

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	02
Issue Date	17/04/2018	Review Period	Annually
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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 #89 – Reinstatement of Bituminous 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 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: Dust masks and goggles during cutting. Ear protection during cutting and compaction.

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 cutting activities only
Identify control measures to minimize dust/fumes:	Dust suppression to be used on cut off saws
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?	No
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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 Hot & Cold Lat Bituminous Material. All plant operators must be competent, trained and in possession of a recognized qualification. All operational supervisory staff must have Supervisory qualifications under New Roads and Street Works Act for Reinstatement of Hot & Cold Lat Bituminous Material. Additionally, all supervisory staff will be provided with a copy of the appropriate HAUC specifications for backfilling and reinstatement in the public highway to enable the appropriate advice to be provided if required.

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. Park the vehicles safely within the working space.
3. Before any work is commenced on site a Site Specific Risk Assessment should be carried out.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Sweep/ clean or jet wash existing surface to be laid upon if required.
11. Apply a bituminous emulsion adhesive to cleans surface prior to laying of materials
12. Hot materials to be supplied in insulated vehicles. Otherwise, material shall be tipped upon a hard, clean surface and sheeted to keep material hot.
13. Materials to be tipped into wheelbarrows from rear of supply lorry.
14. Materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
15. Materials to be laid to required levels and depths leaving no areas with standing water.
16. 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. Compaction equipment should be used in line with the risk assessment for vibrating handheld tools. Rotate the work, keep hands and arms warm, rub hands to promote circulation, don't smoke during operation and observe maximum usage limits. Ear protection is required during compaction activity.
17. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
18. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.