

ATG ACCESS

METHOD STATEMENT

Installation Instruction – 114/670 Lightweight Lift Out

Round Lift Out Bollard

This Method Statement should be read and understood in conjunction with the Health & Safety Rules of the client and the Safety Policy of ATG Access Ltd and used in conjunction with the installation drawing.



Issue	Date	Description	Originator	Approval
1	14/08/13	First Issue	KJD	IB
2				
3				
4				

Project Details & Authorisation

Site Supervisor:		Site MS No:	
Project:		Project No:	
Key Area:			

ATG Access Project Manager:		Signature:		Date:	
Client and / or end user:		Signature:		Date:	
Position:					

Contents

- 1. Operational**
- 2. Work Method Sequence**
- 3. Indicative Drawing**
- 4. Safety**
- 5. Associated Risk Assessment**
- 6. Additional Hazards**
- 7. Personal Protective Equipment Requirements**
- 8. General Information Requirements (inc. COSHH data)**
- 9. Labour Requirements**
- 10. On Site Signage**
- 11. Additional Notes**

1.0 Operational

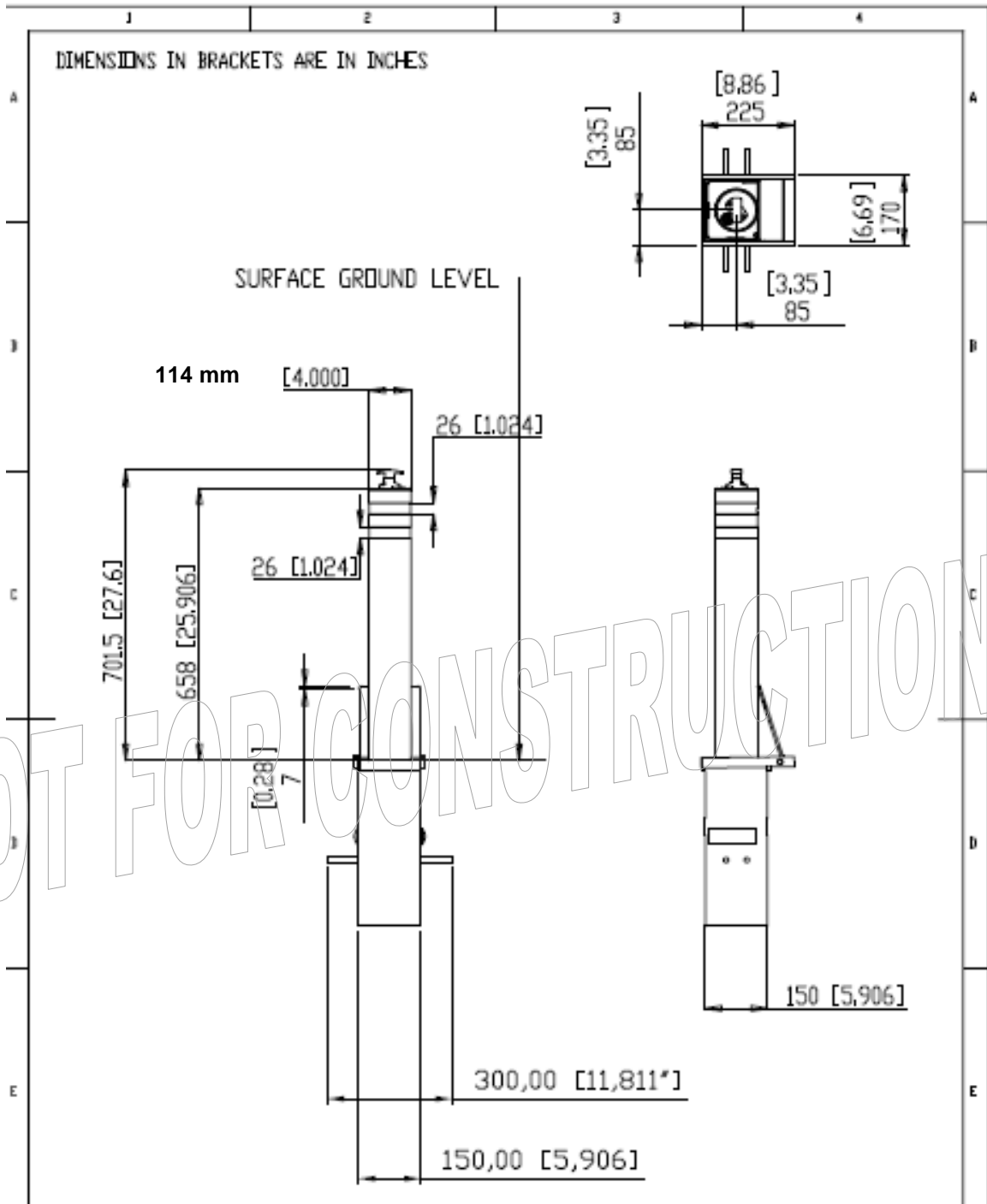
This method statement covers the civil installation of **[Enter what project and where]**

2.0 Work Method Sequence

- 2.1 Client to identify bollard locations, with positions agreed mark a 350mm square around the bollard centre.
- 2.2 The area to be excavated is to be fenced off to the public (if necessary) and diversions to be put into place for vehicle and pedestrian traffic using relevant signage (See Section 10.0)
- 2.3 Refer to service drawings and CAT scan the area to be excavated. If the CAT indicated any additional services, ensure these are marked on the ground using paint marker spray or similar.
- 2.4 All construction Plant must be certified safe for use.
- 2.5 To begin excavation, slot cut the surface to a depth of 75mm with a cutting disc.
- 2.6 Break out the centre square with mechanical breaking equipment.
- 2.7 Excavate a centrally placed 300mm square to a depth of 450mm. Ensure the excavation measurements are checked at regular intervals to ensure they are correct..
- 2.8 *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.*
- 2.9 Pour pea shingle into the excavation to a depth of 100mm.
- 2.10 Set the bollard assembly in the hole and ensure the top of the lid box is 6mm proud of the finished floor level.
- 2.11 Adjust the depth of the pea single as necessary to achieve this.
- 2.12 Ensure the bollard assembly is vertical in all planes. This must be checked by using a vertical level against the sides of the post. (Do not measure vertical alignment by placing the level across the lid frame).
- 2.13 Re-check the bollard assembly ensuing it is vertical in all planes and that the top of the lid box on the outer casting is 6mm proud of the road surface.

- 2.14 Fill the remainder of the excavation with a concrete mix (3 parts gravel, 2 parts sand, 1 part cement).
- 2.15 Smooth the concrete off to either sub-level or finished floor level, surface depending. If finishing concrete at sub base level then less pea gravel should be added to maintain 300mm depth of concrete surround. Road surface to be completed to the client satisfaction with appropriate material.
- 2.16 Check, that with the inner post removed, the lid folds back flat into the lid box and does not sit proud of the finished ground level, replace post.
- 2.17 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 removed, it should be left undisturbed until concrete has cured.

3.0 Indicative Drawing



4.0 Safety

See Health & Safety Plan for details on welfare facilities.

All operatives must have attended both the Client Safety Induction and ATG Access Site Specific Safety Induction.

All work will be carried out in accordance with ATG Access site risk assessments and any **[Enter Company]** site specific safety rules and requirements.

5.0 Associated Risk Assessment

Relevant Risk Assessments to be advised.

6.0 Additional Hazards

Good housekeeping is essential at all times to maintain a safe working area for both operatives and the public.

Any additional un-assessed hazards must be reported to the Site Manager immediately.

7.0 Personal Protective Equipment Requirements

All operatives to wear correct PPE and Clothing in accordance to health and safety standards at all times to include:

- Hard Hats
- Suitable Protective Gloves
- Safety Footwear
- Ear Defenders
- Safety Spectacles
- Other task appropriate PPE as required

It is the operatives responsibility to store/maintain this equipment.

8.0 General Information Requirements (inc. COSHH data)

Relevant COSHH Assessments to be advised.

9.0 Labour Requirements

- One Supervisor operative
- One Operative

At least one competent person will be on site at all times to accept instructions

10.0 On Site Signage

On site signage must be used as appropriate to ensure safe working conditions.

11.0 Additional Notes