

# L. KATTENHORN AND PARTNERS LTD

Road Surfacing and Civil Engineering Contractors

NEW LANE. HAVANT. HANTS. PO9 2NF

TEL: 02392 452452 FAX: 02392 452333



Date:

Company:

Site:

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## HAND LAY SURFACING METHOD STATEMENT

### SITE VISIT

Prior to commencement of surfacing operations, the superintendent will visit the site to take dimensions of areas and check the subgrade levels.

### 1) METHOD OF OPERATION

i) **Times:**

(a) Operations will be during normal working hours.

ii) **Lighting:**

(a) Ambient daylight.

iii) **Groundwork:**

(a) Set out to existing surface for tie ins.

(b) Remove obstructions from site.

iv) **Surfacing:**

(a) Surfacing work will commence furthest from material delivery route so that new laid materials are not re-crossed.

(b) Once the materials are on site they will be either tipped directly, or transferred via a skid steer loader (Bob-Cat).

(c) The material will then be hand laid to the thickness required and compaction of

material will be by appropriate deadweight or vibrating roller (Bomag) to the specified

level.  
(d) Operatives will hand rake against channels and kerbs etc and compaction will be by vibrating plate and/or punner.

v) **Materials:**

(a) Materials to the agreed specifications will be supplied by companies with proven sampling techniques such as Foster Yeoman, Hanson, Tarmac Southern Limited or Wainwright.



vi) **Material deliveries:**

- (a) Delivery of materials to site will be in loads of approximately 15-20 tonnes per load.
- (b) Deliveries are programmed to coincide with the sub contract start date and all materials delivered will be utilised on the day of delivery.
- (c) When materials are ordered, we will ensure the delivery drivers are aware of the exact location of works.

vii) **On completion:**

- (a) The Foreman will conduct a surface inspection; acceptance will be by the Site Agent / Project Manager.

**2) HEALTH AND SAFETY:**

- i) Only competent and trained and where appropriate, licensed or certified personnel may operate plant and machinery. A Banksman will be present whilst a vehicle is reversing.
- ii) Safety helmets will be worn in accordance with HSE L102. Safety footwear and fluorescent vests will be worn at all times by all operatives whilst on site, impact resistant eye protection and gloves to be worn where appropriate. All PPE is to be as supplied by L Kattenhorn & Partners Ltd.
- iii) See Specific Risk Assessment HS03 and COSHH Assessments HS04 for further information.
- iv) Operatives hold the relevant CSCS competence cards.
- v) Employees will dynamically assess the risk of tasks and operate within their own capabilities and training: Where a significant risk is present the Company will assess the task and look at alternative methods of handling the load or reducing the likelihood of injury occurring.
- vi) In the event of a site emergency; work will stop immediately and employees will assist visitors or others in the implementation of avoidance or evacuation: the Foreman will, if required, arrange urgent medical assistance and follow L Kattenhorn & Partners Ltd accident reporting and investigation procedure.

**3) ENVIRONMENT:**

- i) As para 2i) above; work will only take place in agreed hours, further, engines will not be left running when not in use to reduce fuel wastage, noise and exhaust emissions.
- ii) As risk assessment care must be taken when refuelling plant; spillage and notification procedures must be followed if there is a spillage.
- iii) Excess material and any waste must be returned to New Lane for appropriate action.

SIGNED



