

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	Concrete Surfacing		
Scope	To provide a safe and efficient method of surfacing utilising concrete materials to required specifications. The procedure covers works in both public highway and private land.		
Procedure Reference	MS05	Issue Number	03
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 #56 – Use of Petrol Cut Off Saw
RA #6 – Signing & Guarding	RA #92 – Reinstatement of Concrete Surfaces
RA #24 – Use of Vibrating Hand Tools	
RA #26 – Manual Handling	

Relevant Documentation

New Roads and Street Works Act 1991
HAUC Specification for the Reinstatement of Openings in the Highway 2023
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:	Water suppression for dust in addition to dust mask, operatives clean shaven and face fit tested.
If dust cannot be avoided, identify required RPE:	EN149 dust mask during dust creating operations

Hazardous Materials

Are hazardous materials to be used?	Yes
Are COSHH/DSEAR data sheets available?	Yes

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

COSHH #3 – Cement	
COSHH #4 – Ready-Mixed Concrete	

Permit to Work

Identify any Permit to Work required for this activity?	Permit arrangements under SCO.
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Description of Safe Working Method

All team leaders must have Operative qualifications under New Roads and Street Works Act for Reinstatement of concrete surfaces.

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 of concrete surfaces. 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 of Reinstatement of concrete surfaces 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.

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. 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.
3. Park the vehicles safely within the working space.
4. Before any work is commenced on site a Site Specific Risk Assessment should be carried out.
5. 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.
6. An inspection of the backfilled area should be carried out to ensure that they are suitable for reinstatement.
7. Any water must be removed prior to placing any materials.
8. 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.
9. 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.
10. 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.
11. Dust suppression should be used during all cutting activities to minimize dust.
12. Dust masks, goggles and ear protection must be worn by all workers in the working area.
13. Operatives should remain clean shaven and have a suitable face fit test carried out on the mask they are wearing.
14. Sweep/ clean or jet wash existing surface to be laid upon if required.
15. If reinforcement is required, cut out existing rebar/mesh/dowels, prepare and drill existing surface for new rebar/mesh/dowels and then insert new rebar/mesh/dowels
16. Materials to be tipped directly into from rear of supply lorry where possible.
17. If there are access difficulties materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
18. Materials to be laid to required levels and depths leaving no areas with standing water. Float materials to specified finish and to match existing surface.
19. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
20. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.

Risk Assessment No		RAMS-05		Activity		Reinstatement Concrete Surfaces		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. 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	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	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 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	4	1	4	Yes

6	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
7	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
8	Working at Height, falls and falling material	E,P,V,C,	3	4	12	Avoid the need to work at height whenever possible. Ensure access ladders are secure at top of excavations. Ensure access steps/ ladders are free from debris and detritus.	3	1	4	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	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
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 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
12	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 Lifting equipment & Tackle must be inspected regularly – see Working with Hiabs and Grabs	4	1	4	Yes
13	Contact with concrete	E	3	4	12	Overalls or long sleeves and full length trousers should be worn as well as impermeable gloves and boots Do not wear clothing that is saturated with concrete Wash off any concrete that gets on the skin as soon as possible Wash thoroughly with water and seek medical advice if any concrete gets into the eyes Follow good hygiene practice	3	1	3	Yes

14	Tools striking live services Tools Striking Services once exposed	E	5	4	20	Rubber grips to be fitted to all jack hammers Mechanical tools not to be used within 0.5 m of any service. Hand dig with spades not forks or picks within 0.5m of any service Protect exposed services with Rubber mats, Split Ducts etc. Never Utilise Exposed services as Steps to exit the excavation Consider utilising Air Pick	5	1	5	Yes
15	Dust inc Silica dust	E,P,V,C	4	4	16	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	4	1	4	Yes
16	Cutting of rebar / mesh	E	4	4	16	"Signage and area cordons should be provided where cutting or operations are taking place. Certain areas may need to be checked with a cable detector before any cutting operation can take place. Only authorised persons that have been trained in the use of abrasive wheels are permitted to change cutting discs and use cut off saws. Operation instructions for each saw will be made available. Permit to work for hot work and fire fighting equipment may be required depending on the location of the cutting operation and the materials used (Consult Supervisor). The operator must visually inspect the saw for signs of damage, the operator must ensure guards are correctly adjusted and secured. The operator must ensure cutting discs have max rpm displayed. DO NOT USE DEFECTIVE EQUIPMENT, any defective equipment must be isolated and brought to the attention of the supervisor. Protective goggles conforming to BS EN 166, ear defenders, dust/fume masks, operators must wear gloves and safety footwear. "Use only cutting discs that is at least as high as the no load speed on the machine. Ensure disc is correct for the task i.e. metal, stone. Operators must observe manufactures instructions for the mounting and use of the equipment.	4	1	4	Yes

						Before switching on the machine, check that the disc is properly mounted and can turn freely. Test run new discs for at least 60 seconds before use. DAMAGED DISCS must not be used. Ensure the work piece is secure before cutting. Keep loose clothing, feet and hands away from the rotating disc. Discs must be protected from shock and grease etc.(Discs must be stored correctly) When cutting masonry operators must use dust suppression kits Operators must consider that sparks and fumes are generated when cutting metals. Cutting should take place in a well-ventilated area; operators should pay attention to the direction of sparks ensuring that the cutting area is free from other persons and combustible material. Discs must not be touched until they have cooled Ensure machine is switched off and allowed to cool before refuelling. Refuel in a well-ventilated area using a drip tray. NO SMOKING OR NAKED LIGHTS DURING REFUELLING. "				
17	Steel Fixing	E	3	4	12	Wear gloves and goggles when cutting steel Use mushroom heads on steel bar ends for eye protection Avoid making contact with exposed cables or pipework	3	1	3	Yes
18	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

