

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	Modular Surfacing						
Scope	To provide a safe and efficient method of surfacing utilising modular materials to required specifications. The procedure covers works in both public highway and private land.						
Procedure Reference	MS06	Issue Number	01				
Issue Date	02/07/2018	Review Period	Annually				
Originated By	Michael Watson	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 #88 – Reinstatement of Modular 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 when cutting/compacting.					
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?				N/A			
Relevant COSHH Risk Assessments							
Permit to Work							
Identify any Permit to Work required for this activity?				No			

Description of Safe Working Method

All team leaders must have Operative qualifications under New Roads and Street Works Act for Reinstatement of Modular 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 Modular 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 match with the existing surface. Completed interim and permanent reinstatements should be flush with adjacent surfaces and should show no significant deviation from the profile of the adjacent surfaces. Materials to be laid to required levels and depths leaving no areas with standing water.
8. Sweep/ clean or jet wash existing surface to be laid upon if required.
9. If there are access difficulties, or in any case when over 20kg, materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
10. Replacement modular items may require to be cut using a cut off saw or block cutter to match the existing border. 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.
11. Modular surfaces should then be laid upon a screeded sand bed or bedded upon and pointed with mortar (subject to specification). Kiln dried sand is then swept into all joints and voids.
12. A plate compactor should then be used to compact the completed works level with the surrounding surface. Ear protection must be used by all workers within the working area.
13. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
14. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.