

Method-Statement

Safety, Health, and Environmental protocol for site visits and investigations (Inclusive of risk assessment and safe systems of works)

Introduction

For the purpose of any intended site visits or investigation works the following protocol and guidance outlines the necessary steps that should be observed as minimum in relation to safety, health and environmental requirements.

Client's information and Desktop study

Prior to any site visit or investigation a request should be made to the Client for all available and relevant information relating the site itself. A desktop study should reveal any hazards associated with the site or premises. I.e. Existing Constraints, restrictions, major geological features, flood risk, gradients, hollows, watercourses, contaminated ground, groundwater, back-filled ponds, sub-structures, buried services, building foundations, flood risk and drainage etc.

Additionally the Client will advise of any specific pre-visit arrangements and contacts

General Requirements

Those who are accessing the site have a duty to observe any safety, health and environmental requirements and practices that are in place and must take reasonable care for their own health and safety and that of others who may be affected by their actions.

No one should be allowed access to site without the appropriate authority having been received and initial risk assessment and induction being undertaken, which should include safe systems of works and what to do in a case of an emergency.

Adequate, competent supervision must be provided throughout the visit.

Written safe systems of works must have been suitably prepared and in place prior to any works commencing on the site.

Appropriate public liability insurance should be in place.

All parties shall:-

- Be mindful of the Client's requirements.
- Minimise any intrusion, noise, disruption or inconvenience to existing or adjacent premises.
- Operate in a safe manner and promote good safety, health and environmental practice.
- Establish and maintain good levels of cooperation and co-ordination.

Pre-arrangements and required notices

Adhere to the Clients requirements for all site visits and investigation works and prepare and appropriately issue formal notice to any relevant regulatory body or utility where required

Examples:-

- Execute office of Rail Regulation.
- Environmental Agency
- Local Authority
- HSE
- Fire Service
- National Grid Transco
- Local Electricity DNO
- Local Water Company.
- BT Openreach

Managing the Safety of Site Visits and Investigations

Prior to any site visit or investigation works taking place it will be necessary to assess the level of hazards and risk associated with the site and any intended/existing onsite activities.

Details of the site together any associated hazards or constraints should be requested from the Client for assessment and those visiting site should be advised of any significant outcomes arising from this assessment prior to the visit.

Any accidents and incidents should be reported to the Client and if required statutory notifications made.

All site visitors and operatives should be suitably trained and where applicable use appropriate PPE.

All works should be carried out in accordance with relevant Health and Safety and CDM legislation and following recommended codes of practice and guidance.

- BS5930 Code of Practice for Site Investigations
- BS8002 Earth Retaining Structures
- BS8004 Foundations
- BS8006 Strengthened/Reinforced Soils
- BS1377 Testing of Soils for Civil Engineering Purposes
- Site Investigation in Construction.
- CDM2007 L144
- Asbestos at work Regulation
- C.O.S.H.H

Risk Assessment & Safe systems of works

A thorough risk assessment should be undertaken by a competent person and be sufficient to identify all foreseeable hazards associated with both the nature and location of the site and the intended works. A safe system of works should then be devised to safeguard the safety, health and environmental requirements.

Specific provisions:-

- A suitably trained and competent supervisor/responsible person must always be present.

- Supervisors/responsible person should be competent for the circumstances/works likely to and have adequate first-aid training.
- Adequate and appropriate PPE must be provided
- Suitable means and lines of communication to be established
- Accidents are reported and investigated.
- Provision of adequate Welfare and emergency equipment (e.g. first-aid kits)
- Emergency evacuation procedures

Lone site visits should be discouraged and lone working should be avoided.

Environmental Considerations

All intended site visits and investigations works must planned and executed in full consideration of the existing environment and any restrictions relating to wildlife, watercourses, flora, fauna, soils and geological conditions etc.

Note:-

- In relation to special sites, permissions should be sort from the appropriate authorities.
- Sites of Special Scientific Interest (SSSI)
- Special Areas of Conservation (SACs)
- Special Protection Areas (SPAs)
- Ramsar sites.
- Many SSSIs are also National Nature Reserves (NNRs) or Local Nature Reserves (LNRs).

C.O.S.H.H and Dangerous Substances

Suitable and sufficient assessments and arrangements for the control of substances hazardous to health from dangerous substances (explosives, chemicals, biological hazards, radioactive sources etc.) which are likely to be encountered must be established and in place.

Risks from potentially dangerous substances, which might be encountered as a result of the work undertaken or sites visited must also be assessed and controlled.

All substances or materials must be used only by competent persons and risk assessments and effective safe systems of control adopted, ensuring that any hazardous/dangerous substances must be disposed of safely and in accordance with environmental legislation.

Manual and Mechanical Handling

Where possible lifting operations should be undertaken by mechanical means, manual handling operations must be matched to physical ability avoiding operations with a risk of injury, Risk assessment must be made and safe working procedures instituted in accordance with legislation.

Site Investigations, Excavations, and Boreholes etc.

All operations must be carefully planned executed by competent persons; all operational areas must be suitably protected and inspected regularly. Precautions

must be taken to protect against ground contamination, toxic and flammable gases and hazards from underground mains and services etc.

Sites must be adequately cordoned off and appropriate warning signs displayed. All visitors must be supplied with adequate safety information and protective clothing.

Operators of plant and machinery must be suitably trained and certified in the use of specific equipment to be used.

All equipment must be suitable for use and inspected as necessary by competent persons.

Security

Theft, vandalism or violent crime can be a problem in remote and urban areas.

Considerations for preventative measures:-

- Pre-visit arrangements and checks
- No lone working
- Security locks on vehicles, buildings, stores etc
- Anti-theft devices and alarms;
- Personal alarms (preferably linked to a central control system)
- Mobile phones;
- Monitoring and reporting systems

Upon completion of the site visit or investigation works the site and access roads should be left secured and in a suitable condition.