

**RISK ASSESSMENT AND  
SAFETY METHOD STATEMENT**

for

**GROUNDWORK PREPARATION AND LAYING  
OF YORKSTONE SEGMENTAL CIRCLE  
(3.6m DIAMETER)**

at

**Bourne Abbey Church of England Primary  
School  
Abbey Road  
Bourne  
Lincolnshire**

by

**Volunteer members of  
The Rotary Club of Bourne St. Peter  
Bourne  
Lincolnshire**

## **SUMMARY OF WORK**

- Levelling of made-up ground adjacent to the recently installed wooden outdoor seating area.
- Applying and compacting a hardcore base and sand blinding the surface area.
- Mixing sand and cement to lay over prepared surfaces.
- Laying Yorkstone segmental circle slabs.
- Grouting circle slabs at a later date when the concrete has cured.
- Remove all redundant materials from site.
- Reposition reflective barrier tape around the new Yorkstone area.

## **IDENTIFIED HAZARDS**

- Unauthorised persons in the active working areas – risk of third party injury.
- Handling construction materials – personal injury.
- Working with mechanical plant – training and competence.
- Damage to nearby services.

## **PROGRAMME OF WORK**

The work will commence on Saturday 16<sup>th</sup> May at 8.30 am until 5.00pm latest. There will be a return to site at a date to be agreed for grouting of the Yorkstone slabs. There will be approximately six Rotarian volunteers undertaking the task.

Working Site Supervisor for The Rotary Club of Bourne St. Peter will be:-  
**ALAN KAYE** Tel: 01778 560 458, Mobile: 07930 663 074

Bourne Abbey School Caretaker contact is: **MICHAEL PATEMEN**

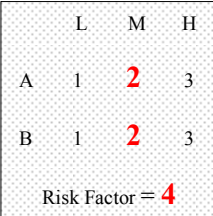
Michael Pateman who lives locally in Bourne will unlock the entrance gates at 8.30am on Saturday 16<sup>th</sup> May. He must be contacted on his mobile to return and lock the gates at the end of the working day. During the day, everyone ensure that the gates are kept closed to deter unauthorised entry.

## **MATERIAL SUPPLIER**

Branch Bros, Cherry Hold Road, Bourne – Tel: 01778 426 677 – technical advice and additional materials (replacement broken circle slabs if necessary!!) will be available on Saturday until 4.00pm.



		with Caretaker Michael Pateman on Friday 15 <sup>th</sup> May, a normal school day.																
Existing services – risk of damage and personal injury	<table border="1" data-bbox="662 373 875 590"> <thead> <tr> <th></th> <th>L</th> <th>M</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>B</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td colspan="4">Risk Factor = 4</td> </tr> </tbody> </table>		L	M	H	A	1	2	3	B	1	2	3	Risk Factor = 4				There are no known services in the working area but everyone must be vigilant and ensure that any discovered services are not damaged.
	L	M	H															
A	1	2	3															
B	1	2	3															
Risk Factor = 4																		
Portable hand tools and equipment – personal injury.	<table border="1" data-bbox="662 663 875 879"> <thead> <tr> <th></th> <th>L</th> <th>M</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>B</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td colspan="4">Risk Factor = 4</td> </tr> </tbody> </table>		L	M	H	A	1	2	3	B	1	2	3	Risk Factor = 4				<p>Apart from normal hand tools, there will be a petrol driven Whacker Plate for compacting the hardcore material. The operative that will undertake the mechanical plant work has the necessary skill and experience.</p> <p>Cement and sand will be mixed on a wooden board positioned adjacent to the working area. Water is available from an outside tap near the second gated entrance to site. A hosepipe and bucket transfer will be required due to the length of run from tap to site.</p> <p>Cement mixes will be carried by bucket to the point of use and the Yorkstone circle slabs will be installed section by section.</p>
	L	M	H															
A	1	2	3															
B	1	2	3															
Risk Factor = 4																		
Manual handling of construction materials – strain injury.	<table border="1" data-bbox="662 1503 875 1719"> <thead> <tr> <th></th> <th>L</th> <th>M</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>B</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td colspan="4">Risk Factor = 4</td> </tr> </tbody> </table>		L	M	H	A	1	2	3	B	1	2	3	Risk Factor = 4				<p>Full allowance will be made that some volunteer workers are not used to regularly handling building materials.</p> <p>The weight of materials to be used in this work however are readily handled by one or two operatives, and correct lifting and handling techniques will be encouraged by the Site Supervisor.</p>
	L	M	H															
A	1	2	3															
B	1	2	3															
Risk Factor = 4																		

<p>Handling soils – skin contact, health issues.</p>	 <p>A risk matrix with columns L, M, H and rows A, B. The value 2 is highlighted in red in the M column for both A and B rows. Below the matrix, it says 'Risk Factor = 4'.</p>	<p>All operatives will wear suitable protective equipment including gloves, goggles (when operating mechanical plant) and safety footwear at all times.</p> <p>High levels of personal hygiene will be followed and hands will be washed before handling food and drinks.</p> <p>As the school buildings will be locked during times of our site work, there will be no toilet facilities on site. Toilet and washing facilities in the nearby Co-operative Rainbow store can be used.</p>
<p>Personal Protective Equipment</p>		<p>It is a mandatory requirement on this project that all operatives wear safety footwear and high visibility clothing at all times.</p> <p>In view of the nature of the work, there will be no mandatory requirement for the use of safety helmets that would only be worn where there is a risk of falling objects or impacts to the head.</p> <p>Safety glasses, goggles and gloves will be worn as required when using mechanical tools and handling construction materials.</p>

**SITE RULES & ARRANGEMENTS**

1. Ensure that no unauthorised persons are allowed onto the site or any part where construction work is carried out.
2. A banksman will be used whenever visibility from moving vehicles is restricted.
3. All contractors’ vehicles and plant are limited to walking speed (5mph).
4. The established routes around the school property are to be kept clear at all times and unobstructed access will be maintained for emergency vehicles to the site and nearby buildings.

5. Toilet and washing facilities are available for use in the nearby Co-operative Rainbow store.
6. Portable hand tools if required during this work will be either battery or 110volt operated. Should 240 volt power tools be used a residual circuit breaker (RCD) will be fitted and trailing leads kept as short as possible.
7. Safety footwear will be worn at all times.
8. Safety helmets to be worn when there is a risk of falling objects or impacts to the head.
9. Other PPE to be worn as directed by the Site Supervisor who has full authority to enforce these arrangements and take any disciplinary action deemed necessary.
10. All materials, waste material, equipment and plant are to be stored within the designated areas agreed by all parties.
11. All contractors' vehicles are to be parked in the designated parking areas.
12. There will be no burning of materials on site.
13. Alcoholic drinks and smoking are prohibited on site.
14. Sound producing equipment such as radios or the like are not permitted on the site.

**The nearest ACCIDENT AND EMERGENCY HOSPITALS are:-**

Peterborough District Hospital  
Thorpe Road  
Peterborough  
Tel: 01733 874 000

Stamford & Rutland Hospital **(9.00am to 5.00pm  
weekdays only)**  
Ryhall Road  
Stamford  
Tel: 01780 764 151

The Site Supervisor will have a first aid kit available on site.

**HEALTH AND SAFETY PRINCIPLES/OBJECTIVES FOR THE PROJECT**

We confirm that it is our intention to:-

**Take reasonable steps** to ensure co-operation between all parties by complying with the requirements and prohibitions imposed by or under the relevant statutory provisions relating to this project.

**Ensure** as far as reasonably practicable that every employee at work in conjunction with the project complies with all the guidelines contained in this method statement/risk assessment.

**Take reasonable steps** to ensure that only authorised persons are allowed into any areas of the working site.

**Prominently support** the school with any relevant project information in our possession that the school should retain for future reference.

**Alan Kaye**

**For and on behalf of The Rotary Club of Bourne St. Peter**

13<sup>th</sup> May 2009



Main entrance to school off Abbey

Road leading into the car park to be used by Rotarians.

Gate to be closed after entry.



Inner pedestrian entrance from car park to playground and site for construction work.

Gate to be closed after entry.

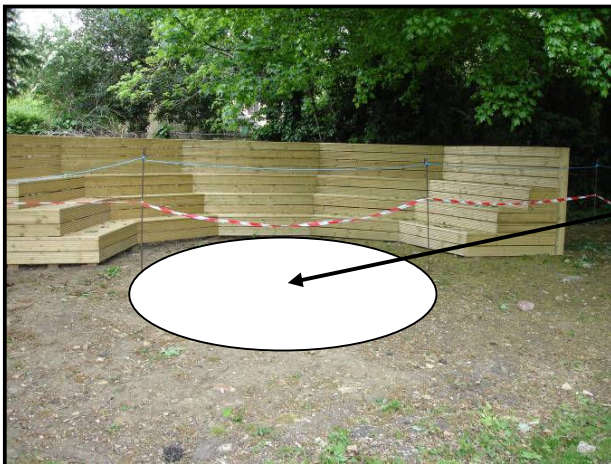


Branch Bros will deliver materials to hard standing area on playground.

Should dry weather permit, delivery vehicle will traverse the grassed area and leave all materials near to the point of use to reduce handling.



View into new development area from rear playground.



Location for the Yorkstone segmental circle.

Note: Any damage caused to grassed areas or installations within this development area are to be made good.