protective equipment (PPE)																								
<p>It is envisaged that Safety Footwear, Hi Viz Vests and Hard Hats are mandatory on all worksites for ALL persons including visitors/client etc.</p> <p>The following PPE is to be worn where specified in the method statement, COSHH and/or Risk Assessments</p> <table border="1"><thead><tr><th>PPE Type</th><th>Applicable</th><th>Specification</th></tr></thead><tbody><tr><td>Visor</td><td>YES <input type="checkbox"/></td><td></td></tr><tr><td>Goggles/ Glasses</td><td>YES <input checked="" type="checkbox"/></td><td>BS EN 1633 Grade 3</td></tr><tr><td>Ear Defenders</td><td>YES <input type="checkbox"/></td><td></td></tr><tr><td>Overalls</td><td>YES <input type="checkbox"/></td><td></td></tr><tr><td>Respiratory Equipment</td><td>YES <input type="checkbox"/></td><td></td></tr><tr><td>Gloves / Gauntlets</td><td>YES <input checked="" type="checkbox"/></td><td>Heavy Duty</td></tr><tr><td>Other PPE</td><td>YES <input type="checkbox"/></td><td></td></tr></tbody></table>	PPE Type	Applicable	Specification	Visor	YES <input type="checkbox"/>		Goggles/ Glasses	YES <input checked="" type="checkbox"/>	BS EN 1633 Grade 3	Ear Defenders	YES <input type="checkbox"/>		Overalls	YES <input type="checkbox"/>		Respiratory Equipment	YES <input type="checkbox"/>		Gloves / Gauntlets	YES <input checked="" type="checkbox"/>	Heavy Duty	Other PPE	YES <input type="checkbox"/>	
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15. Plant and materials to be used
It is envisaged that the following will be used: <u>Plant</u> <ul style="list-style-type: none">360° ExcavatorsConcrete Loading SkipDumper(s)Dumper(s)Miscellaneous site vehiclesMiscellaneous small plant and tools

Indicative Method statement

- Landing barges

Materials

- 1- 3t Rock Armour
- RC20/25 Readymix Concrete
- HPS12 Geotextile
- Precast concrete units
- Greenheart timbers

16. Safe method of work to be implemented

The following indicative method of working is envisaged:

Set up Temporary Works

- The engineer shall set-out the compound and working area to the coordinates on the drawings and erect perimeter security. E.g. Heras fencing panels. Note the panels will only be erected above the MHWS mark on the beach. The working area below this level will be adjusted to suit tide levels using cones and tape, and/or sand bunds.
- The welfare unit shall be offloaded from the barge and transported and set-down in the compound and connected to the services where present.
- A footpath diversion shall be established with signs and temporary barriers.

Rock Armour Delivery

- The rock armour shall be delivered by barge at mid to high tide and offloaded into the foreshore working area.
- Once the tide has receded, and the sea state allows, excavators shall track along the foreshore to collect the rock armour and/or shall load dumpers to deliver it to the proposed revetment location ready for placing.
- The rock shall be stored on the foreshore until it is ready for placing.

Revetment Construction

- An engineer to set-out the dig extents and levels.
- An excavator shall be used in conjunction with safe digging procedures as highlighted in section 21.
- The excavator shall remove existing rocks along the embankment and place them in a designated area for reuse or removal from site. Rocks meeting the specification can be used in the construction of the revetment.
- The revetment toe trench shall be excavated ensuring a minimum batter of 1:2 in sand. A clay layer is expected at approximately 1m below the beach levels recorded in February 2017. The clay arisings shall either be transported by dumper to a location on St. Mary's for disposal or transported back to the mainland by barge for disposal.
- The existing embankment shall be graded at the designated slope angle into toe excavation.
- The toe excavation and the graded embankment shall be lined with the HPS12 geotextile. The geotextile shall wrap around the first rock and shall lap back by 2m.
- The rocks shall be individually placed by the excavator in accordance with the Rock Specification document to construct the toe detail.
- The revetment face shall then be constructed from the toe to the designated crest height. The toe and crest length shall meet the minimum dimensions shown on the drawings.
- An initial 10m width of completed revetment shall be constructed as a referenced test panel to the satisfaction of the ECC Supervisor.
- The revetment will be constructed in sections (approx. 10m) so the excavation can be backfilled before the next incoming tide so as to minimise the wash out of beach material and to protect the revetment in the incomplete state
- The roundheads shall be constructed to the levels and slope angles shown on the drawings.
- The existing timber wall shall be supported and braced where the backfill is excavated to allow the construction of the southern roundhead.
- The constructed southern roundhead shall have the site-won rock placed on it to backfill the excavated material removed from the existing timber retaining wall.

Indicative Method statement

Retaining Wall

- A L-shaped precast wall shall be constructed to retain the backfill that will support the revetment crest rocks at the location and extents shown the site plan.
- The existing embankment shall be excavated to the formation level, approximately 1.5m below existing ground level.
- RC20 mass concrete shall fill the excavation to a depth of 500mm to provide a foundation to the RC units.
- The precast RC L-shaped units shall be positioned and fixed to the mass concrete foundation ensuring the units align with the existing timber retaining wall.
- The precast units shall be faced with greenheart timber to the same line and level as the existing timber retaining wall to maintain the same aesthetic.
- The constructed retaining wall shall be backfilled to the proposed levels
- Any disturbed areas shall be reinstated.

17. Control of Hand Arm Vibration Syndrome (HAVS) risk and Noise control measures

All items of plant and equipment that may cause a risk from HAVS must be individually listed in the table shown below.

Equipment	Vibration Output	Actual trigger time to reach the daily 80 exposure points limit
Stihl Saw	3.9m/s ²	2 Hours 38 Mins
SDS Drill	6.5m/s ²	57 Mins
Circular Saw	2.5m/s ²	6 Hours 24 Mins

18. Monitoring of site operations

It is envisaged that:

- All site operations will be supervised by the Site Agent. The work activities and risks will be conveyed and discussed during the Daily Site Briefing carried out each morning (all attendees to sign to confirm their understanding of the DSB).
- Any changes required, or points raised will be discussed and the Risk Assessments/ Method Statements (RAMS) amended appropriately.
- The SHEQ Supervisor will visit site monthly to carry out a Health, Safety, Environmental and Quality inspection.
- Throughout the duration of the works the sea levels and sea state shall be monitored.
- If there is a risk of inundation from the sea, an alarm (whistle) will be raised to signify that works will cease.
- All plant to be evacuated from the working area and stored in the designated parking area, which will be the highest available point of the site.
- Materials will be stored in the site compound and stores. These will be positioned in order so the materials least likely to be washed away or cause pollution to the watercourse will be stored at the lower levels of the compound.

19. Training requirements

It is envisaged that:

- All operatives to be CSCS trained.
- All plant operatives to be CPCS or equivalently trained.
- Operatives required to use a CAT & Genny will be competent.
- All records of training certificates are to be kept on Workspace.

Indicative Method statement

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20. Fire prevention measures and control of hot works

It is envisaged that

- No fires to be permitted on site.
- The Site Agent will carry out a Fire Risk assessment and implement provision of Fire Fighting equipment as identified.
- Any Hot Works identified will require a Hot Works Permit prior to commencement, no hot works have been identified in the preparation of this method statement.

21. Control of excavation work

It is envisaged that:

Excavation work is always hazardous due to uncharted and unknown services that may be present. The following outline procedure must be strictly followed when excavating and exposing services:

1. A Permit to Dig is required for all excavations.
2. Where possible the client/service provider should isolate known services prior to excavating. This isolation should be confirmed in writing prior to commencing.
3. Using a CAT (Cable Avoidance Tool), the area must be scanned, and the positions of any known services identified. If other services are identified by the CAT scan, then extreme caution must be exercised when excavating.
4. Manhole and pit covers must be lifted within the immediate location to establish the direction and depth of any services. Where possible always use clamp and/or generator to establish depth and direction of services.
5. Where possible, trial holes may be dug to identify the true location, depth and direction of known services. In areas where services are present, but no drawings are available, trial holes must be carried out.
6. Excavators must never dig deeper than 150mm with each stroke unless it is known that there are no services present.
7. CAT scanning must take place after every layer of soil is removed to ensure that any services can be successfully located.
8. Hand digging must be used within 500mm of the suspected location of a buried service. This must be carried out with extreme caution. This applies regardless of known cable depths.
9. If the service provider is unable to isolate the services, the excavation must not proceed unless written permission to do so has been obtained from the Project Manager.
10. Any changes to the safe system of work associated with the excavation works must be approved by the person in charge prior to being undertaken.

Indicative Method statement

22. Lifting Operations

It is envisaged that:

An individual lifting plan must be attached to this method statement which covers all the lifting operations that are to be undertaken on the site.

All lifting accessories should be tagged with the current compliance colour. - tbc

- A routine lifting operation plan will be in place for the lifting of materials.

23. Manual handling

It is envisaged that:

Arrangements are to be made to identify any major elements of the work which may constitute a risk from manual handling. The relevant control measures must be recorded in this section of the method statement.

- Where practicable the excavator will be used to lift all material.
- Where manual handling is required, site operatives will lift any materials inline with manual handling guidance given in a toolbox talk.

24. Confined spaces – safety arrangements

It is envisaged that:

All Operatives involved in a confined space entry must be trained and competent to do so.

Only an 'Authorised Person' may issue a Confined Space Entry Permit.

- No Confined Space Entries identified during these works

25. Environmental considerations

Statements showing how all relevant environmental aspects and impacts that are identified either in the PMP or on the Risk and Environmental Impact Assessment Form must be recorded in this section of the method statement.

- Spill Kits will be available at site.
- Toolbox talk to be carried out in advance of the works in how to deal with a spill near to the marine environment.
- All mobile plant is to be in good serviceable condition.
- All fuel to be stored in suitable double bunded containers and stored in the fuel store. Which is to be bunded as detailed in section 16.
- No refuelling or storage to take place within 10m of a watercourse including the sea
- All plant hydraulics to be run on Bio Oils.

26. Site specific emergency arrangements

It is envisaged that:

Uncontrolled if printed

Indicative Method statement

Local Muster Point : The Muster Point is to be the site entrance

Always telephone the relevant emergency service first then the Site Agent if there has been a serious injury or there is an immediate risk of danger

Call the Agent first for advice if there is no immediate risk of danger and/or no one has sustained a serious injury.

In Case of Emergency 999

TBC	Site Agent	Mobile	
TBC	Contracts Manager	Mobile	
TBC	Foreman	Mobile	

27. Updated information causing change to the method statement

(insert any details relating to site conditions or changes to the method statement that need to be recorded during the progress of the contract)

Weather or environmental conditions that are likely to affect the place, or point of work (e.g. Dark, Wet, and Icy etc.)	Control measures that are required to control the risk caused by the weather or environmental conditions
AM.	
PM.	