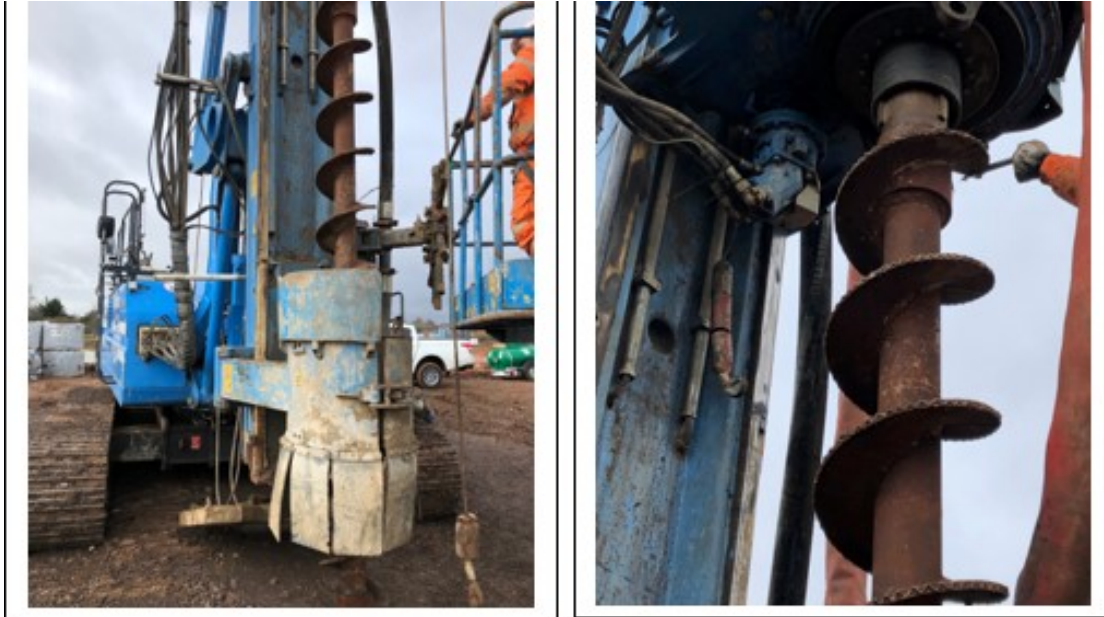


GROUP TASK BRIEFING - CFA – SETTING UP A CFA PILING RIG



Task Details

The Work detailed is the rigging/de-rigging and assembly of a CFA rig on site

Description of Work

All staff are to be briefed on the WPP and TB and sign the attached sheet to confirm that they understand the briefing and the works to be carried out. Lift plan to be briefed and signed before any Lifting can take place. Working Platform Certificate must be signed off by Principal contractor before rigging up can commence

Procedure

- The rig will be unloaded from the transport by either remote control or operator in the cab
- Under banksman supervision track to firm level ground then remove the straps from the mast that hold the winch ropes in place during transport. Check all electrical wires and hydraulic hoses. And mast limit switches for damage or wear.
- Tracks will be extended either hydraulically or manually (with older rigs) to their maximum width
- Remove the travel pin from the mast and swing the top section of the mast into place. This is done either hydraulically where possible, or by using the attendant lifting equipment which will be attached to the lifting eye with a chain.
- Insert the locking pins and bolts to secure the sections together. This may mean aligning the mast by attaching the attendant lifting equipment to the top of the mast and lifting the top section until the pins slide in easily.
- Attach the concrete hose to the top mast section and secure in place with the turn buckle supplied.
- Remove the travel frame from the extension bar and the reaction bar. The Kelly bar will need to be lifted using the attendant excavator or crane so the travel frame can be taken out.
- Remove the top rotary stops.
- The operator will then Stand the mast up to vertical
- Instrumentation and cab controls will be checked also Vertically and depth gauge.
- Attach the correct size inserts to the piling gates or use the slides for the size of augers to be used e.g., 450mm dependent on specific rig (refer to on site rig operator manual for specific guidance).
 - Using the rigs service line or attendant excavator pick up the first section of auger and lower it into the gates where the chain can be removed, and the auger can be attached to the drive head. This

will mean using a MEWP to knock in the auger pins. Only qualified personnel to operate the MEWP and the correct PPE (harness & Lanyard) to be always used. Lanyard to be short enough to prevent a person reaching a position where they could fall.

- More augers are then attached under the until the required length is reached. The last auger will always incorporate the digging head.
- The process is repeated in reverse order for De-rigging



Resources

3-4 No. Operatives; Plant Operators and Banksman (CPCS)

Control of Risks, Risk Identified and Control's Specified

Hazards/Risk identified	Control measures
Moving Plant – Crush Injuries	All plant and delivery trucks to be under direction of banksman. All non-essential personnel to be kept out of area with exclusion zone. Rigs may only track and move under strict supervision of banksman. All other operatives are excluded from the area when rig is tracking Under no circumstances is the banksman to stand between plant when the rig is moving
Use of heavy plant (Excavators, piling rig, Cranes and Dumpers)	Operator to be trained and competent Inspect plant before use All plant movements to be controlled by a qualified banksman. Lift plans to be produced if carrying out lifting duties.
Slipping, Stumbling & Falling	Keep working area tidy Materials to be stacked neatly Use designated access routes
Lifting	Lift Plans to be adhered too All lifting equipment to be checked and certified before use on site. All lifting equipment to be checked daily before shift. Personnel to stand clear during lifting, never walk under suspended loads. Tag lines to be always used.
Pinches & traps of hands	Avoid placing hands between two items. Stand clear of Auger when in operation Keep hands away from moving parts Tag lines to be used to control movements rather than manoeuvring by hand. Correct PPE to be used,
Manual Handling	Assess weight of load. Use Mechanical means whenever possible. Split load if possible. Share loads. Lift with care ensuring straight back, bent knees and good grip. Manual handling assessment to be completed

GROUP TASK BRIEFING RECORD

Contract No: F26069

Contract: High Road West, Haringey

Briefing given by:

Name	Position	Signature

Briefed to: (by signing below I confirm that I have received and understood the briefing for this task)

[illegible]

GROUP TASK BRIEFING – CFA/SFA USE OF CONCRETE PUMP



Task Details

The work covered in this task briefing comprises concreting using a concrete pump.

Description of Work

All staff are to be briefed on the WPP and TB and sign the attached sheet to confirm that they understand the briefing and the works to be carried out.

Selection of Personnel

- The safe operation of a concrete pump relies heavily on suitably competent personnel to carry out the required duties.
- Typically, the 'pump operator' will as a minimum hold the CPCS competence category (A44) for a 'trailer mounted concrete pump'.

Planning

- Consideration must be given to the concrete pump location in relation to the piling works and the concrete hose routes in relation to the Plant and Vehicle Management Plan.
- Note – this will require regular, possibly daily review, during the piling works.
- The use of steel concrete pipes is preferred if an undisturbed run of pipe can be established and used for extended periods.
- At crossing points, the hose should either be buried and protected with for example by a steel plate or bridged by a suitable ramp.
- The designated crossing routes must be communicated to all trade contractors on site to ensure all parties are using them.
- Note - concrete hose subjected to crushing by plant and vehicles crossing can be damaged internally, which could lead to premature failure of the hose.

Maintenance

- Concrete hose maintenance and effective management of concrete hose on site are key elements in preventing premature failure of the hose.

- **ON SITE DAILY.** Pre shift visual inspection for damage, coupling securing pins, crossing points, whip checks in place where hose connections are off the ground (or all hose connections).
- All faulty or defective plant or equipment must be reported and if unsafe or if there is any doubt then the item must be immediately removed from service.

The concrete ground line (from pump to back of rig) can be moved around by means of the attendant excavator, either by lifting it with a certified chain or webbing sling, or it can be pushed or pulled while on the ground with the excavator's bucket. **UNDER NO CIRCUMSTANCES SHOULD THE GROUND LINE BE TOUCHED WHILE THE PUMP IS IN OPERATION**

Operation Control & Communication

- It is imperative that visual communication is maintained between the concrete pump operator, the piling rig attendant, and the piling rig operator at all times.
- If this is physically not possible then an alternative form of communication shall be established, for example, with radio contact, prior to commencement of pumping.

Ready Mixed Concrete Trucks

- Full ready-mixed concrete trucks are top heavy with heavily loaded rear wheels.
- Following a brief discussion between the Pumpman and vehicle driver – the following general rules should be followed:
 - The Pumpman and driver must maintain line of sight with each other – otherwise reversing must stop.
 - Clear signals must always be given to the driver to ensure safety at the rear of the vehicle.
- Concrete delivery trucks shall be always banked from a position of safety when reversing

Operational Safety

- A hose safety whip check must be fitted between the brackets on the concrete pump and the associated steel bends of the pump
- Hose safety whip checks must be used at all hose connections Where rubber hose meets steel pipe.

Dealing with a Blockage

- Whenever a blockage occurs it is important to try and locate where the blockage might be i.e., which hose or pipe it is in this will be determined by the competent person. on finding where the blockage is the pump operator will back pump (put pump in reverse) to release the pressure.
- Once the pressure is released the hose or pipe can be split and the blockage removed. The hose or pipe can then be reconnected, the pump operator will then pump forward to ensure concrete flow is back to normal.

Cleaning out the Pump

- Cleaning is generally carried out by use of water hose or pressure washer. Care must be taken to ensure that washings do not enter drains, watercourses, or other sensitive receptors.
- Under no circumstances shall cleaning of either the pump or the agitator be permitted during construction of a pile as additional water can be added to the concrete mix affecting its workability.
- The pump must be switched off before raising the grille and washing down the hopper.

Cleaning Pipelines

1. Cleaning pipelines using compressed air is a potentially hazardous operation and must only be carried out by competent personnel. **All other trades and non-piling personnel should stay away while this procedure is taking place.**
2. When cleaning pipelines, always: Use a cannon (4 or 5 inch) and check the pressure relief valve is in good working order. **(It is the pump operator's responsibility to keep the cannon clean and in good working order)**
3. Disconnect the concrete pipe from the concrete pump. And place a 4- or 5-inch sponge ball into the hose then attach the cannon ensure its on a firm level surface and the **pressure relief valve is pointing upwards.**
4. Ensure that the end of the concrete hose is disconnected from the back of the rig and connected to the blow out chamber.
5. Ensure that there is a clear line of vision between the concrete crew and the air line operator. **Ensure all other personnel are well away from the blowout chamber.**
6. The pump operator or competent person should then open the regulator gradually and apply pressure to the concrete line under the supervisors' instructions until it is clear.

7. Once clear the relief valve on cannon should be opened to ensure all pressure has been expelled before the concrete line can be disconnected reconnected to the back of the rig the sponge ball will then be placed back into the hose. The rig will then be banked by the banksman to the blowout bin and the auger tip placed inside.
8. Once this is done points 5 and 6 will be repeated until the rest of the rig and augers are clear.
9. When all concrete is clear of the lines the cannon will be removed and water will be poured into the lines again a sponge ball will be inserted, and the cannon reconnected this time under the supervisors' instructions the water will be blown through the lines as a final clean out. The rig will then be banked away and parked up.
10. Blow out chamber and blow out bin will be washed down along with rig and other equipment.

Resources

3No. Operatives; Plant Operators and Banksman (CPCS)

Control of Risks, Risk Identified and Control's Specified

Hazards/Risk identified	Control measures
Concrete hose burst – potential damage to plant or injury to personnel	Concrete pumping must be carried out in accordance with the method statement. Only trained and competent persons will be permitted to operate the concrete pump. Cross over ramps must be used for vehicle access across the hose.
Insufficient cleaning of plant	A water supply must be available in the vicinity of the concrete pump. The concrete pump must be cleaned out at the end of each shift
Moving Plant – Crush Injuries	Concrete trucks to be under direction of banksman. All nonessential personnel to be kept out of area with exclusion zone.
Concrete Burns & Eye Injuries	Site staff to wear the regulatory PPE including impermeable gloves & goggles when handling concrete. Long sleeve garments and trousers to be worn.
Blowing Out – injury to personnel	Only trained and competent personnel to carry out the blowing out operation. All blowing out must be in accordance with the procedure Ensure that the correct capacity compressor is being used for the length of delivery hose used. Ensure whip checks are used on the compressor lines. Exclusion zone around the area where blowing out is taking place

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[illegible]

GROUP TASK BRIEFING – USE OF A MEWP

Task Details

The Work detailed is the Safe use of a MEWP

Description of Work

All staff are to be briefed on the WPP (RAMs) and TB and sign the attached sheet to confirm that they understand the briefing and the work to be carried out. Working Platform Certificate must be signed off by Principal contractor before MEWP can be used

Procedure

- Before the MEWP is used, check all certification and documentation for the machine to ensure all is correct and in date.
- A visual inspection should be carried out before use Check, Tyres, body & frame, fuel & lubricant levels, control levers, switches, emergency stop switches (on base unit and basket), ensure emergency controls are working.
- Before use inspect the Harness & Lanyard visually, looking for rips, tears, length of Lanyard, ensure both Harness & Lanyard have the right documents, 6 monthly cert is it in date.
- Do you have the right training and card for the type of MEWP, ensure any person operating is trained and competent to do so.
- Before moving the MEWP, make sure your route is clear and on firm level ground.
- All movement to and from the work area should be controlled by a banksman.
- Before using the MEWP in the work area, check ground conditions , look for overhead obstructions or dangers, overhead powerlines etc, is there enough space to operate safely, how much weight is to be lifted in the basket, is the MEWP in the right position to reach (access) the area and will you be able to achieve the height required,
- **YOU MUST NOT OPERATE THE MEWP WHILE ELEVATED.** Ensure you do not have to overreach the MEWP to carry out the work.
- ENSURE all the controls, levers, switches including the emergency ones are working in the basket, perform a small trial lift (not to high) to test these, check all anchor points for Lanyards are in good condition, horn does it work, emergency stop buttons (Bump bar).
- Assign a competent person who can operate the MEWP from the ground in case of emergency.
- Operators to be familiar with the MEWP Emergency Rescue Plan.
- Ensure the MEWP emergency stop button at ground level always remains accessible, and that personnel are familiarised with its location.
- Check wind speed, see manufacturers guidelines (parameters) on wind speed, for the model of MEWP you are using.
- If using tools, then you should be using tool tethers. Helmets must be chin strapped.
- Ensure the area around the MEWP is segregated and barriered off before work starts.
- **YOU MUST NEVER CLIMB OR LEAN OVER THE BASKET HANDRAILS, STAND ONTO THE TOEBOARDS, STEP OUT OR ATTEMPT TO LEAVE THE BASKET WHEN ELEVATED.**



Resources

1-2 No. Operatives; Plant Operators and Banksman (CPCS)

Control of Risks, Risk Identified and Control's Specified

Hazards/Risk identified	Control measures
Moving Plant – Crush Injuries and collision with nearby structures and other plant.	All plant and delivery trucks to be under direction of banksman. All non-essential personnel to be kept out of area with exclusion zone. MEWPS may only move and move under strict supervision of banksman. All other operatives are excluded from the area when MEWP is moving Under on circumstances should any personnel stand under basket when it is at height. A safe distance must always be maintained from any permanent or temporary structure during use. The driver must inform management if they are taking any medication that could affect their ability to work safely at height.
Working near overhead powerlines	Identify and mark the location and voltage of all overhead powerlines before work begins. Establish exclusion zones based on voltage requirements and ensure all workers understand minimum approach distances. Use a trained and authorised banksman/spotter to guide plant and vehicle movements. Erect physical barriers and warning signage to prevent accidental encroachment. Use non-conductive tools and equipment where possible. Plan and brief the task through a site-specific RAMS, including emergency procedures. Ensure all MEWPs, cranes, and plant operate within safe clearance limits. Stop work immediately and inform management if powerlines appear damaged or if equipment enters the exclusion zone. Provide worker training on electrical hazards and safe systems of work.
Use of heavy plant (MEWPs)	Operator to be trained and competent Inspect plant before use and record findings. Findings from daily inspections must be reported promptly by drivers to their site management for action prior to operate the plant. All plant movements to be controlled by a qualified banksman. Ensure Ground conditions are adequate and lighting is sufficient , walk the area before to ensure the ground is as level and firm as possible Ensure machine has the right documentation & has all in date Certs
Slipping, Stumbling & Falling	Keep working area tidy Harness & Lanyard to have visual inspection before use. Ensure they have been tested and certified in accordance with (LOLER) and cert is in date Lanyard to be short enough to prevent falling, be connected to the basket approved anchor point to prevent person stepping out of the basket Use designated access routes with good lighting.
Pinches & traps of hands	Avoid placing hands between two items. Keep hands away from moving parts. Correct PPE to be used.
Manual Handling	Assess weight of load. Use Mechanical means whenever possible. Split load if possible. Share loads. Lift with care ensuring straight back, bent knees and good grip. Ensure personnel are familiarised with safe manual-handling lifting techniques. Manual handling assessment to be completed.

GROUP TASK BRIEFING RECORD

Contract No: F26069

Contract: High Road West, Haringey

Briefing given by:

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