

# Method Statement

Project:			
Activity:	Concrete Works		
Description:	Mixing and use of concrete on site, including use of formwork and concrete pump		
Start Date:		Duration:	
Assessor:		Hours of Work:	

## Responsibilities

Project Manager:	
Supervisor:	
Number of Operatives:	

## Hazards

Hazards Associated With Activity:	<ul style="list-style-type: none"> <li>Underground Services</li> <li>Site Plant</li> <li>Use of Hand Tools</li> <li>COSHH</li> <li>Manual Handling</li> <li>Falls from Height</li> <li>Limited Access</li> <li>Excavations</li> </ul>
Site Specific Hazards:	<ul style="list-style-type: none"> <li>Occupied site</li> <li>Working with other trades on site</li> <li>External works</li> <li>Underground services located close to work area</li> </ul>

*Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.*

## Work Procedure & Control Measures

All works to be carried out in accordance to the risk assessments in place.  
 Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.  
 Work area to be securely cordoned off to prevent unauthorised access.

All workers to undertake site induction prior to commencing work. PPE to be worn at all times on site.

## **TRAINING**

Only trained operators allowed to use mixing equipment or cutting equipment (abrasive wheels).

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques and COSHH and plant operation where applicable.

All workers to undertake site induction prior to commencing work.

Tool box talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

## **ACCESS**

Trench support system used to support sides of excavation and prevent trench collapse.

Employees forbidden from entry into unsupported trenches.

Where access into the trench is required safe means of access, e.g. fixed ladder, provided.

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials.

## **DELIVERY & STORAGE**

All required materials to be delivered to site prior to works commencing.

All equipment and materials delivered to site will be labelled and stored at a designated location in accordance with manufacturer's instructions and any applicable COSHH assessments.

Dry storage area to be used for bagged mortar materials.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions and kept dry.

## **FORMWORK**

Temporary support installed for the vertical faces of the excavation as required and overseen by temporary works engineer.

Shuttering will be installed as required to support any excavation and as formwork for concreting. Timber shuttering will be used. All shuttering will be visually inspected before use, defective sheets will be removed from use.

Where erection of formwork commences whilst other work (e.g. excavation) is being carried out, use of barriers / tape will be used to seal off work area from machinery. Works will be prohibited where machinery is operating in close proximity.

Temporary work platforms to be put in place with edge protection when attaching framing.

Harnesses to be worn and secured to an adequate anchor point if working beyond/without

handrails.

Workers are not to work in windy or slippery conditions on the formwork deck.

Lower into place steel mesh reinforcement as required as per the specification. Reinforcement laid running in both directions with the use of spacer blocks.

## **CONCRETE**

Set out reinforcement, as per structural engineer's instructions.

Handle reinforcement with gloves. Safe working platform to be provided when access required across or over reinforcement mesh.

Lay concrete by pouring direct from a mixer, spreading using shovels, and compacting.

Lay concrete using ready-mixed concrete poured from a mixer, spread by hand (full barrier PPE to be worn including gloves, overalls and eye protection).

Compact using hand compactor.

## **CONCRETE PUMP**

Lay concrete slab using ready-mixed concrete at the required strength using concrete pump to ensure full coverage.

Concrete pump situated at the side of the excavation of firm, level and stable ground as per risk assessment.

Eye protection, gloves and overalls to be worn when pouring wet concrete.

Vibrating poker to be used for coverage of concrete within reinforcement.

Spread by hand (full barrier PPE to be worn including gloves, overalls and eye protection).

## **SITE PLANT**

Site traffic routes to form part of the site induction.

Pedestrian routes kept away from mobile plant at all times.

Plant to be maintained in accordance to manufacturer's recommendations / planned maintenance schedule and visually inspected before use.

Any faults or defects are to be reported and plant taken out of use.

Only those that have been trained and are competent are authorised to use plant on site.

Site rules, speed limits and one-way systems and access routes, to be obeyed at all times.

Reversing to be minimised on site and only turning is in the designated areas.

Signaller / banks man used when reversing.

Strictly no carrying of passengers.

If hard hat removed within the protection of the machine cab, must be worn during entry and exit of the cab and at all other times on site.

No lifting of more than the safe working load.

Lifting plan completed when using plant for lifting operations.

Stop blocks used as required to avoid overturning / excavations / unsuitable ground.

Designated refuelling areas established for refuelling plant on site.

Plant immobilised at end of use to prevent unauthorised access. Keys will never be left unattended with plant.

## **HOUSEKEEPING**

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

## **WORK EQUIPMENT**

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage.

Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out in accordance with regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

## **HARMFUL SUBSTANCES**

All current legislation and codes of practise regarding chemical / substance usage will be complied with.

Where possible any hazardous substances will be substituted for alternative non-hazardous substances.

COSHH assessments will be carried prior to use of hazardous substances.

Only those persons who are fully conversant with a chemical / substance will be permitted to use the chemical / substance.

Adequate ventilation will be maintained at all times where hazardous chemicals / substances are used.

When not required for immediate use, chemicals / substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

If during the works, the provision / maintenance of a well vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor with a view to resolving the issue.

## **WORKSPACE**

All good practise guidelines regarding the provision of sufficient clear working space will be observed.

Prior to the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building / site occupants) will be made available, so far as is reasonably practicable.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work

area, so as to restrict other persons from entering said area.

During the works, attention will be paid at all times to the maintenance of a clear working space.

If during the works, the maintenance of a clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor with a view to resolving the issue.

## **ENVIRONMENTAL**

Work which may result in the escape of pollutants into the atmosphere or exposure to operatives will only be carried out by personnel who have been approved / licensed by the appropriate authority / professional organisation.

Prior to the commencement of any works which may result in the escape of pollutants into the atmosphere, the area will be sealed off as required and entry to the work area will be restricted.

Prior to the commencement of any works which may result in the escape of pollutants into the local water table, suitable spillage equipment will be positioned as appropriate.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area before the commencement of any works which may cause environmental contamination.

## **EXTERNAL WORK**

External work prohibited during extreme weather such as rain, strong winds or snow. External work at height also prohibited in icy conditions.

Operatives to be warned of the dangers of skin damage prior to external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

## **WASTE DISPOSAL**

Do not wash mixed or dry concrete into drains

Allow wet and mixed concrete to dry before disposal. Liquid waste must not be disposed of to landfill.

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company.

Waste must be transferred using a waste transfer note.

## **CLEANING**

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

# PPE Requirements



Safety Boots



Hard Hat



Hi-Viz Clothing



Gloves



Ear Defenders



Dust Mask



Eye Protection



Harness



Full Face Shield



Overalls



RPE



Other

## Other PPE:

Additional PPE is required for certain activities as indicated by specific risk assessments.

# Management Arrangements

## Monitoring Arrangements:

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

## First Aid Provision:

Nominated First Aider(s)  
First Aid Kit  
Accident Book

## Welfare Provision:

Welfare facilities will be provided within close proximity to the work area. Personnel must not eat, drink or smoke in the work area. Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

## Emergency Procedures:

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

# Completed By

Name:	
Signature:	
Date:	

# Acknowledgement

Name	Signature	Date