

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	Removal and Re-Application of Overbanding Tape		
Scope	To provide a safe and efficient method for removing and applying thermoplastic overbanding tape. The procedure covers works in both public and private land.		
Procedure Reference	MS03B	Issue Number	02
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 #6 – Signing & Guarding	
RA #26 – Manual Handling	
RA #93 – Application of Thermoplastic Road Markings	

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:	Do not work in poorly ventilated areas
If dust cannot be avoided, identify required RPE:	

Hazardous Materials	
Are hazardous materials to be used?	No
Are COSHH/DSEAR data sheets available?	Yes

Relevant COSHH Risk Assessments Reference should be made to the USS COSHH Manual.

COSHH #8 – Propane	
COSHH #9 – Thermoplastic Markings & Anti Skid Sheets	

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.

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 road marking and anti skid sheets 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.

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1. 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.
2. Under no circumstances must faulty equipment be used.
3. 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.
4. Park the vehicles safely within the working space.
5. Before any work is commenced on site a Site Specific Risk Assessment should be carried out.
6. Inspect Sign, Lighting and Guarding to ensure the site is in accordance with Chapter 8 and any permit conditions.
7. Ensure the works are safely barriered off and remain so for the duration of works.
8. An inspection of the reinstated area should be carried out to ensure that they are suitable, clean and dry for application of overbanding tape.
9. Sweep clean surface to be laid upon if required.
10. The selection of materials, type, colour and method of application etc should be those specified in HAUC specification for Reinstatement of Openings in Highways 1992.
11. Ensure that a suitable fire extinguisher is sited close by in case of fire.
12. Any gas connections should be tested with an appropriate leak detection solution.
13. Any Gas apparatus must be fit for purpose and functioning correctly with no hoses damaged or showing signs of being perished.
14. Any gas Bottles must be secured at all times under no circumstances must gas cylinders be left unattended.
15. Check that equipment and safety devices are correctly installed and in good working condition each time before heating of the thermoplastic material.
16. Ensure sufficient quantities of overbanding and gas are available for the duration of the application.
17. Set up equipment in accordance with Manufacturer's instructions.
18. Check that equipment and safety devices are correctly installed and in good working condition each time before heating of the thermoplastic material.
19. To remove old overbanding, heat the product using a propane torch, keeping the flame approximately 20-40cm from the surface.
20. Do not concentrate heat in any one area; heat with an even, sweeping action.
21. Remove old product with a shovel and place on back of van.
22. Dispose of responsibly in line with company procedures.
23. Before applying new overbanding, use a propane torch to preheat the area and remove all moisture.
24. Remove the packaging and carefully place the overbanding tape onto the road surface with the glass coated top facing up.
25. Position the tape as accurately over the joint for optimum performance.
26. Cut to size.
27. Heat the overbanding tape using a suitable propane torch, keeping the flame 20-40cm from the tape.
28. Do not concentrate the heat in one area and heat with an even sweeping action. Heat until the tape starts bubbling and flowing onto the road surface.
29. The overbanding tape should cool and harden within 5-10 minutes depending on ambient temperatures and will then be safe to open to traffic.

30. When cooled, examine the tape and test by trying to lift. If areas do lift, repeat the above steps.
31. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
32. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.

Risk Assessment No		RAMS-09		Activity		Removal and Re-Application of Overbanding Tape		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	4	1	4	Yes		

	digits and limbs. Death.					area is either backfilled, guarded with Heras fencing or securely covered. 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. Slips trips and falls, broken bones.	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	Burner Operation, Fire.	E,P,V,C	4	5	20	Ensure areas are free from flammable materials before starting work and check all area after completion for likely smouldering materials. Ensure fire extinguishers are present and suitable for the material being welded and gases used (Usually CO2 or Dry Powder). Flame resistant clothing is required for body, hand and foot protection.	4	1	4	Yes

						IF IN DOUBT SEEK ADVICE FROM YOUR SUPERVISOR.				
5	Burner Operation, Burns and contact with hot thermoplastic markings	E,P,V,C	4	4	16	Wear overalls and gloves to protect skin Never touch hot material or flame with bare hands If contact is made with hot product, immediately immerse in/or flush area with large amounts of water. Do not attempt to remove product from skin. Get prompt medical attention continuing to flush burns with water until medical attention is obtained. Cool the skin with water if burned and seek medical attention.	4	1	4	Yes
6	Use of Plant and Equipment	E,P,V,C	3	4	12	Training in equipment to be utilised No untrained personnel to use equipment No mechanical Excavating within 500mm of any identified underground apparatus.	3	1	3	Yes
7	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 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	4	1	4	Yes

						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				
8	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
9	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
10	Burner Operation, Fumes and gases Fumes – Asphyxiation Death	E	5	4	20	Do not site petrol or diesel-engine equipment such as generators or compressors in, or near the works area. Carry out work in well ventilated areas only. Dusts and fumes may irritate airways and cause headaches. An allergic reaction to airways may result if exposed to excessive levels of dusts. Remove affected person to fresh air, obtain medical attention if symptoms persist.	5	1	5	Yes
11	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	4	1	4	Yes

						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				
12	Operatives Not Trained to use equipment	E	3	5	15	At least one operative per team to be trained in the use of Equipment Under no circumstances must untrained operatives use the equipment	3	1	3	Yes
13	Defective or unsuitable plant/tools and equipment	E	4	5	20	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	4	1	4	Yes
14	Fire and Explosion: Storage, use and movement of compressed gas cylinders.	E	3	4	12	Only have the required amounts of cylinders at work areas (1 Days Supply). Store spare cylinders correctly in a compound bottle rack. Close valves before moving cylinders and after use. Do not allow cylinders to become heated. Keep oil away from cylinders and valves etc. If you suspect a leak, move the cylinder into the open air, contact your supervisor.	3	1	3	Yes
15	Psychosocial (Work related stress)	E	4	4	16	General notice board displays mental health first aiders and mental health committee members. Administrators to check impact from previous job including driving and working hours. Supervisors to highlight any booked jobs that may cause concern for the week ahead at the Operations meeting and monitor any last minute additions to their teams workload. Line managers to actively communicate with reporter's and highlight any concerns.	4	1	4	Yes

