

METHOD STATEMENT							
This procedure should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. The specifications below are those of Utility Support Solutions Limited, however, the specifications of the adopting authorities shall have precedence where they differ from those indicated							
Method Statement Title	Hot Lay Surfacing						
Scope	To provide a safe and efficient method of surfacing utilising bitumen materials to required specifications. The procedure covers works in both public highway and private land.						
Procedure Reference	MS02	Issue Number	04				
Issue Date	02/08/24	Review Period	Annually				
Originated By	Robin Wilkes	Approved By	Ian McDonald				
This method statement has been developed, and must be read, in conjunction with the risk assessment manual. Particular attention should be given to the following risk assessments:							
RA #1 – Underground Services		RA #26 – Manual Handling					
RA #6 – Signing & Guarding		RA #56 – Use of Petrol Cut Off Saw					
RA #24 – Use of Vibrating Hand Tools		RA #89 – Reinstatement of Bituminous Surfaces					
Relevant Documentation							
New Roads and Street Works Act 1991							
HAUC Specification for the Reinstatement of Openings in the Highway 1992							
Safety at Street Works and Road Works – A Code of Practice							
Emergency Arrangement Details							
							
Fire/Evacuation	First Aid	Pollution/Spill	Other				
SP08 – Emergency Preparedness & Response	HSEI01 - Emergency Information	MS04 – Spill Response	SP08 – Emergency Preparedness & Response				
Personal Protective Equipment (PPE) Requirements							
							
Head (EN397)	Foot (BS EN345-1)	Protective Clothing	Hi-Vis Jacket	Hand (BS EN388)	Eye (EN166)	Hearing (EN 352-1)	Dust Mask (EN149)
✓	✓	✓	✓	✓	✓	✓	✓
Other PPE Requirements:		Based on risk assessment (PAM's)					
Construction Dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)							
Will the work create dust or fumes?				Yes, during loading/unloading and compaction			
Identify control measures to minimize dust/fumes:				Where deemed necessary in dry conditions utilize water suppression.			
If dust cannot be avoided, identify required RPE:				EN149 dust mask during dust creating operations			
Hazardous Materials							
Are hazardous materials to be used?				No			
Are COSHH/DSEAR data sheets available?				Yes			
Relevant COSHH Risk Assessments							
COSHH #1 - Asphalt							
Permit to Work							

Identify any Permit to Work required for this activity?	Permit arrangements under SCO.
Description of Safe Working Method	
All team leaders must have Operative qualifications under New Roads and Street Works Act for Reinstatement of Hot and Cold Lay Bituminous Materials. All plant operators must have suitable training for the equipment being utilized (NPORS or similar) All operational supervisory staff must have Supervisory qualifications under New Roads and Street Works Act for Reinstatement. Additionally, all supervisory staff will be provided with a copy of the appropriate documentation detailed above to enable the appropriate advice to be provided if required. This method statement is aimed at providing a safe and efficient method for the application of Hot Lay Surfacing materials within the confines of a Gas compound to assist in the refurbishment of the reinstated surfaces within the specified areas of work. This Method Statement covers works in both public highway and private land. This Method Statement should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. - Each day all vehicles, plant, tools, materials and equipment (including lifting equipment) should be checked for safety, soundness and fitness for purpose prior to commencement of work. - Ensure that the flashing beacon on the vehicles are in operation well in advance of entering the site and at all times during operations on site. Park the vehicles safely within the working space. - Before any work is commenced on site a Site Specific Risk Assessment should be carried out. - Inspect Sign, Lighting and Guarding to ensure the site is in accordance with Chapter 8 and any permit conditions. - Ensure the works are safely barriered off and remain so for the duration of works. - An inspection of the backfilled area should be carried out to ensure that they are suitable for reinstatement. - Any water must be removed prior to placing any materials. - The selection of materials, the correct depths of the surface courses and compaction layers and methods should be those specified in HAUC specification for Reinstatement of Openings in Highways 1992. - Materials should be selected so as to replace as far as possible the stiffness and density of the existing carriageway. - Completed interim and permanent reinstatements should be flush with adjacent surfaces and should show no significant deviation from the profile of the adjacent surfaces. - Base and wearing courses may be of hot laid bitumen macadam, hot rolled asphalt and cold laid bituminous emulsion macadam. It is essential that the correct temperature for all hot lay materials is maintained during the laying process. - Fixed features, e.g. kerbstones and related precast concrete products, channel blocks and drainage fixtures, surface boxes and ironware should be bedded on a sound foundation in accordance with the owner's requirements. - Kerb and edging units are to be laid onto a concrete foundation. The foundation should typically be 100mm thick, of well compacted semi-dry concrete (a 1:2:4 cement:sand:aggregate mix will be sufficient, depending upon the expected loadings and ground conditions). A minimum of a third of the unit must be fully bedded into the mortar mix. - If required, existing surface to be cut back, using a cut off saw, to the standards set out in HAUC specification for Reinstatement of Openings in Highways 1992. Dust suppression should be used during all cutting activities to minimize dust. - Dust masks, goggles and ear protection must be worn by all workers in the working area. - All staff must be clean shaven, in possession of an in date face fit test certificate and be using the same model of mask as worn during the face fit test. - Sweep/ clean or jet wash existing surface to be laid upon if required. - Apply a bituminous emulsion adhesive to cleans surface prior to laying of materials	

19. Hot materials to be supplied in insulated vehicles. Otherwise, material shall be tipped upon a hard, clean surface and sheeted to keep material hot.
20. Materials to be tipped into wheelbarrows from rear of supply lorry.
21. Materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
22. Materials to be laid to required levels and depths leaving no areas with standing water.
23. Materials to be compacted using a double drum pedestrian vibrating roller or single drum pedestrian vibrating roller where areas are not accessible by double drum roller, at a minimum temperature of 80 °c.
24. Compaction equipment should be used in line with the risk assessment for vibrating handheld tools.
25. Rotate the work, keep hands and arms warm, rub hands to promote circulation, don't smoke during operation and observe maximum usage limits.
26. Ear protection is required during compaction activity.
27. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
28. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.

Risk Assessment No		RAMS-02		Activity		Hot Lay Surfacing		Location		NGN Governor sites		
Assessment Undertaken by		R. Wilkes		Assessment Date		Aug 2024		Review Date		Aug 2025		
Risk Ratings												
Persons at risk (PAR)		Severity / Harm Rating (S)				Likelihood (L)						
E	Employees /Contractors	1	Negligible injury or no injury				1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid				2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury				3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death				4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries				5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating												
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.										
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.										
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution										
NB. Full PPE will be utilised as a matter of course during any works undertaken												
Initial Assessment No controls						Risk Mitigation Measures						
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable		
1	Pedestrians & vehicles - Inadequate clearance between equipment and individuals , causing cuts, lacerations, bruising, entrapment loss of	E,P,V,C	4	4	16	Operatives to wear high-visibility clothing and hard hats. Signing and guarding to comply with Chapter 8 and Method Statement and Risk Assessment for 'Signing and Guarding'. Use lookouts / banks men to ensure that vehicles and the public are kept away from the working area Substantial guard rails must be provided to prevent falls into the excavation, e.g. Heras fencing. Where there is a risk of children gaining access ensure that the area is either backfilled, guarded with Heras fencing or securely covered.	4	1	4	Yes		

	digits and limbs. Death.					Walkways must be provided for pedestrians Vehicle parking to be planned and vehicle doors that may obstruct pedestrians and traffic kept closed Working area to be arranged to provide sufficient width for pushchairs and electrically powered scooters for the elderly – secured ramps are to be provided on kerbs. Areas where the customers and the public may walk must be kept free from tools and materials Work is to be stopped and supervisor consulted when customers/public are violent or aggressive				
2	Other Contractor Employees, Members of the Public, Vehicular Traffic.	E,P,V,C	4	3	12	Operatives to wear high-visibility clothing. Signing and guarding to comply with Chapter 8 requirements Use lookouts / banksmen to ensure that vehicles and the public are kept away from the working area when setting out. Utilise Beacons on Vehicles when undertaking all works. Backfill excavations, however where this is not possible place skid-resistance footway board over excavations in the footway. Where road plates are used, they must have a skid resistance surface, they must also be rigidly secured into position. Road plates must be either sunk into the surface of the road or a suitable bitumastic material should be used to provide a ramp to the plate level. Ramp signs must be positioned to warn drivers.	4	1	4	Yes
3	Poor lighting.	E,P,V,C	4	4	16	Place Road Danger lamps next to signs which are on, or partially on the footway. Operatives must wear long sleeve high-vis clothing. Hazard warning lights and flashing beacons must be in use.	4	1	4	Yes
4	Excavation / Deep Excavations - Excavation collapse causing crush injuries asphyxiation and death	E,P,V,C	4	5	20	Excavations deemed deep will require Confined Space control measures Works must stop and an alternative SSOW If working in poor ground conditions it may be required to shore excavations. The excavation must be securely guarded with scaffold guarding or crowd control barriers Ensure safe access and egress is maintained via ladders that are footed and secured at the top.	4	1	4	Yes

						Prior to the commencement of any work a risk assessment must be carried out in relation to each excavation If poor ground conditions are experienced then appropriate shoring must be installed. Ensure that a continuous atmospheric monitoring takes place and the results recorded. Inspection of the excavation must take place, in accordance with the inspection schedule. All excavated areas must be protected with a suitable barrier. Safe digging practices must be observed. Works to be Supervised at all times Spoil from the excavation must be stored away from the edge of the excavated area				
5	Use of Plant and Equipment	E,P,V,C	3	4	12	Training in equipment to be utilised No untrained personnel to use equipment	4	1	4	Yes
	Defective or unsuitable plant/tools and equipment	E,P,V,C	3	4	12	All items are to be checked by the user BEFORE use Hand tools to be cleaned and inspected by the user All plant and powered equipment to be regularly maintained and inspected by a competent person Defective or broken tools are NOT to be used and are to be immediately repaired or replaced Lifting equipment & Tackle must be inspected regularly – see Working with Hiabs and Grabs	4	1	4	Yes
6	Hazardous substances, Dusts (Silica / Asbestos) Contact, Skin contact over a long period can lead to severe dermatitis and skin cancer.	E	4	4	16	A material Health & Safety Datasheet is obtained for every substance prior to it being used within the business. Data Sheet transposed into COSHH assessment outlining the correct use of the substance. No employee will undertake any work liable to expose him or her to hazardous substances unless a suitable and sufficient assessment of the risk has been prepared and the steps needed to comply with the regulations has been implemented. Where risks can not be avoided or engineered out suitable and	4	1	4	Yes

						adequate personal protective clothing will be provided as a last resort. Appropriate equipment and maintenance procedures will be implemented with records being kept. Where required appropriate medical surveillance will be provided undertaken by an appointed occupational Doctor. Employees exposed to substances hazardous to their health will be provided with such information, instruction and training as is suitable and sufficient for them to know the health risks associated with the substances they are using. Use hydraulic flag and block cutters where possible Water sprays on cutting saws are to be used to control dust from cutting operations – concrete, flags etc. If no water is available disposable half mask respirators to minimum of FFP3 standard should be used and fit tested to the individual				
7	Noise - Lack of concentration caused by noise possibly causing injury, Deafness.	E,P,V,C	3	3	12	Ensure equipment has been maintained in line with manufacturers recommendations Ensure the correct cutting drill is utilised for the materials being cut Any canopies / Mufflers must be closed when the equipment is in operation Operatives must wear suitable ear protection when noise levels exceed 85db.	3	1	3	Yes
8	Hand / Arm Vibration Causing VWF or carpal tunnel syndrome	E	3	3	9	Operatives are advised not to grip controls too tightly. Operatives must keep their hands and arms warm i.e. wear gloves and suitable clothing to maintain blood supply to the hands, fingers and arms. Periodically rotate the use of vibratory equipment with other operatives by carrying out other operations. Monitor vibration levels daily and report any excessive exposure. Ensure guidance on Vibration assessments is followed.	3	1	3	Yes
9	Hot bituminous material, Burns, skin damage blindness.	E,P,V,C,	3	4	12	Wear overalls and gloves Never touch the material with bare hands Cool the skin with water if burned and seek medical attention	4	1	4	Yes

11	Manual Handling - Strains and Sprains to back and muscles.	E	3	3	9	Manual handling to be avoided or reduced as much as possible. Consider the use of mechanical lifting aids before carrying out any lifting activity. Keep any carrying distances to a minimum. Undertake a Manual Handling assessment before lifting. Two operatives or mechanical means must be used if the equipment is assessed as too heavy for one operative. Manual Handling training for all site personnel	3	1	3	Yes
12	Electricity and Electric shock activation of Strike alert. Shock and Burns, Death.	E	5	4	20	Contact with underground / overhead apparatus can cause an electric shock if an electric cable has been struck or damaged. Do not touch the equipment. Vacate area immediately.	5	1	5	Yes
13	Contact with bitumen in asphalt, tarmac or cold sealants	E	3	4	12	Wear overalls and gloves Do not wear clothing that is soaked with bitumen Wash off any bitumen that gets on the skin as soon as possible Wash thoroughly with water and seek medical advice if any bitumen gets into the eyes Report any warts or sores on your hands to your supervisor Follow good hygiene practice	3	2	6	Yes
14	Slips, Trips and Falls	E,P,V,C	4	4	16	Access to the working area to be kept clear of tools and materials at all times Working area to be maintained in a tidy condition as work progresses Mud to be cleaned from boots when leaving the working area and mud swept off footpaths Check the condition of stairs or places slips or trips may occur Take extra care in wet or freezing conditions Footwear must fit well - soles to be in good condition and kept clean - Boots must provide ankle support Steps into the vehicle to be kept clear and free from mud. Extra care to be taken if there is no step	4	1	4	Yes

