


Issue number	1	
MS/RA number & Title	MS14 - RA 14 Reinstatement Works	

Map Group (uk) General Reinstatement Method Statement & Risk Assessment Version 3	
Date Of Next Review :10/02/23	
Map Group (uk) Document Reference Number	6407
Risk Assessment Register Number	Map-GRA-014
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Activity	Reinstatement
Affected Persons	Employee's, Members of the Public, Visitors, Sub-Contractors
Location	National, all regions
To evaluate risk: Likelihood (Lk) X Severity (Sv) = Risk, Defined as;- High (11 – 25) Medium (6 – 10) Low (1 -5)	
Likelihood (Lk): 1-Very Unlikely, 2-Possible, 3-Likely, 4 Probable, 5 Very Likely.	
Severity (Sv): 1 – Negligible (No Injury), 2 – Minor (First Aid), 3 – Moderate (Medical Treatment), 4 – Major (Serious Injury), 5 – Catastrophic (Fatality)	

Location issues: Heavy public presence, adverse weather conditions, possible road closures. Specific requirements from the client: ducting installed at a depth of 14 inches, 10 inches of cover including 50 mm of sand, 140mm hardcore, 60mm tarmac and warning tape before reinstatement.

Detail: As per the clients specifications install : o Ducting o Footway boxes o Cabinets All ducting must be 14 inches deep. Excavations must have warning tape and 10 inches of cover before backfilling. All fibre ducting must be signed off before backfilling.

Hazard Identification and Risk Controls

Given in the attached Risk Assessment

Environmental Protection Measure:

Waste and spoil to the designated area or skip provided for waste.

Quality Control: The installation will be checked on completion by inspection. Welfare: Portaloo with washing facilities to be provided / Permission from local businesses or supermarkets.

Induction/Instruction/Training required: Map Group induction, SA002 – Safety Underground, NRSWA (Units 1-6 & 9 minimum), GEN OPS 1 & 2, UIN

Map Group General Reinstatement Method Statement

Reinstatement – Concrete flags.

1. Prior to the delivery of concrete slabs and other relevant materials, the unloading area must be kept free from obstructions.
2. Delivery vehicles should be parked as close to the point of work as possible and in accordance with chapter 8 of the Safety at Street works and Road Works code of practice.
3. Upon delivery of concrete slabs, wherever possible, materials must be removed from the delivery vehicle with mechanical aids, eg lorry mounted crane etc.
4. When materials are unpacked, all packaging must be removed from point of work to prevent tripping hazards.
5. Before concrete flags are laid a 80/20 split concrete/cement mix should be applied to the prepared bed of excavation. This should be completed in accordance with City Fibre Spec.
6. When manoeuvring concrete flags and completing general manual handling tasks the T.I.LE philosophy should be utilised as per Map induction. The task, load, individual and environment should all be assessed before any manual handling task is attempted.
7. Rubber mallets should be utilised to adjust the concrete flag into its final position. Operatives should be mindful of pinch points.
8. When utilising a disc cutter to piece in concrete slabs, the cuts should be completed by a trained competent operative. Dust suppression should be utilised throughout the works and the work area should be observed up to one hour after works has been completed to ensure smouldering embers are not present.
9. Brush away debris and ensure no waste or tripping hazards are left at the point of work.
10. Remove all waste and spoil.
11. Remove barriers

Reinstatement – Tarmac

1. Hot Box should be parked as close to the point of work as possible and in accordance with chapter 8 of the Safety at Street works and Road Works code of practice.
2. Material should be transported from the hotbox to the point of work with suitable shovel and lifting aids. Operatives must ensure that the route from the hotbox to the point of work is clear and free from tripping hazards prior to the material being moved.
3. The tarmac must then be shovelled into the trench and adjusted with a rake. The tarmac should be slightly proud of the existing surface.
4. A compaction plate must then be utilised to compact the tarmac until it is suitably flush with the existing surface.
5. The Tarmac can then be left for approximately 2 hours to cool off.
6. Brush away debris and ensure no waste or tripping hazards are left at the point of work.
7. Remove all waste and spoil.
8. Remove barriers

Activity	Hazards	Effects of Hazards	Initial Risk			Control Measures	Residual Risk		
			L k	S v	Ri sk		L k	S v	Ri sk
Reinstatement	Moving Vehicles	Collisions with Person/vehicles	3	5	15	Traffic controls are properly planned and consider speed of road, stopping distances, bends, junctions, visibility and are set out in accordance with NRSWA guidelines. Vehicles and equipment entering and leaving the site enter / exit in the correct direction of the traffic flow and are marshalled in/out of the site and through the site during movement. Site vehicles are marked up (rear chevrons) and display amber flashing beacons. All personnel to wear hi-vis work wear and are trained in street works. Additional Segregation in public customer parking area to be provided to ensure sufficient distance is maintained. Wetting down to be used to prevent any dust clouds forming. Appropriate signs and notices are displayed and illuminated where appropriate. Transit routes past the works area allow for the safe movement of pedestrians with adequate separation from moving vehicles and site plant including that entering / exiting the site. Deliveries and other hazardous activities are avoided when local facilities such as schools, office buildings etc. are at their peak activity periods.	1	5	5
	Entering/Exiting Vehicles	Sprains/St rains Slip, Trip & Fall	2	3	6	Three Point Stance SSOW, Safety Boots to be worn and free from contamination, Steps and floor surfaces free from contamination, floor condition to be considered in areas effected by adverse weather	1	3	3

Vehicle	Sprain/Strains	3	5	15	Regular breaks and adequate storage of equipment	1	5	5
	Collision				Review of driver competencies and licence verifications			
	Vehicle defect				Routing maintenance and inspections			
	Sprains and Strains - ladder movement				Roof rack tool bars, good handling techniques			
	Fatigue				Regular breaks, verified by tracker devices			
Trailer	Collision with Pedestrian whilst Loading/Unloading Plant	2	5	10	Pre – use checks completed.	1	5	5
					Breakaway cable and chain attached			
Underground Services	Contact with live service	3	5	15	Prior to backfilling ensure any services within the excavation are properly protected / supported. The use of mechanical excavators is not permitted within 1/2 metre of any service.	2	5	10
	Presence of Gas				Scan area with CAT 4 + detection device.			
	Release of Gas				Services discovered will be clearly marked and any excavation within 1/2 metre of any service to be carried out by hand. Emergency procedures are in place should a strike occur.			
					In date utility plans to be accessible and utilised on site.			
					Trained and competent operative to operate Cat 4 +			
					Trained and competent operative to operate Excavator.			
					Trained and competent operative to operate disc cutter.			

	Operation of excavating machines	Incorrect operation / malfunction	4	5	20	Machines are only to be operated by trained personnel that hold an in date CPCS qualification appropriate for the machine to be used. CPCS cards must be available for inspection on site. Machine is to be inspected before use and then at least daily thereafter. Regular checks are to be carried out on the bucket hitch devices to ensure they remain serviceable. Operator is to use the machine within its limitations and within the limitations of their training. Flashing beacons should be on when the machine is in use and a banksman must be present when the machine is moving or excavating. The operative must ensure that the machine does not encroach onto the live carriageway or pedestrian walkway.	2	5	10
	Open Chambers	Falls / gas emission	3	5	15	All open chambers must be fully enclosed with barriers at all times. Unattended chambers are to be closed. Gas testing must be carried out when opening chambers and continuous gas monitoring must be in place once chambers are opened. A calibrated 4 head gas detector must be used for all gas testing. Operatives to be trained in the correct use of GDU's.	1	5	5
	Excavations (backfilling)	Falls/ collapse / vehicle collision	2	5	10	Any open excavation must be adequately protected / fenced to prevent potential falls. All excavations must be inspected before the start of each shift and following any event that could affect its stability. Vehicles must not be permitted to approach an excavation where it may cause the vehicle to tip over or cause the excavation to collapse.	1	5	5
	Contact with overhead services	Live equipment / electric shock / damage to overhead lines	3	5	15	Overhead services are identified and height / type of service known. Vehicles and plant heights as well as boom maximum heights are known. Vehicles / equipment that may exceed acceptable height are not permitted on site.	1	5	5

Operation of lifting equipment	Collapse / dropping of load / contact with load	2	4	8	All lifting operations are to be controlled and as a minimum must have a basic lifting plan. Personnel nearby are to wear Hi-Vis clothing and hardhat. Loads are to be controlled at all times. Where a load cannot be seen by the crane operator a complex lifting plan must be present and a qualified slinger signaller must be available to control the load. Loads are not to be slewed over head or outside the confines of the safety zone.	1	4	4
Pedestrian movement	Slips / trips / falls / collision / contact	2	5	10	Appropriate signs and notices are displayed and illuminated where appropriate. Transit routes past the works area allow for the safe movement of pedestrians with adequate separation from moving vehicles and site plant including that entering / exiting the site. Crossing points are adequate and fixed ramps are available for wheelchair users and push chairs. Deliveries and other hazardous activities are avoided when local facilities such as schools, office buildings etc. are at their peak activity periods.	1	5	5
Operation of plant equipment	Incorrect use	3	5	15	Plant / equipment (rollers, Wacker plates etc.) may not be operated by those that do not hold the appropriate training / competence. Where appropriate evidence such as CPCS cards must be available on site. Equipment must be delivered and operated within a segregated area.	2	5	10
Hazardous substances	Exposure to dusts, fumes, vapours	2	4	8	COSHH Safety Data Sheet and Risk Assessment available. Appropriate PPE available and used where appropriate including FFP3 dust masks. Face fit testing carried out and occupational health monitoring is in place.	1	4	4
Spillage of hazardous substances	Exposure / contamination of the environment	2	4	8	Safety data sheets to be available. The correct spill control media to be available. Appropriate PPE to be available / used in the event of a spill occurring. Drip trays to be available for plant.	1	4	4

	Rats / vermin	Weil's disease / Biological infections	2	5	10	All operatives to be weill's aware and carry weill's cards. Good hygiene practices to be adopted. Appropriate welfare facilities to be located within a reasonable distance. Occupational health monitoring in place.	1	5	5
	Lifting pit covers	Strains / sprains / finger entrapment	2	3	6	Specific manual handling assessment available. Operatives trained in safe lifting techniques. Pit lifting equipment available, in serviceable condition and mandatory use. Gloves and safety boots to be worn. Occupational health monitoring in place.	1	3	3
	Blood borne infectious diseases	HIV / Hepatitis / etc	2	5	10	Operatives are aware of the potential of blood borne infectious diseases from discarded needles and are not permitted to handle and sharps. If sharps are discovered they are to be reported and an environmental clean-up team tasked to carry out the removal. Occupational health monitoring / advice available	1	5	5
	Poor visibility / lighting conditions	Collision / slips / trips / falls	3	5	15	In extreme weather conditions at the site set up stage the NRSWA supervisor is to consider postponing the works. Where works take place during poor visibility the supervisor should increase warning signs and lighting making the works more visible. Where street works are to remain in-situ overnight the NRSWA supervisor must ensure that the works are adequately lit. This should include, where appropriate, the displaying of amber cone lights overnight including in areas where street lighting may be turned off late at night.	1	5	5
	Poor weather conditions	Collision / slips / trips / falls	3	5	15	NRSWA controls must consider the risk posed to road users, pedestrians and workers particularly in conditions such as fog, snow and ice. In flood conditions pumps may be used to drain excavations & pits however the outflow must not present a hazard to road user or pedestrians.	1	5	5

					In extremely hot conditions the supervisor should consider the provision of cold drinks and increasing the frequency of breaks			
Lone Working		2	5	10	No lone working will take place during these works	1	5	5
Working in low light levels	Slip, Trip Fall at same level	2	4	8	Task Lighting to be used, head protection to be worn at all times	1	4	4
Defective Floor condition	Slips Trips and Falls	2	4	8	Visual Inspection completed prior to commencement of work	1	4	4
Gas Cylinders	Sprain/Strains	2	5	10	Refer to manual handling assessment for gas cylinders	1	5	5
	Foot Injury				Foot protection			
	Fire / explosion				Minimum number of cylinders carried. Gas canisters stored on vehicle in upright position and restrained using appropriate straps. Cylinders are kept away from heat sources and connectors valves and hoses are inspected regularly for damage. Flame arrestor valves are fitted to cylinders when in use.			
	Hand injuries				Hand protection			
Hot Box	Sprain/Strains	2	4	8	See Assessments	1	4	4
	Foot Injury				Foot protection			
	Fire				Gas hoses are protected from exposure to excessive heat. Other flammable products are stored away from heat source. Operatives are trained in the safe use / handling of the box. Fire extinguisher carried on vehicle			
	Falls From Vehicle				Minimise activities on back of vehicle, load vehicle appropriately, remove mud or other contaminants that may cause slips			
	Burns from hot surfaces				Hand protection and flame retardant clothing worn			
	Hand injuries				Hand protection			
	Hand injuries	2	3	6	Hand protection	1	3	3

	Use of hand tools	Struck by Flying Particles				Eye Protection			
		Burns				Hand Protection			
	Use of hand tools in low light levels	Hand injuries	2	3	6	Hand Protection and Task Lighting to be used	1	3	3
		Burns				Hand Protection and Task Lighting to be used			
		Struck by Flying Particles				Eye Protection			
	Oils, contamination or debris on Floor	Slips Trips and Falls	2	4	8	Foot protection and good housekeeping maintained, task lighting considered in low lighting environments			
	Use of Plant Equipment	Noise exposure	2	3	6	See assessment – Health Surveillance, Hearing protection to be worn by operatives	1	3	6
		Struck by Flying Particles				Eye protection and overalls required			
		Cuts and Abrasions				Close fitting Cloth Protective Gloves when in use (No disposable gloves when using power tools).			
		Dust Inhalation				See COSHH Assessment – Health Surveillance			
		Exposure to hand arm vibration				See H/A Vibration assessments – Health Surveillance			
		Sprain/Strains				See Assessments			
	Fuel for plant equipment	Fire	2	5	10	Fuel containers are secured on vehicle to prevent movement, segregated from heat sources, stored in flame resistant containers and limited to 10 ltrs per vehicle			
		Foot Injury				Foot protection			
		Hand injuries				Hand protection			
	Manual Handling activities / Moving paving slabs	Sprain/Strains	2	3	6	See Assessments	1	3	6
		Foot Injury				Foot protection			
		Hand injuries				Hand protection			
						Mechanical Aids			
						Unload materials/ slabs to point of work.			

	Preparing sub base for slabs and kerbs	Sprains/St rains, foot injuries, hand injuries.	4	3	1 2	Lifting aids not to be overloaded Operatives only attempt to lift loads within their capability. Concrete to be poured directly from mixer to point of work.	3	1	3
	Cutting concrete slabs and kerbs	Eye injuries or health problems caused by dust generated from cutting tools.	4	3	1 2	Only trained competent operatives should operate the dic cutter. Only disc cutters with diamond tipped blades to be used on site. Water flow lubrication to be used to minimise dust. Dust suppression to be fitted to all disc cutters. All operatives to wear relevant PPE eye protection dust masks and gloves. Work area must be monitored one hour after work stops to check for smouldering embers. Fire Extinguisher to be present on site.	3	1	3
	Over banding	Inhalation, contact with skin.				Ensure good ventilation. If ventilation is insufficient, wear suitable respiratory equipment. Wear protective gloves, safety glasses and protective clothing. Take all necessary precautions to avoid accidental discharge release of product outside, due to rupture of containers or transfer systems.			
		Fire, explosion or burns.				Fire extinguisher to be accessible on site. Fire retardant clothing to be worn by all operatives. Work area must be monitored one hour after work stops to check for smouldering embers.			