

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	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 #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 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: Barrier cream to protect skin. Dust masks & ear protection only needed during cutting.

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?	Yes
Are COSHH/DSEAR data sheets available?	Yes

Relevant COSHH Risk Assessments

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

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 Concrete Surfaces. 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 Concrete Surfaces. 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. 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.
9. Sweep/ clean or jet wash existing surface to be laid upon if required.
10. 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
11. Materials to be tipped directly into from rear of supply lorry where possible.
12. 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.
13. 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.
14. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
15. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.