



WENDOVER ARM TRUST

METHOD STATEMENT

FOR

REMOVAL FROM SITE OF

COUNCIL TIP MATERIAL

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Registered Charity No. 801190

Document Location

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Revision History

Issue	Date	Author	Summary of changes
Issue 1	14/1/2022	M Wright	First issue
Issue 2	13/08/2022	M Bradley	Section added for direct loading of ash into muck-away lorries.

1. Purpose

- 1.1. To set out how the Council Tip material will be safely removed from site using contractor's lorries.

2. Scope

- 2.1. This document covers the removal from site of material originally deposited on site by local council(s) with the agreement of the then owners, the Grand Junction Canal.
- 2.2. It includes material that has already been excavated from the canal bed and is piled up.
- 2.3. It also includes excavation of further tip material from the canal bed and its removal from site.
- 2.4. It does not yet include excavation of the tip material in the vicinity of areas identified as TP01 and TP10 (see indicative plan below) as they contain more hazardous material. It is expected that this document will be expanded in the future to include those areas.

3. Definitions

COSHH	Control Of Substances Hazardous to Health
CRT	Canal & River Trust
HSE	Health & Safety Executive
PPE	Personal Protective Equipment
WAT	Wendover Arm Trust.
WCT	Wendover Canal Trust is the operating name of the Wendover Arm Trust

4. Reference & Related Documents

4.1. Legislation

Control Of Substances Hazardous to Health Regulations (COSHH) 2002

4.2. Guidance

HSG136 A guide to workplace transport safety (HSE)

INDG136 Working with substances hazardous to health (HSE)

4.3. Reports and assessments

Site Investigation and Testing Report produced by AAe (8/3/2019 Ref: 193051/001)

COSHH assessments:

Little Tring tip assessment for cabbed excavators (ID# 4424344)

Little Tring tip assessment for non-cabbed excavators (ID# 4424399)

Little Tring tip assessment for banksmen (ID# 4424459)

Risk Assessment WATRA S14 Task Specific Risk Assessment: Excavating/loading tip material & removing from site.

5. Site Plan showing Trial Pits



5.1. Trial Pits TP01 and TP10 are not currently included in the scope of this method statement. Access from public highway is shown at top right, loading area is to the right (east) of TP10. The excavated tip material is piled above ground level in the area approximately from TP02 to TP04.

6. Preparation of site

- 6.1. Before commencing movement of the tip material, the access road, loading area and dumper route will be repaired/improved to cope with the increased vehicle movements involved.
- 6.2. The pile of 'clean' spoil that currently occupies the loading area will be removed from site in contractor's lorries leaving the loading area clear. Note that this is a different contractor to that used for the tip material.

7. Moving tip material to the loading area from the pile

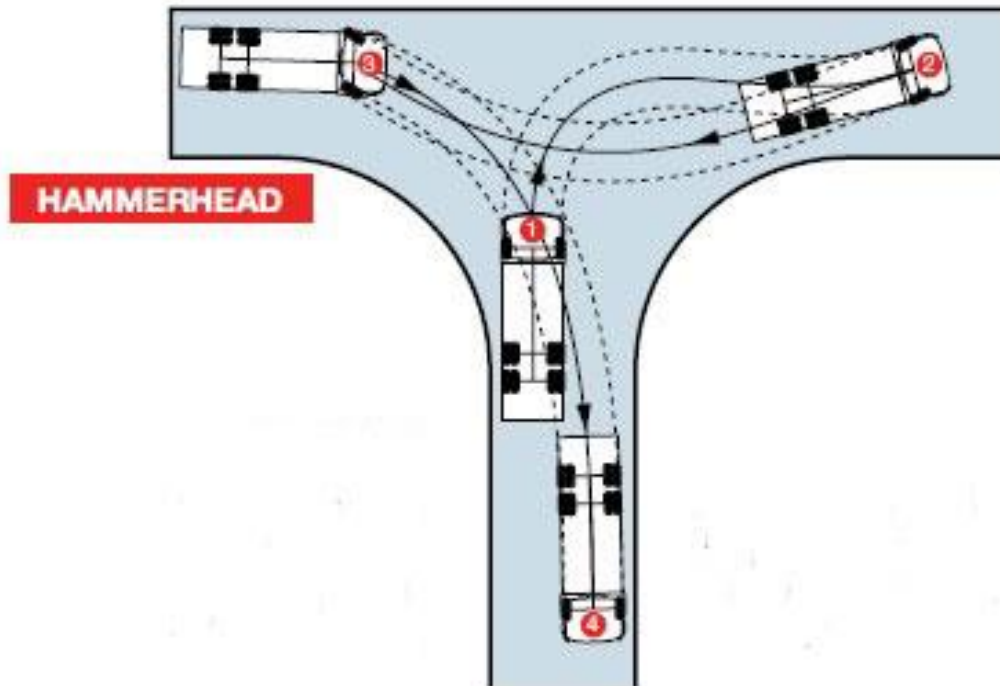
- 7.1. The tip material that has already been excavated and is in a pile will be moved off site first. This will be done by loading dumpers using an 8 or 13 tonne excavator and transporting the material to the loading area where it will be dumped ready for loading into lorries. As much tip material as possible will be moved to the loading area in advance of the arrival of the contractor's lorries in order to speed loading. This to be at the direction of the team leader and should not extend into the area to be used by the lorries for turning, reversing and loading.
- 7.2. The excavator doing the loading will either be standing at ground level or on top of the pile of tip material. The excavator driver must wear their seatbelt at all times and keep the cab door & windows closed. The excavator driver must wear the P3 dust mask provided and keep skin covered.
- 7.3. When leaving the excavator cab the driver should slew the cab so the door is away from any steep drop before exiting, moving the excavator further along the pile if required. Keep the machine steps clean.
- 7.4. When available cabbed dumpers will be used. Excavator & dumper drivers must wear their seatbelts at all times and keep the cab doors & windows closed. The excavator and dumper drivers must wear the P3 dust mask provided and keep skin covered inside the cab. When cabbed dumpers are not available and un-cabbed open dumpers are used, the driver must in addition wear disposable or impervious overalls (e.g. waterproofs), work gloves (in good condition – no holes) and eye protection. If the dumper is un-cabbed the driver must dismount from the dumper to a safe distance during loading. In the event of cold and/or wet weather the driver should ensure that their clothing is suitably warm & waterproof. All dumper drivers should expect to be rotated between jobs/rest to ensure all volunteers stay sufficiently warm.
- 7.5. Whatever type of dumper is used, the seatbelt must be worn at all times.
- 7.6. Dumper drivers should try to minimise reversing. If the cabbed dumpers are 'dual view' (i.e. the driving position can be rotated) this facility should be used to minimise both reversing and turning. Dumpers should turn:
 - a) near the fuel store
 - b) between the ash pile and the 'dirty', coal tar contaminated spoil pile once a turning space has been created.
 - c) if b) is not possible, turn between the pile of tip material and the excavated canal. This is non-preferred until the southern end of the pile has been removed.
- 7.7. Dumper drivers should dump their load initially a suitable distance directly ahead of the machine gate. Subsequent loads should move progressively towards the machine gate. Dumper drivers should ensure loads are kept away from the farmer's fence when dumping. If the 13 tonne excavator is on top of the pile the excavator driver will direct the dumper driver where to dump their load.
- 7.8. Dumper drivers should not try and turn in the loading area as this will transfer mud to the lorry wheels and hence onto the public highway.
- 7.9. Pedestrians should be kept to a minimum in the area near where dumpers are being loaded/unloaded. If pedestrians approach, dumpers and excavators should stop to allow the pedestrian to pass.
- 7.10. Team leaders should regularly check that all volunteers are not too cold/wet and rotate volunteers between jobs accordingly. They should also check that seat belts and PPE are being used correctly whilst leading by example.

8. Moving tip material to the loading area from the canal bed.

- 8.1. Once the pile has been removed, tip material will be excavated from the canal bed, loaded into dumpers and moved to the loading area. This will be done using a 5 or 8 tonne excavator or possibly both working together. Excavation will proceed in a generally northerly direction away from TP01.
- 8.2. The excavator driver must wear their seatbelt at all times and keep the cab door & windows closed. The excavator driver must wear the P3 dust mask provided and keep skin covered.
- 8.3. The area around TP01 contains more hazardous material and must not be disturbed. Warning tape has been erected to identify a 5m exclusion zone around TP01.
- 8.4. It is imperative that excavators removing tip material from the canal bed do not disturb the coal tar layer. To assist it may be necessary to provide a banksman on the ground to guide the excavator driver.
- 8.5. Any banksman must wear the P3 dust mask provided and disposable or impervious overalls (e.g. waterproofs), work gloves (in good condition – no holes) and eye protection. In the event of cold and/or wet weather the banksman should ensure that their clothing is suitably warm & waterproof. All banksmen should expect to be rotated between jobs/rest to ensure all volunteers stay sufficiently warm.
- 8.6. It is possible that other more hazardous material may be discovered during excavation. If it is, then stop work immediately and inform the team leader, who will consult as appropriate to decide on the course of action.
- 8.7. Points 7.4 to 7.10 above apply equally to moving tip material from the canal bed.

9. Movement of lorries on/off site

- 9.1. There will be a banksman positioned near the site entrance gate. They will instruct lorry drivers where to go and assist them exiting the site onto the public highway by stopping traffic as required.
- 9.2. The banksman must instruct the lorry driver to give way to pedestrians using the public footpaths/towpath. There will be a sign to remind them.
- 9.3. The banksman must instruct arriving lorry drivers to turn towards the ramp into the canal at the top of the slope and then to reverse towards the car park until in the correct position for loading. The excavator driver will sound the horn to indicate when to stop. For their own safety banksmen should not assist lorries whilst reversing or approach them. See diagram below:



- 9.4. The banksman must also sign any consignment notes and/or waste transfer notes when the lorries leave. This will force the lorry to stop at the gate on exit. These are important documents and they must be left in the top right drawer in the mess (right hand) hut.
- 9.5. If a lorry arrives at the same time one is leaving, the banksman must instruct the leaving one to backup round towards the carpark to let the empty one come in up the access road. There is not enough room to pass in the exit/entrance or on the road near the exit.
- 9.6. In between lorry arrivals/departures the banksman should try and keep the public highway near the site entrance clear of mud from the site. If required additional volunteers will provide assistance with this task.
- 9.7. Between lorry arrivals/departures the banksman should also monitor the condition of the entrance/exit track for deterioration. Report any defects to the team leader.
- 9.8. In the event of cold and/or wet weather the banksman should ensure that their clothing is suitably warm & waterproof. All volunteers should expect to be rotated between jobs/rest to ensure all volunteers stay sufficiently warm.
- 9.9. The banksman and any volunteers assisting with road cleaning must wear hi-vis jackets or vests/tabards and hi-vis trousers/waterproofs. The banksman and any volunteers assisting must remain alert to the dangers of passing traffic. They should stop work and move onto the verge if traffic approaches.
- 9.10. Due to their distance from the loading area the banksman at the gate does not need to wear a dust mask or disposable overalls, however they should have a dust mask with them in case they need to approach the loading area.
- 9.11. Any cars entering or leaving the site should also follow the instructions from the banksman and should give way to lorries.

10. Loading lorries

- 10.1. The contractor's lorries will be loaded by a 13 tonne excavator standing on top of the pile. The excavator driver must wear their seatbelt at all times and keep the cab door closed.
- 10.2. When leaving the excavator cab the driver should slew the cab so the door is away from any steep drop before exiting, moving the excavator further along the pile if required. Keep the machine steps clean. Consignment/waste transfer documentation will be signed by the banksman at the gate.
- 10.3. The excavator driver should indicate to the lorry driver when to stop by sounding the horn. They should also direct dumper drivers where to dump their loads.
- 10.4. The excavator driver must ensure that when loading the lorries the bucket is always slewed over the rear of the lorry and never over the lorry cab.
- 10.5. The excavator driver must take care not to overload the lorry. The excavator should stop loading the lorry when the lorry driver signals to the excavator driver to stop. This may be done by lowering the tipper body (the lorries have load measuring systems).
- 10.6. If a member of the public approaches along the towpath/footpath in either direction then the excavator must stop work until they are safely past. This is to prevent contaminating them with dust.

11. General precautions

- 11.1. Pedestrians should keep away from all vehicle movements whenever possible.
- 11.2. All volunteers should ensure that their clothing is suitably warm & waterproof. All volunteers should expect to be rotated between jobs/rest to ensure all volunteers stay sufficiently warm.
- 11.3. All volunteers wearing a P3 dust mask should check that it fits well. To test it, breath in sharply. If it is sealing effectively around your face, you will see and/or feel the mask pull into your face. If the dust mask does not pull in then it is not sealing effectively and should be adjusted.
- 11.4. All activities involving wearing a dust mask should not be continuous. This can be achieved by resting with the mask off or transferring to a different task with the dust mask off. The rest period should be a minimum of 5 minutes in every hour, although if the work permits it more frequent/longer rests are desirable.
- 11.5. All volunteers should practice good general hygiene measures such as always washing their hands before eating or drinking and washing at the end of their shift.

11.6. In general visitors will be discouraged, although it is recognised that a representative of the contractor or CRT may have a legitimate reason to visit during this work. If so, they should be briefed by the team leader or deputy. They should be accompanied around site and if necessary, excavators and/or dumpers should stop work if they are nearby. PPE requirements for them are the same as for volunteers working outside:

Standard PPE

Safety footwear
Hi-vis jacket or vest/tabard
Hard hat
Work gloves

Task specific PPE

Eye protection
P3 dust mask
Disposable overalls

12. Excavation and loading direct into muck-away lorries.

12.1 Warning signs are placed at either end of the extent of the works to alert pedestrians (including volunteers) to the danger they are approaching.

12.2 To minimise risk of having to abandoning this method due to heavy rain creating unsafe conditions, the access-way from the machine gate to the excavation area is covered by at least 6 lorryloads of hardcore. Hardcore is delivered during the previous week's work party and distributed and compacted by the 20t machine at the weekend prior to start, minimising contamination by other site plant.

12.3 A banksman is on hand at all times to alert arriving and departing drivers to the presence of pedestrians on the adjacent footpath. Pedestrians are to be given priority.

12.4 The banksman manages lorry moves on and off-site, to minimise disruption to traffic. If two or even three lorries arrive together, there is sufficient room to marshal them without clashing or blocking another's exit.

12.5 Depending on the weather, another volunteer sweeps the road after the lorry exits. Neither access banksman nor road sweeper volunteer need wear a mask and can have a beard.

12.6 The empty lorry drives towards the canal gate, reversing onto the hardcored machine track, as shown above. He reverses along the hardcored surface of the tip until he reaches the loading point. His exact stopping point is set and communicated by horn by the excavator driver, wearing a mask and beardless. The tip banksman - wearing a mask and beardless - guides him on this route as required.

12.7 The lorry driver stays in his cab during loading, with the window closed to prevent any dust entering the vehicle cab.

12.8 The excavator is placed in the middle of the route of the bed. The excavator loads from the bed, the arm and bucket coming over the lorry's offside rear. On both sides excavation is to a point above the initially buried flat top of the coal tar and thereafter following the profile of the coal tar across the canal. The ash is loaded mainly in bucketfuls towards the excavator. This changes to a sideways cut with the rotor arm as excavation gets close to the underlying coal tar. The excavator spreads the load out in the lorry, though vision is limited by its high-sided body. The lorry driver sounds his horn when his onboard weigher shows he is fully loaded.

12.9 The exit route is also via the machine track, the turning radius available enabling the laden truck to exit onto the access track in one manoeuvre, lessening damage to the surface. The tip banksman assists the excavator driver in finding the line of the canal.

12.10 The track hardcore surface is removed as the ash 'retreats'. Between lorryloads it is excavated and put in the dumper to be delivered to the storage point on the infill past the canal gate.

12.11 If deemed desirable the dumper and 5t digger can also be used to continue the detailed profiling down to coal tar level. The dumper operates between the two excavators at a time the larger machine is not loading lorries.