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GENERAL INSTRUCTIONS

- (i) All steps contained in this Method Statement are to be completed unless otherwise instructed by a suitably authorised Supervisor
- (ii) In the event that a step cannot be completed all work is to stop, the equipment and/or system made safe and Supervisory staff informed
- (iii) Any irregularity or discrepancy discovered whilst carrying out the instructions of this Method Statement is to be brought to the attention of Supervisory staff
- (iv) All HOLD POINTS and KEY POINTS contained in this Method Statement are to be strictly observed

PERSONNEL REQUIREMENTS

CELTIC personnel

RELATED DOCUMENTATION

Site Specific Health and Safety Plan

[to include Task Based Risk Assessment, COSHH Assessment, PPE Assessment, Manual Handling Assessment]

Method Statements

CELTIC Quality Manual (held on CELTICWeb)

CELTIC Standard Operating Procedures (held on CELTICWeb)

SPECIAL TOOLS, MATERIALS AND EQUIPMENT

Water bowser with jet spray

Deodorising agent

Dust monitoring equipment

Noise monitoring equipment

PRE-COMMENCEMENT

1. No work is to commence until approval has been granted by CELTIC
2. All operatives are to read and understand the Method Statement and related documentation
3. All operatives are to be competent to undertake tasks and to adhere to procedure

CONTINGENCY PLANS

1. In the event of Fire or Explosion:
Stop work immediately and evacuate to muster point. Inform CELTIC Site Engineer, who will contact the emergency services. Remain at muster point until further instruction. Only attempt to tackle fire if it is safe to do so.
2. In the event of an accident/incident:
Stop work immediately and inform CELTIC Site Engineer. Undertake necessary action depending on severity, emergency aid, reporting, recording etc. Remove all contaminated clothing to reduce the risk of skin absorption. If the wound is exposed to contaminated materials it should be washed with copious amounts of water. If the wound is serious and there is no risk posed to the casualty by moving, then they will be taken to the closest accident and emergency department. If the casualty cannot be moved then an ambulance will be summoned (Tel: 999 using site mobile). Provide a copy of the COSHH assessment to medical personnel if required.

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STEP	ACTION
1	PREPARATION
1.1	CELTIC Project Manager to review the site specific risk assessment and review the number of personnel attending site.
1.2	CELTIC Site Engineer to ensure that any actions that are required to make the work area safe are carried out.
1.3	CELTIC Site Engineer to confirm that the method statement is appropriate and valid.
1.4	CELTIC Site Engineer to ensure appropriate PPE is being used.
2	PROCEDURE TO FOLLOW IN CASE ODOURS GENERATED DURING OPERATIONS BECOME A PROBLEM
2.1	Pre-assess the wind direction prior to operations. Should the wind predominately blows towards nearby residential areas proceed with the following instructions.
2.2	Limit the excavation size.
2.3	Uncover and cover the excavation as soon as possible.
2.4	In case the previous procedure does not alleviate the problem, dose the treatment area with industrial deodoriser spray designed for neutralising nuisance odours.
	<u>KEY POINT</u>
	During excavation ensure the site boundaries are regularly checked for odours.
3	PROCEDURE TO FOLLOW IN CASE DUST GENERATED DURING OPERATIONS BECOME A PROBLEM
3.1	Pre-assess the wind direction prior to operations. Should the wind predominately blow towards nearby residential area proceed with the following instructions.
3.2	To limit dust production at the treatment area, spray traffic routes with water and attach dust sheeting onto preinstalled perimeter fencing
3.3	Limit all unnecessary traffic on the treatment area.
3.4	Review the haulage routes to avoid excessive traffic when dust is a problem.
4	PROCEDURE TO FOLLOW IN CASE NOISE GENERATED DURING OPERATIONS BECOME A PROBLEM
4.1	Identify the sources of greatest Sound Pressure Level
4.2	Limit the noisiest operations to social hours as agreed in the SHE plan
4.3	Switch off noisy machinery whenever not in use
4.4	Where possible, conduct the noisiest operations away from the residential boundary, and if possible behind any natural screen such a trees, fencing or stockpiles etc.
5	<<<< END OF INSTRUCTION >>>>