



Coton Community Allotment Site

Health and Safety Procedures/ Method Statements

Version 2.0

November 2012

1. Method Statement for Fencing

1.1 Introduction

This method statement describes the procedures that will be employed to carry out fencing works at the Site.

1.2 Sequence

- Anyone carrying out the works must be capable to do so. If a third party, i.e. not a member of Coton Community Allotment Association (CCAA), is carrying out the works, they must hold their own public liability (PL) insurance.
- Anyone carrying out the works must fully understand the scope of the works required. This will be available as a written document and may also be delivered verbally prior to commencement of works.
- Anyone carrying out the works will have been provided with information regarding potential hazards and must have read **and understood** the relevant risk assessment forms, HSF-01 and HSF-02.
- Anyone carrying out the works must be aware of any service plans for the Site and ensure the works do not encroach on these services, e.g. water pipework is known to be present within the boundaries of the site.
- Anyone carrying out the works must know who the Site point of contact is in case of any queries or an emergency. A mobile phone number for the Site point of contact will be provided if they are not on Site.
- Prior to commencement of the works, site access, fence lines, material storage and any special Site requirements must be agreed and in place.
- Materials are to be supplied by a recognised supplier, ensuring all materials conform to any relevant CCAA specification and any relevant British Standards.
- Materials are to be delivered to Site by a suitable vehicle (e.g. flat bed lorry, van or car and trailer). Materials are to be off-loaded at place of works if accessible. If this is not possible, materials will be off loaded in an area as agreed in advance with the Site point of contact, or their nominated representative.
- All materials must be stored safely and neatly in an agreed area in a condition suitable for the materials, e.g. ensuring cement is covered and stored in dry environment and is handled correctly in line with the manufacturer's instructions (for example, with the use of protective gloves).
- All other individuals on Site must be informed/ aware of the working area prior to works commencing.

- Personal protective equipment (PPE) must be worn at all times during works, including appropriate sturdy footwear and thick gloves. Safety goggles will be required for activities that may generate flying chippings, etc. PPE is to conform to appropriate standards for the work which is being carried out.
- Prior to commencement, a Site walkover shall be conducted by those undertaking the works and potential obstructions/ hazards are to be identified. Appropriate measures are to be taken to reduce/ mitigate any identified risks.
- Where a fence line is to be cleared of debris and undergrowth, arisings are to be cleared to a designated and safe location for removal at the earliest opportunity.
- Where the use of mechanical equipment is required, such as the use of a chainsaw, these works are to be carried out by a competent person wearing full protective clothing using equipment in accordance with the manufacturers' instructions and ensuring consideration is given for the safety of other operatives on Site.
- Once the fence line is cleared of all debris and obstructions, the fencing works can begin.
- All excavations are to be carried out using hand tools. Any mechanical excavation required should be approved in advance with the CCAA Committee and can only be carried out by a qualified driver holding appropriate certification.
- A check should be carried out for any signs of underground services such as access covers and marker posts and tape. Prior to excavation, a cable detector must be used to locate power cables and steel pipes. Be aware of marker tapes and posts and inform the Site point of contact of any services uncovered or damaged. Any damaged services should not be buried but made safe until appropriate repairs can be made.
- All obstructions are to be checked before breaking out as high voltage cables and drainage may be covered protective concrete.
- Excavate post holes to correct depth and size ensuring all sides are square, and removing surplus soil to an agreed designated area.
- Posts are to be set in line and at the correct height and be set plumb on all elevations. Posts are to be set in concrete as specified, and are to be well compacted to at least half depth. The remaining void is to be backfilled with selected spoil and compacted, Post spacing will be monitored by tape.
- Bulky materials such as posts, rolls of netting, etc. are to be handled correctly using safe techniques, especially in the manual lifting of posts.
- When concrete is placed, and especially where it is mixed by hand, care is to be taken and PPE is to be worn to prevent injury from any spillages.
- Infill materials shall be erected manually ensuring materials are erected as and when required and are fixed securely and not left in any manner which may cause hazard to others on site.

- Line Wires and barbed wires are to be erected and strained using the correct straining equipment and is to be carried out in a safe and systematic manner.
- Where the cutting and drilling of materials on site is required, such as timber, concrete and metal products, these works are to be carried out by a competent person with the correct tools and protective equipment. Special attention should be taken when mechanical cutters are used taking particular care of the cutting disc, ensuring the correct discs are used for material and wet or damaged discs are to be changed immediately by a competent person.
- Where galvanized metal work has been cut or drilled the correct zinc based coating is to be applied as soon as possible to prevent rusting.
- Once the fence has been erected all unwanted material and spoil is to be cleared and the site left clean and tidy.
- At the completion of works, anyone carrying out the works shall report back to the Site point of contact.
- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.
- All works are to comply with current and relevant HSE requirements (<http://www.hse.gov.uk/pubns/afag104.htm>)

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Written by: Simon Howard

Reviewed by: Matt Lush

2. Method Statement for Leveling Gravel and Topsoil

2.1 Introduction

This method statement describes the procedures that will be employed in the leveling of gravel and topsoil at the Site.

2.2 Sequence

- Anyone carrying out the works must be capable to do so. If a third party, i.e. not a member of Coton Community Allotment Association (CCAA), is carrying out the works, they must hold their own public liability insurance.
- Anyone carrying out the works must fully understand the scope of the works required. This will be available as a written document and may also be delivered verbally prior to commencement of works.
- Anyone carrying out the works will have been provided with information regarding potential hazards and must have read **and understood** the relevant risk assessment forms, HSF-01 and HSF-02.
- Anyone carrying out the works must know who the Site point of contact is in case of any queries or an emergency. A mobile phone number for the Site point of contact will be provided if they are not on Site.
- Prior to commencement of the works, site access, fence lines, material storage and any special Site requirements must be agreed and in place.
- Any materials/equipment are to be delivered to Site by a suitable vehicle (e.g. flat bed lorry, van or car and trailer). Materials are to be off-loaded at place of works if accessible. If this is not possible, materials will be off loaded in an area as agreed in advance with the Site point of contact, or their nominated representative.
- All materials/ equipment must be stored safely and neatly in an agreed area in a condition suitable for the materials.
- Prior to commencement of works, inspect the designated area for manhole covers, stone, wire etc. and remove if present to an area designated by the Site point of contact.
- Gravel or topsoil is to be leveled using rakes and/ or shovels in a safe method.
- Any debris to be removed by wheelbarrow to an area specified by the Site point of contact.
- On the completion, all hard standing areas to be left free from debris.
- At the completion of works, anyone carrying out the works shall report back to the Site point of contact.
- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.

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3. Method Statement for Planting

3.1 Introduction

This method statement describes the procedures that will be employed in planting in communal areas of the Site.

3.2 Sequence

- Ensure that the individuals carrying out the works feel capable to carry out the works and are aware of the insurance cover provided by the Coton Community Allotment Association (CCAA).
- Ensure that the individuals carrying out the works fully understand the scope of the works required.
- Ensure that the individuals carrying out the works have been provided with information regarding potential hazards (i.e. they have read and understand the HSF-01 and HSF-02 forms).
- Ensure that the individuals carrying out the works know who the Site point of contact is in case of any queries or emergency. Provide a mobile phone number for the Site point of contact if they are not on Site.
- Prior to commencement of the works, confirm site access, material storage and any special Site requirements.
- All other individuals on Site must be informed/ aware of the working area prior to works commencing.
- Personal protective equipment (PPE) to be worn at all times during works, including appropriate sturdy footwear and thick gloves. PPE is to conform to the appropriate standards.
- Plants and trees will be unloaded by hand or by tractor and loader and placed to the nearest point of planting possible. They will then be moved to the planting point by using wheelbarrows.
- All plants/ materials/ equipment shall be stored neatly and safely in an agreed area.
- Prior to planting, hessian or wire shall be removed and the roots are to be loosened if in a compact state.
- Plants and trees to be set out as indicated by the Site point of contact and will be planted in a safe method by hand or by means of an auger or spade.
- All trees requiring support are to be secured to a straight pointed stake and tied. The method for placing the stake shall be as for the fencing method statement.
- All plant containers to be removed to an area specified by the Site point of contact.
- At the completion of the works, anyone carrying out the works shall report back to the Site point of contact.

- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.

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Written by: Simon Howard

Reviewed by: Matt Lush

4. Method Statement for Grass Cutting

4.1 Introduction

This method statement describes the procedures that will be employed in grass cutting at the Site.

4.2 Sequence

- Ensure that the individuals carrying out the works feel capable to carry out the works and are aware of the insurance cover provided by the Coton Community Allotment Association (CCAA).
- Ensure that the individuals carrying out the works fully understand the scope of the works required.
- Ensure that the individuals carrying out the works have been provided with information regarding potential hazards (i.e. they have read and understand the HSF-01 and HSF-02 forms).
- Ensure that the individuals carrying out the works know who the Site point of contact is in case of any queries or emergency. Provide a mobile phone number for the Site point of contact if they are not on Site.
- Prior to commencement of the works, confirm site access and any special Site requirements.
- All other individuals on Site must be informed/ aware of the working area prior to works commencing.
- Personal protective equipment (PPE) to be worn at all times during works, including appropriate sturdy footwear, thick gloves and safety goggles (if required). PPE is to conform to the appropriate standards.
- Grass shall be cut in a safe manner using a hand-operated powered or unpowered mower, in accordance with the manufacturer's instructions.
- All grass cuttings to be removed to an area specified by the Site point of contact.
- At the completion of works, anyone carrying out the works shall report back to the Site point of contact.
- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.

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Written by: Simon Howard

Reviewed by: Matt Lush

5. Method Statement for Strimming

5.1 Introduction

This method statement describes the procedures that will be employed in strimming at the Site.

5.2 Sequence

- Ensure that the individuals carrying out the works feel capable to carry out the works and are aware of the insurance cover provided by the Coton Community Allotment Association (CCAA).
- Ensure that the individuals carrying out the works fully understand the scope of the works required.
- Ensure that the individuals carrying out the works have been provided with information regarding potential hazards (i.e. they have read and understand the HSF-01 and HSF-02 forms).
- Ensure that the individuals carrying out the works know who the Site point of contact is in case of any queries or emergency. Provide a mobile phone number for the Site point of contact if they are not on Site.
- Prior to commencement of the works, confirm site access and any special Site requirements.
- All other individuals on Site must be informed/ aware of the working area prior to works commencing.
- Personal protective equipment (PPE) to be worn at all times during works, including appropriate sturdy footwear, thick gloves, hard hat and safety goggles/visor. PPE is to conform to the appropriate standards.
- The working area shall be inspected for manhole covers, stone, wire etc. and removed if present to an area designated by the Site point of contact.
- The area shall be strimmed in a safe manner using a hand operated strimmer in accordance with the manufacturer's instructions.
- At the completion of works, anyone carrying out the works shall report back to the Site point of contact.
- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.

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Written by: Simon Howard

Reviewed by: Matt Lush

6. Method Statement for Bonfires

6.1 Introduction

This method statement describes the procedures that will be employed in setting bonfires at the Site. **Note that all ploholders must contact a committee member before setting a bonfire on the Site. The burning of any rubber or plastic on a bonfire on the site is prohibited. Fires must be never started using petrol.**

6.2 Sequence

- Ensure that the individuals carrying out the works feel capable to carry out the works and are aware of the insurance cover provided by the Coton Community Allotment Association (CCAA).
- Ensure that the individuals carrying out the works fully understand the scope of the works required.
- Ensure that the individuals carrying out the works have been provided with information regarding potential hazards (i.e. they have read and understand the HSF-01 and HSF-02 forms).
- Ensure that the individuals carrying out the works know who the Site point of contact is in case of any queries or emergency. Provide a mobile phone number for the Site point of contact if they are not on Site.
- Prior to commencement of the works, anyone carrying out the works must make themselves aware of the particular site requirements, namely that **we have agreed particular days with our neighbours when we can, and cannot, have bonfires.** Bonfires are **not** to be set if the wind is blowing towards the nearby Coton Grange property (i.e. the large house above the site).
- All other individuals on Site must be informed/ made aware of the bonfire and must be excluded from the area prior to lighting the fire and for its duration.
- Personal protective equipment (PPE) to be worn at all times during works, including appropriate sturdy footwear and thick gloves.
- All bonfires must be located away from sheds, fences and other combustible structures, at a designated location agreed with the Site point of contact.
- **The bonfire must be managed/ attended at all times when alight.** The individuals carrying out the works must ensure that the bonfire does not get out of control and is completely out before they leave the site. A water supply is available on Site, which can be used to quench the bonfire.
- Any accident is to be reported immediately to the Site point of contact. All works will be stopped until authorisation is received from the Site point of contact to continue.

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