

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	Gas Kiosk Construction Using Concrete		
Scope	To provide a safe and efficient method of building and installing concrete gas kiosks to required specifications. The procedure covers works in both public and private land.		
Procedure Reference	MS07	Issue Number	01
Issue Date	17/04/2018	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 #6 – Signing & Guarding	
RA #26 – Manual Handling	
RA #92 – Reinstatement of Concrete Surfaces	

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?	No
Identify control measures to minimize dust/fumes:	-
If dust cannot be avoided, identify required RPE:	-

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 both a copy of the appropriate HAUC specifications for backfilling and reinstatement in the public highway and specifications for relevant gas kiosks 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 installation area should be carried out to ensure that they provide a suitable surface for building the gas kiosk. Any water must be removed prior to placing any materials.
6. Sweep/ clean or jet wash existing surface to be laid upon if required.
7. The selection of materials and the correct dimensions and methods should be those specified in the specification for the specific gas kiosk to be constructed.
8. Place pre-built timber frame in agreed location adjacent to the gas service. Frame should match the dimensions for the specific size of gas kiosk requested.
9. Ready-mix concrete materials to be tipped directly into timber frame from rear of supply lorry where possible.
10. 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.
11. Materials to be poured into frame until full and level with top of frame. Float materials to uniform finish.
12. Concrete should be allowed to cure and once hard the timber frame should be dismantled with care.
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.