Charles LAWRENCE TENNIS COURTS

Refurbishment of a Multi Use Games Area

For

North Leigh Parish Council

At

Witney Road North Leigh OX29 6RJ

HEALTH AND SAFETY SUBMISSION

FOR

CHARLES LAWRENCE TENNIS COURTS

Date

15th July 2025

Charles LAWRENCE TENNIS COURTS

A1: CHARLES LAWRENCE TENNIS COURTS

SAFE METHOD OF WORK

1.0 Scope of Operations:

1.1 Description of the works

The proposed works comprises for the refurbishment of an existing macadam Multi Use Games Area, off Witney Road, North Leigh, OX29 6RJ

The installation site lies within the boundary of the recreation Playing Fields and where deemed appropriate, the Charles Lawrence Tennis Courts working area will be delineated by Heras panel fencing.

1.2 Sequence of key installation activities

The proposed sequence of key activities comprising the installation works may be itemised as follows:

- Confirmation of site access/egress arrangements
- Site induction/familiarisation process (inc as appropriate; welfare arrangements; site rules; arrangements for communication and co-operation between site occupants; etc)
- Establish installation site and delineate site boundaries and compound area(s) as appropriate
- Traffic Management Plan, Delivery of plant, equipment and materials
- Preparatory/civils works: -
- Installation of macadam surfacing.
- Inspection and testing of bituminous macadam (bitmac) substrate
- Installation of Perimeter Fence
- Completion of works, reinstatement/site clearance

1.3 Safe method of work

1.3.1 Site restrictions/requirements

1.3.1.1 Site personnel

- All site operatives shall be 18 years of age or over
- No contact between site personnel and non-contract personnel shall be permitted.
- No radios may be brought onto site.
- No smoking shall be permitted on site.
- Head protection, safety footwear and hi-vis jacket or tabard, hand protection and eye protection must be worn at appropriate times and other protective equipment as appropriate (see also section 9.0 of this safe method of work)
- Only site operatives with appropriate training/certification shall be permitted to operate specialist plant, equipment and tools.

1.3.1.2 Plant/equipment

- All plant/equipment shall be subject to thorough examination and test, inspection as appropriate and will be maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Electricity at Work Regulations 1989 as appropriate.
- All plant/equipment intended to remain on site at shift completion will be stored within designated storage area(s) and secured to prevent unauthorised access and use.

1.3.1.3 Site Access & Traffic Management Plan

- Site access egress will be off Witney Road as agreed with the client. All drivers will observe a speed limit of 5 mph maximum on and adjacent site and any addition traffic control measures in operation on site.
- Traffic warning signs to be located on both sides of the road, warning drivers about hidden site entrance, construction vehicles turning, speed restrictions
- When entering/leaving site and whilst manoeuvring on site, drivers will exercise extreme caution. All such operation will be conducted only under the supervision of a a competent banksman.
- Deliveries will be permitted only between 08:00am and 16:00pm or as otherwise agreed.
- All delivery vehicles will observe the traffic control measure in operation on site.

1.3.2 Delivery of plant, equipment and materials

1.3.2.1 Site Set-up/Entry to Site

- The installation site lies within the Adventure Playground Fields, the Charles Lawrence Tennis Courts site will be delineated using Heras security fencing panels.
- All materials and process plant will be transported to site by approved suppliers as appropriate.
- Access for site materials and plant will be in accordance with the traffic control system agreed for the project. Only the designated access/egress route will be utilised.
- All loading/unloading of plant/materials will where appropriate be by mechanical means and will be undertaken only by trained personnel holding relevant CSCS (or equivalent) certification. Where manual handling cannot be avoided, only personnel who are fully trained in the principles of manual handling and techniques of kinetic lifting will be permitted to undertake such tasks.
- Process materials will be stored only within the established site boundaries and at agreed storage locations. Process materials will be stored in minimum quantities commensurate with efficient working.

1.3.2.2 Preparatory/civil works

- Prior to all excavation works, perimeter of court site to be electronically scanned to locate any buried services.
- Topsoil to be excavated to relevant extended areas only, up to a depth to accommodate the stone foundation layer and macadam courses and trimmed and graded by means of 360° machine (or equivalent). Topsoil to be loaded into lorries and carted off site. Formation to be compacted by means of powered roller.
- Geotextile to be rolled into position over formation by manual means, consecutive rolls to overlap by approx. 300 mm as appropriate.
- Excavation to be backfilled with MOT Type 3 (reduced fines) crushed stone to a consolidated thickness of 150 mm and compacted using a powered roller to create foundation layer. All operations to install stone will be conducted with extreme caution and with due regard to other occupiers of the site. All vehicular/plant movements will be undertaken under the supervision of a trained and competent banksman.
- 900 mm x 150 mm x 50 mm hydraulically pressed precast concrete square top kerbs to appropriate extended areas, to be set out and laid and haunched in concrete to correct line and level. Concrete to be premised and delivered to sire in loads not exceeding $3m^3$

1.3.2.3 Installation of macadam surfacing:

- Bituminous macadam will be delivered in double insulated sheeted tipper trucks. All deliveries will be made in accordance with the provisions of section 1.3.1.3 (site access) of this safe method of work.
- Bituminous macadam will be deposited, at agreed location only, on boards and will be sheeted with tarpaulins as required.
- Macadam to the courts will be install by hand as follows.
- Binder course, 20/14mm open graded to a compacted depth of 40mm.
- Surface course, 6 mm open graded to a compacted depth of 25mm. Macadam, installed in breed of approx. 2.75 m wide, will be placed by manual means and brough to a level using screed rails and screed bar.

(iv) Installation will be finished by rolling, using a powered roller to produce specified macadam regularity.

(v) Compliance to specified tolerances will be confirmed by means of 'straight edge survey' conduced upon completion of macadam installation.

1.3.2.4 Installation of perimeter fence

- Galvanised core, polyester powder coated, Twin wire '868' x 200mm mesh, (inc. rebound panels with chicane style entrances) supported by steel posts at 2.5 m centres to be installed to a height of 3.00m to the perimeter of the court.
- Foundation holes for fence posts to be excavated by hand.
- Prior to all excavation works, perimeter of all excavations to be electronically scanned to locate and buried services. Exposed excavations to either be securely covered or market with fence posts or hi-vis tape.
- Ready mixed concrete to be placed into the excavated foundation holes and fence posts to be lifted and placed into foundation holes.
- Once concrete has reached working strength, fence posts to be adjusted for line and level.
- When posts are securely set, mesh panels to be offered up to by manual means and fixed directly to fence posts by means of flat steel clamping bars.
- Any installation operations at height will be conducted from a mobile tower scaffold (running on scaffold boards where required). Only operatives fully trained in the erection, dismantling modification and use of mobile tower scaffolds will be permitted to use such access equipment. Tower scaffold to be used in accordance with HSE Construction Information Sheet No 10 (Rev. 4) see risk assessment record ref no. ZSS/CLTC/76 contained in Section B of this health and safety submission.

1.3.2.5 Completion of works/site clearance

- Upon completion of installation works, all plant, equipment and waste material generated during installation works (and not to be retained on site) will be removed from site in company vehicles, or waste skips as appropriate for disposal at a licensed waste disposal facility.

All waste will be transported under cover of appropriate waste transfer note and by registered waste carrier only.

1.3.3 General requirements for installation works

1.3.3.1 Statutory requirements

- All work tasks will be subject to risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).
- All hazardous substances will be subject to assessment and control in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) see COSHH assessment records contained in Section C of this health and safety submission.

(a) In the use of plant and other work equipment

(b) In the use of hazardous substances

(c) In the manual handling/kinetic lifting techniques

(d) In the use of personal protective equipment

(iv) All plant tools/work equipment used on site will be subject to an appropriate regime of examination, inspection, testing and maintenance in accordance with PUWER, LOLER the Electricity at Work Regulations 1989 and other applicable health and safety legislation/approved codes/guidance.

2.0 Supervision and labour

The following personnel will be deployed to the proposed installation works:

Mark Gamble – Project Manager Tel: 07976 331538

Phil Abesin – Project Foreman Tel: 07725 648578

All personnel deployed to site will be skilled surfacing installers and competent operators of the plant/equipment/tools associated with the installation operations. Appropriate levels of installer competence will have been achieved by a combination of in-house training/experience and training supplied by external training providers.

3.0 Key health and safety issues:

The following risks associated with the installation works have been identified during the risk assessment process:

- Interface of vehicular and pedestrian traffic at site access/egress and on site
- Security of installation site
- Contact with live services – underground (and overhead)
- Stored process materials falling/ leaking – potential for impact injury environmental contamination, obstruction
- Exposure to hazardous substances
- Use of mobile plant
- Use of portable gen-set
- Use of specialist plant/equipment - airless spray m/c, etc
- Use of power tools
- Use of other equipment/tools - potential for cut/abrasion injury, development of MSDs
- Manual handling of heavy or awkward loads
- Development of MSDs due to poor posture imposed by surface installation methods

- Works at height and use of access equipment – mobile tower scaffold, ladders, etc.
- Exposure to noise at or above the first action level
- Exposure to hand/arm vibration
- Exposure to extreme weather conditions
- Outbreak of fire
- Unspecified personal injury/illness

4.0 Training requirements

Training requirements specific to the installation works to the MUGA at the Witney Road site are related to the following issues:

- Operation of the mobile plant
- The safe use of hazardous material
- The safe use of other plant, equipment and tools inc. the mounting and use of abrasive wheels.
- Knowledge and experience of the products and installation techniques
- The techniques of manual handling and kinetic lifting

The use (and maintenance) of personal protective equipment

- Site-specific knowledge pertaining to the Witney Road site

The relevant training/instruction, including the dissemination of data derived from risk assessment conducted in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended) and COSHH assessments (see section 8.0 of this Safe Method of Work) has been conducted in-house. Additional training, e.g. the mounting and use of abrasive wheels, manual handling/kinetic lifting has been provided by external training providers. All site operatives hold the appropriate Construction Skills Competence Scheme (CSCS) and Construction Plant Competence Scheme (CPCS) cards that include the categories relevant to site operations.

5.0 Access to/egress from site:

Safe access/egress is via the designated route as agreed with the Client – see arrangements detailed in section 1.3.1.3 of this safe method of work.

6.0 Plant and equipment:

The following items of plant/equipment will be used for the proposed installation works:

- 360° excavator/other excavator or loading m/c/dumper(s)
- Portable gen. set.
- Airless spray m/c
- Power tools inc. Abrasive wheels, mixers, etc.

- Hand barrow(s), shovels, etc.
- Sundry hand tools

Where items of lifting/access equipment are used, these will be subject to thorough examination and test in accordance with the provisions of LOLER, in addition all items included in the above schedule are subject to appropriate inspection and maintenance in accordance with general requirements under PUWER.

No specific noise/vibration data is available for the detailed plant/equipment, however the use of hearing protection when working in close proximity to noisy plant/equipment for prolonged periods is recommended – see also section 9.0 of this safe method of work.

All personnel using the plant/equipment detailed above have received the relevant training – see section 4.0 of this safe method of work.

7.0 Hazardous substances:

The following hazardous substances (or substances containing hazardous or nuisance constituents) will be used during the proposed installation works:

i. Petroleum spirit (plant fuel)

ii. Diesel/gas oil (plant fuel)

iii. Mineral aggregate

iv. Ready-mixed concrete

v. Bituminous macadam

All of the substances included in the above schedule have been assess in accordance with Regulation 6 of the COSHH Regulations 2002 (as amended). The relevant COSHH assessment records contained in Section C of this health and safety submission.

8.0 Protective equipment:

The following items of protective equipment will be used as appropriate during the proposed installation works.

i. Hi-visibility clothing to EN 471

ii. Safety footwear to EN ISO 20345

iii. Hand protection to EN 388 (mechanical hazards)

iv. Hand protection to EN 374 (chemical hazards)

v. Eye protection to EN 166 3-F

vi. Hearing protection EN 13034 (Type 6)

vii. Head protection to BS EN 397 (for any works in the vicinity of overhead hazards)

The selection of protective equipment has been based upon risk assessment work conducted in respect of the Witney Road site (Section B of this health and safety submission). All protective equipment utilised will meet the requirements of the Personal Protective Equipment at Work Regulations 2002.

9.0 Environmental consideration:

Working methods will be chose to minimise environmental impact (noise, pollution, etc.) during installation period with all works to be undertaken in accordance with current environmental legislation in particular the management and disposal of waste generated during installation operations will be as detailed in section 1.3.2.6 of this safe method of work.

10.0 Special considerations:

N/A. This section of the safe method of work is intended to highlight any work activities that could be considered particularly hazardous, e.g asbestos removal works, work within confined spaces work over/adjacent water, etc.

No work activities proposed for the refurbishment of the Multi-Use Games Area will require special control measures.