

Plan Bee Limited
3.3 Etna Industrial estate
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Tel: 01698580572



Method Statement

Method Statement Details

Method Statement Number	7
Method Statement Date	Monday 3rd March 2014 09:48
Method Statement Author	Warren Bader
Project/Contract	Beehive School Project
Description	Installation of one or numerous bee hives in a school

Signatures

	Name	Title	Signature	Date
Document Author	Warren Bader	Director		03/03/14
Authorised by				

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Plan Bee Limited.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Warren Bader			
Telephone Number	01698580572			

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the management or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Contractor and Visitor Safety

Plan Bee Limited will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

Emergency Information

Nearest Accident and Emergency:
Out of hours office number:

Ladders

Ladders will only be used as an access to scaffold or for carrying out light work of short duration. Ladders must be tied and or footed. Ladders must only be set at a ratio of 1 metre out at the base for every 4 metres in height. All staff and sub contractors are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Ladders will be removed or boarded off at the end of each shift to prevent unauthorised access, damaged or unsuitable ladders will be removed from site immediately. Ladders must be stored in such a way that they cannot be damaged by other objects or by the elements. Class 3 ladders or step ladders must not be used on site.

Site Access and Egress

The principle contractor is responsible for providing safe access and egress to the site, Plan Bee Limited staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. Plan Bee Limited will be responsible for safe access and egress when you are the principle contractor. Access routes will be sign posted and barriers will be put in place where necessary.

Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing.

Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

Bee & Station - EMERGENCY Procedures

In the event of an accident / incident, the following procedures are to be followed:

- Report to supervisors and call for First Aiders.
- Follow emergency procedures, as required by RIDDOR.
- Nearest A & E hospital is;
- Call the Emergency Services. Give name, telephone number and location of incident.
- All injuries are to be noted in the accident book by responsible person.

First Aid boxes are located in all company vehicles.

Preparation

1. Load all equipment required for job
2. Carry out vehicle safety checks
3. Transport equipment and installers to site
4. Report to site office and receive permit to work (where required)
5. Put on personal protective equipment
6. Inform all other persons in area of start of works
7. Liaise with the principle contractor and other contractors to ensure safe operation
8. Cordon off work area if practical and necessary to do so.
9. Ensure the area to be worked and exit points are clear of obstruction
10. Ensure that safe access and egress is maintained

Test and Handover

1. Test all equipment for successful operation
2. Snagging works will be carried out to client satisfaction
3. Remove all tools and equipment
4. Clean area
5. Ensure waste is disposed of in accordance with local authority requirements
6. Remove all waste and recycle wherever possible
7. Handover to client
8. Sign out if applicable

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date _____

[illegible]