



Method Statement 02 Bolt Sets Installation to Wet Concrete.

Location		Start Date		Completion Date	
----------	--	------------	--	-----------------	--

BRIEF DESCRIPTION OF THE WORKS, TASK OR PROCESS:

Setting out and placing steel frame bolt sets in wet concrete.

SEQUENCE OF OPERATIONS:

Site briefing; set up equipment; complete surveying/ setting out works; decant equipment.

- Engineer to be given Daily Brief when he arrives onsite. **Operative is to be made aware** of current works being carried out.
- Engineer / supervisor to agree work area for the engineer to set up equipment.
- All operatives to be made aware of the engineer is onsite and what he is tasked to do.
- If required other operations to cease so the engineer can carry out his works
- All operatives in the area to be given Tool Box Talk (TBT) so they are aware of the work that the Engineer is carrying out.

EQUIPMENT AND PROCEDURES:

Plant/Tools needed.	Total station; tripod; staff; yeoman board or similar.
Procedure	Use of robotic total station with a prism and staff to mark out and set in bolt sets to wet concrete. The use of a yeoman board or similar used to bridge across foundations thus enabling access to the bolt sets intended location. If concrete is deeper than 600mm handrails to the platform to be provided. Board to be bearing on min 300mm of solid ground either side of excavation. Board on board making a T shape to access difficult places is acceptable but must be stable and not rocking on uneven ground. Using guidance laser or prism the bolt set is to be placed into the wet concrete. Operative should wait until concreting crews and pump lance are min 5 meters away from work area before placing the bolts.
PPE required	Hard Hat Hi Vis Vest/Jacket Gloves Safety Footwear Hearing Protection (if applicable to work area) Eye Protection
Materials to be used	Bolt sets
Operatives required	1 x operative (Engineer); 1 x chain man (labourer). No lone working.

Specific Training needed – give details	All operatives must have attended a site induction and been made aware of any specific site hazards. If any skin is in contact with concrete operative to stop work and cleanse.
Permits to Work needed	No. Unless main contractor deems a permit for work platform necessary. Platform is placed at ground level.
Is Electricity needed	No. All equipment is via pre charged batteries.
Means of protection to other people	Equipment to be set up with adequate protection against potential trips/ falls/ collisions with equipment. This may be in the form of a chain man/ crowd barrier and/ or warning signs.
Work area Access and Egress	Site access to be agreed with works area supervisor/ site manager. Ensure there is a safe egress from the workspace.
Material Handling	Equipment is all light and all one person carriable load.
Fall Prevention Measures	Equipment not to be set up near any potential falls from height. Operatives to not work from any height drop that exceeds 1 meter.
COSHH Assessment Carried Out	Yes. For the use of spray cans. All waste to be disposed of appropriately.
Welfare and Emergency	Site welfare to be used. In the event of emergency follow site rules and contact office.
Overhead Power Cables	If present use prism staff at its minimum length when setting out/ surveying.
Noise Issues	If other trades are making excessive noise, use hearing protection.

All works to be in line with any main or sub-contractor's minimum safety standards.

Fill in and sign below to acknowledge and agree to work to this method statement.

Name	Signature	Date