



Dawn Farm
Manchester Road
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England
Tel: 01942 260661
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Fencing Specialists to the Sports Industry

METHOD STATEMENT

1. **CLIENT:-** *Elton High School*
2. **NATURE OF WORK: -** *2.4m High D Profile Mesh Fencing*
3. **LOCATION:-** *Elton High School
Walshaw Road
Bury
BL8 1RN*
4. **DURATION OF CONTRACT:-** *2 weeks*
5. **CONTRACTOR'S SAFETY OFFICER:-** *Mr John Burke*
6. **NAME OF SUB-CONTRACTORS:-** *We do not use sub-contractors*
7. **DELIVERY OF MATERIALS AND WORKING PRACTICES:-**

*Dawn Fencing Ltd supplier will bring materials to site.
Dawn Fencing Ltd will remove any waste/materials off site.*

Site to be left each night clean, tidy and free from dangerous hazards.

The site foreman will make every effort to maintain good working relationships and will ensure the exclusion of non site personnel from the work areas.

8. **SITE WORKS:-**

*Dawn Fencing Ltd will comply with all necessary Health & Safety requirements.
PPE to include High Visibility Vests, Safety Boots, Hard Hats, Safety Goggles suitable for task and Safety Gloves suitable for task.
All power tools are PAT tested every 6 months and checked on a weekly basis and renewed as necessary.
All workmanship/materials will conform to relevant British Standards.
Abrasive wheels to be used by certified competent operatives.
All operatives are CSCS qualified.
All foremen are SSSTS qualified.
All changes must be authorised via head office in writing.*

*All Operatives are to comply with Main Contractor Regulations and attend Inductions and Tool Box Talks as necessary.
Safe starts will be carried out on a daily.
See Risk Assessment for further information.*

9. SEQUENCE OF WORKS:-

Post Holes

We take every care with regard to underground services and will not dig without prior instruction from Elton High School.

All holes will be marked out in line with the drawing.

All holes will be excavated by Tracked Bobcat using an Auger.

Extra care will be taken with the existing trees and we will only dig approx. 1.5m from tree base.

All spoil from post holes will be spread on site or moved to nearest designated area.

Erecting posts

The post will be placed manually into the post holes.

The post holes will then be backfilled with ready mixed concrete to prop the posts.

The concrete will be delivered and barrowed by Tracked Bobcat.

The posts will be levelled and plumb before the concrete sets.

The procedure will be repeated for all post sections.

Panels

Panels are positioned by two operatives using a hinge lift method at ground level.

The panels are immediately clamped to the post which are fastened to the post inserts.

The bottom fixings are tightened from ground level using a portable impact wrench.

The procedure is repeated for each panel.

Machine Operations – Tracked Bob Cat T590 – (New as of October 2019)

A Banksman will be in attendance at all times during machine operations.

The machine will be transported to site on a low ground trailer with ramps.

The machine will be operated by only trained and certified personnel.

The machine will be operated on where possible even level ground.

The machine will be refuelled by competent trained personnel only.

The machine will be used for the following operations with the appropriate attachments:-

Distribution of Materials – Forks

Distribution of spoil – Bucket

Distribution of concrete – Bucket

Post Hole excavation – Auger

Completed by: Cathy Smith.

Date: 6th October 2020.



Dawn Fencing
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SITE RISK ASSESSMENT Page 1		Completed by: Cathy Smith	
FOR ALL DAWN FENCING LTD OPERATIVES		Date: 08th October 2020	
SITE DATE	Induction on site		
Elton High School T.B.C (SSSTS qualified)			
Site Foreman			

All the following regulations to be adhered to along side the preventative control measures
Health & Safety at Work Act 1974 Management of Health & Safety at Work Regs 1998 Workplace (Health, Safety and Welfare) Regs 1992 COSHH Regs 1964 Highly Flammable Liquids LPG Regs 1972 Manual Handling Operations 1992
Electricity at work Regs 1989 Provision and use of Equipment 1989 Noise at work Regs 1989 HAV Regs 2005

Title	Description	Hazards	Risks	Exposed Personnel	PPE Required	Preventative Control Measures	Training Required	Action/ Monitoring	Site Risk Level	Site Notes
Delivery of Fencing Materials	Unloading	Over Error Manual Handling Pushing/pulling/jiffing, carrying Environmental conditions - weather, light and site ground	Falling from heights Uncontrolled use of plant and equipment Falling materials	Operatives and third parties in the immediate vicinity	Hard Hat, Safety Gloves, Safety Boots, High Visibility Sleeves	Ensure availability of a banksman. Clear of overhead cables and others not involved in the unloading operation Mechanical off load. Check all strap and packaging is secure. Check unloading area for unsafe surfaces. Plan routes	CSCS Cards Lintula Health Safety and Environmental Awareness Site Induction - planned deliveries in line with unencirment	Deliveries to be unloaded by supplier of Dawn Fencing Ltd. Avoid work from height. If necessary complete a delivery plan.	Low / Medium / High / NA	Adhere to vehicle routes. Place as near to pitch as practically possible
	Unloading/Surplus materials Fencing posts and panels	Lifting pushing/pulling heavy loads	Head injury, cuts, bruises caused by sharp points. Stairs and spurs	Site Personnel and members of the public/children	Safety gloves, goggles, footwear and hard hat High visibility sleeves	Use mechanical aids where possible. Breakdown loads into smaller sections within each persons load capabilities. Such assistance and do not attempt to lift above own capabilities	CSCS Cards Lintula Health Safety and Environmental Awareness Site Induction - planned deliveries to remove obstacles	Heavy items stacked at low levels. Large items will where possible handled by mechanical means	Low / Medium / High / NA	Planned storage areas at induction to minimise carrying long distances
Storage of Fencing Materials	Unloading/Surplus materials	Poor stacking of materials. Materials stacked too high. Weight of materials. Poor handling and distribution	Head injury, cuts, bruises caused by sharp points and/or collapse	Site Personnel and members of the public/children	Safety gloves, goggles, footwear and hard hat High visibility sleeves	Ensure all loads are stacked according to site policy. All materials to be distributed evenly and securely and free from damage	CSCS Cards Lintula Health Safety and Environmental Awareness Site Induction - storage of materials	Heavy items stacked at low levels. Large items will where possible handled by mechanical means	Low / Medium / High / NA	Site induction to specify
Work in Schools	Fencing works in Schools	Exposure to construction activities	Serious injury and interference with tools on plant	Site Personnel and members of the public/children	High Visibility sleeves	Disable plant and equipment when not in use. ensure fire evacuation procedures are not disrupted. All personnel are DBS checked	Site Induction	Discussions and reporting of unacceptable behaviour	Low / Medium / High / NA	
COSHH	Setting posts in ready mix concrete	Hazardous Contents. Corrosive and irritant	Skin/Eye contact - chemical burns and dermatitis	Employees	Safety goggles, Safety gloves, Safety boots	Use ready mix concrete to reduce ingestion and inhalation of dust. Gloves to be worn at all times to avoid direct skin contact. Goggles to be worn to avoid splashes in eyes	On site training with regard to the handling and use of wet concrete. Use of copious quantities of water to flush eyes and skin	Around induction to allow response plan to be used in conjunction with site response of first aiders and water	Low / Medium / High / NA	Notification of first aiders and site specific response plan
Hand Tools	Spades and shovels	Incorrect use poor maintenance incorrect storage	Eye injury cuts and bruises. Stunts	Operatives	Eye goggles, safety gloves and our defenders, safety boots, safety helmets High visibility sleeves	Always use the correct tool for the job. Check for worn or damaged tools and report to head office for replacement. Ensure correct PPE is worn. Job rotation required for long duration works	All Operatives will have previously used hand tools	Ensure appropriate tools are available for use. Operatives will be instructed on how to use tools. Any hand tool damaged to be discarded and reported. Correct storage of tools required. Eye protection must be used where risk of injury is evident	Low / Medium / High / NA	
Electrical/Power Tools	Fastening tools to tighten fittings	Electric shock, flying particles, vibration while finger electrical cable trailing and noise	Burns, eye injuries entanglement with moving objects, noise induced hearing loss	Operatives	Eye goggles, safety gloves and our defenders, safety boots, safety helmets High visibility sleeves	All equipment is to be checked prior to use. All equipment to be PAT tested. All PPE to be worn. Ensure working area and equipment is clean and dry. Cables to be tidy and not a trip hazard	Warning to operatives of flying debris and noise. Training required	All power tools used to 110v and inspected before use. Circuit breaker to be used. All must be disconnected after use and stored correctly	Low / Medium / High / NA	PAI Tested by fire company for compliance

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