ATG ACCESS

ATG Access Ltd
CoBaCo House, North Florida Road
Haydock Industrial Estate, Haydock
Merseyside WA11 9TP

Method Statement 101Lift Out Bollard Installation

Project Client:		**Start Date:**	
Project Location:		**Duration:**	
Project Description:			
Site Supervisor:		**Contact No:**	

Persons Affected by Works (Describe who and how persons are affected)

☐Site Operatives ☐Client Personnel ☐Members of Public/Site Visitors ☐Other

How:

Project Hazards (Mark all Risk Assessments required and attach)

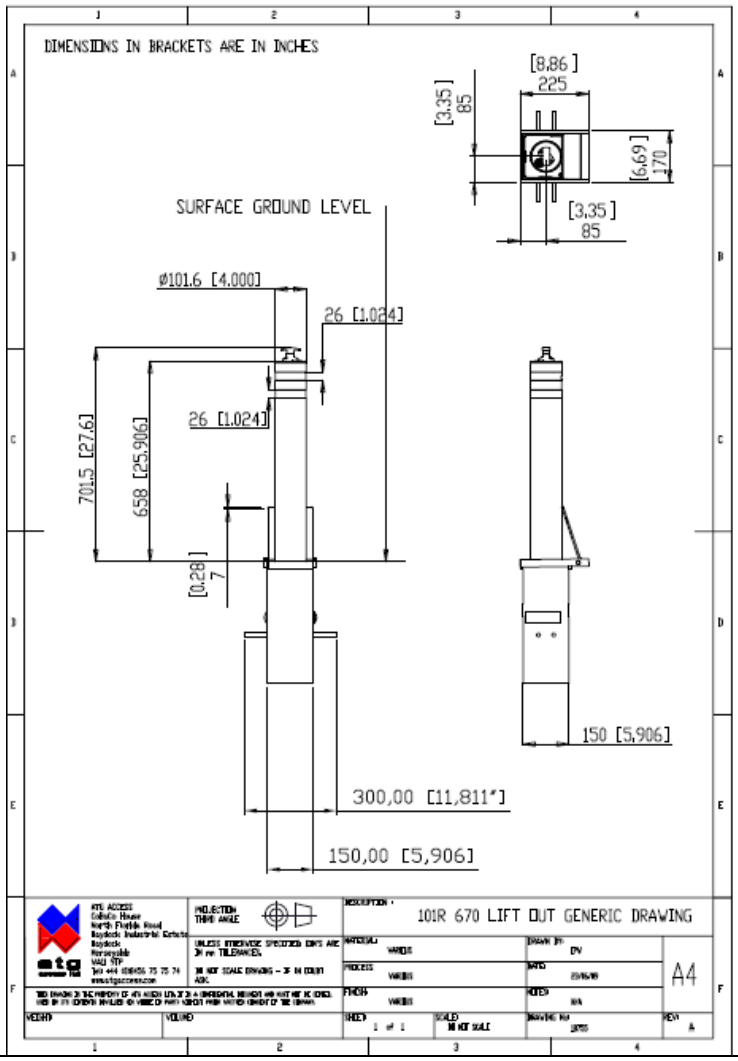
Safety		Health
☐ Working at Height	☐ Confined Spaces	☑ Noise / Vibration
☐ Fragile Roofs	☐ Hot Works	☐ Asbestos
☐ Lifting Equipment	☐ Gases	☐ Hazardous Substances/atmosphere
☑ Portable Electrical Equipment	☐ Fire / Explosion	☑ Manual Handling
☐ MEWP	☐ Falling Objects / Materials	☐ Rats/Birds or Other Creatures
☐ Overhead Services	☐ Collapse of Structure	☐ Lead
☑ Underground Services	☐ Excavations	☐ Other
☐ Electrical	☑ Abrasive Wheels & Disc Cutters	
☐ Pressurized Lines	☑ Traffic	
☐ Lone Working	☑ Pedestrians	

Site Operatives:	Name	Job

Welfare Facilities:	Client to provide toilet and welfare facilities. First aid kits within vans

Plant and Equipment: (attach certificates)	• All POWERED TOOLS to be battery operated where possible. • When 110V TOOLS are used they must be run off an RCD and centre-tapped transformer. • Correct PPE for the operation to be worn for each operative • BARRIERS and WARNING SIGNS to be in place prior to start of work • HIGH VISIBILITY CLOTHING to be worn at all times when on site

Method of Works / Sequence: *To be completed by PM prior to work*	• Site specific Risk Assessments are to be compiled prior to start of work • Tool box talk to be completed prior to start of work (if required by site) • Installation of equipment as per approved procedure; 1.1 Client to identify bollard locations. 1.2 Mark a 350mm square around the bollard centre using paint spray. 1.3 Barrier off area to be excavated to the public (and if necessary) place diversions in place for vehicle and pedestrian traffic using relevant signage (See RA for - pedestrians and traffic) 1.4 Refer to service drawings and CAT scan the area to be excavated. If the CAT scan indicates any additional services, ensure these are marked on the ground using paint marker spray or similar. (See RA – Underground Services & Portable Electrical Equipment) 1.5 All construction plant and mechanical lifting equipment (if required) must be certified safe and fit for use. (See RA – Lifting Equipment) 1.6 To begin excavation, slot cut the surface to a depth of 75mm with a cutting disc. Face Shield to be worn (See RA – Abrasive Wheels) 1.7 Break out the centre square with mechanical breaking equipment. (See RA – Manual Handling & Noise and Vibration). 1.8 Excavate a centrally placed 350mm square to a depth of 450mm. Ensure the excavation measurements are checked at regular intervals to ensure they are correct. Routinely re-check the excavation with the CAT scanner as the dig progresses. 1.9 *If at any time an underground service is broken, clear the area and notify the service owner and relevant authorities, attempts should be made to contain any leakage only if safe to do so*. 1.10 Pour pea shingle into the excavation to a depth of around 100mm. 1.11 If a mechanical lifting aide is required to assist lifting the bollard into the excavation, safe lifting methods must be adopted and all lifting ancillaries must be certified fit for use. 1.12 Lower and set the bollard assembly in the hole and ensure the top of the lid box sits 6mm proud of the road surface. Adjust the depth of pea shingle as necessary to achieve the required bollard depth. 1.13 Fill the remainder of the excavation with a concrete mix (3 parts gravel, 2 parts sand and 1 part cement). 1.14 Smooth the concrete off to either sub-level or finished floor level, surface dependant. If finishing concrete at sub base level then less pea gravel should be added to maintain the 300mm depth of concrete surround. Road surface is to be completed to the client's satisfaction with appropriate material. 1.15 With the inner post removed check that the lid folds back flat into the lid box and does not sit proud of the finished ground level. 1.16 Replace the post.

	1.17 Allow at least 24 hours for the concrete to cure, site conditions will determine whether the bollard is left to cure in the up or down position. The bollard should be left undisturbed until concrete has cured. 

Environmental Considerations *To be completed by PM prior to work*	***Details of how waste generated during the work will be removed and its disposal.*** All waste generated will be of a non-hazardous nature, e.g. packaging materials, clipped cable ties etc. and will be stored in a designated place until appropriate for removal and disposal in accordance with current waste legislation. **Will any pollution be generated during the work, if so what? Yes/No** **Other Environmental controls.** **Provisions made for any noisy work. Yes/No**
Site Detail: Storage Facilities Laydown areas Parking	Our vehicle is to be parked in an approved space.

Personal Protective Equipment:						
	☑	☑	☑	☑	☑	☐
Specification detail:	EN 397	EN 345S	EN 388	EN 166 B	EN 352	EN 149-FFP3

COSHH Product Details					
Attach relevant MSDS sheet (s)	Toxic	Harmful	Corrosive	Flammable	Oxidising
	☐	☐	☐	☐	☐
					
	Explosive	Pressurized Gas	Harmful-Environment	Respiratory	
	☐	☐	☐	☐	

Emergency:	Location of nearest Hospital:				
First Aid		Name(s) of Site first aid personnel:		Location of First aid box:	
				On site: ATG Vehicle	
Fire:	Location of nearest fire station:				
	Location of fire assembly point:		Water	Foam	Dry Powder
			☐	☐	☐

Site Specific Amendments	

Operatives

I have read, understood and will adhere to this method statement. Before undertaking any changes to the above works I will immediately advise the site supervisor of the changes.

Print	Sign	Date