

Method Statement

For

Installation of Deep Drainage

Site Name:	Letchworth	Job No:	B337
Client:	MCS		
Address:	Avenue One Letchworth Hertfordshire SG6 2TS		

Method statement checklist

Section	Content
1. Scope & Location of works	Description of the scope of works?
	Location of works identified.
	Working hours?
2. Duration of works and start date	Duration of works and start date included?
3. Access and Egress	Pedestrian access arrangements & segregation?
	Traffic management arrangement for deliveries?

4. Storage and house keeping	Material storage locations?
	Removal of waste?
	Housekeeping arrangements?
5. H&S standards	Induction and briefing arrangements?
	Inspection and certification arrangements?
	Training requirements?
	First Aid arrangements?
	Temporary Works arrangements?
	COSHH assessments?
	Lifting operations (Tower crane, mobile crane or excavator)?
6. Environment	Control of Noise? Control of vibration? Control of Dust?
	Discharge or groundwater arrangements?
	Site specific sensitive receptors? i.e. River, groundwater, wildlife?
	Task / Access lighting arrangements?
7. Plant & Equipment	Plant and equipment required?
8. Resources, supervision and monitoring	Identify supervisors/manager?
	Required operatives?
9. Sequence of works	Sequence of works and methodology?
	Risk assessments?
	Manual Handling?
10. PPE	Mandatory PPE required?

	Work specific PPE required?
11. Further guidance?	Identify further guidance?

Method Statement for the Installation of Deep Drainage

1. SCOPE & LOCATION OF WORKS

The work includes all activities associated with the installation of deep drainage and manholes.

The works will take place during normal site hours: 08.00 to 18.00 Monday to Friday. No work will take place outside of these hours without the written permission of the Principal Contractor / Client.

2. DURATION OF WORKS & START DATE

Duration:

Start date: w/c 4th May 2026

3. ACCESS AND EGRESS

Access to the working area will be as per the site layout plan, which will be updated as circumstances change. Access to the excavations will be via a tied ladder or by stepped battering. All ladders will extend above the landing area by 1.05 metres or suitable handholds will be provided. All routes will be always maintained in a clear and safe condition. For shallow trenches steps will be cut into the ground to allow safe access.

Any vehicles travelling around site travel on designated traffic routes, any reversing operations will be under control of a banksman.

4. STORAGE AND HOUSE KEEPING

Storage areas will be situated in an area to be confirmed on site with the Principal Contractor. When materials are stored on constructed slabs, the weights of stored materials will be checked so as not to exceed point loading. Excess materials will be cleared from the works areas daily to prevent build up and creating access hazards. All storage areas will be maintained in a clear and safe condition at all times. Any material heap with have a ramp maintained at a shallow gradient to allow safe access of plant. Sides of the ramp will be bunded to prevent plant driving off the site of the ramp. Material will be tipped on top of and not off the edge of the heap.

5. HEALTH AND SAFETY STANDARDS TO APPLY

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- ☐ All operatives involved in this operation will have received a site-specific safety induction and a toolbox talk briefing on this work. They will sign the enclosed Method Statement/Risk Assessment acknowledgement form and in doing so agree to work in accordance with these requirements.
 - ☐ Enquiries are to be made to establish the presence of buried services. Drawings must be checked and the area CAT scanned prior to commencing, with CAT and Genny. The soil report is also to be checked for contaminated land.
 - ☐ All excavations will be inspected at the beginning and end of each shift, and a record of inspection made.
 - ☐ All trenches and excavations liable to collapse will have the necessary supports or battered sides.

- ☐ All excavations will be provided with edge protection.
- ☐ All plant operators will be in possession of a valid CPCS card. Copies of all certifications will be kept in the Company's site office.
- ☐ All plant movements will be under the control of a Banksman.
- ☐ All Lifting Plant and Lifting Accessories will have a certificate of thorough test and examination, be inspected prior to use, and a record will be kept and recorded every seven days into the LOLER Register. This register will be kept either in the site office. All other Plant and Equipment Inspections will be recorded in the PUWER Register. Any lifting completed by an excavator will require an excavator-lifting plan to be produced.
- ☐ All operatives will always wear the required PPE. Details listed in section 10 of this Method statement.
- ☐ The Principal Contractor will provide First Aid facilities and personnel. In addition, the Company may have in attendance an additional qualified First Aider.
- ☐ All excavations need to be entered into the Temporary Works register. The need for standard or designed solutions will be identified on the TWR. Where the excavations are open cut, solutions detailed in the CIRIA 97: Trenching practices documents can be utilised.

6. ENVIRONMENT

All issues detailed in the Construction Phase Health and Safety Plan will be always adhered to. Careful consideration will be given to noise and dust pollution and the transmigration of dust, debris and concrete onto the public footpaths and highways adjacent to the works area. Any material that is removed from site, logs and complete waste transfer notes from all loads removed from site will be maintained.

7. PLANT AND EQUIPMENT

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- ☐ CAT scanner with calibration certificate
 - ☐ 360° excavator and associated lifting equipment
 - ☐ Dumper
 - ☐ Trench and Manhole boxes
 - ☐ Compressor and associated tools
 - ☐ Ride on Roller or Whacker Plate
 - ☐ Various small hand held tools

8. RESOURCES, SUPERVISION AND MONITORING

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- ☐ Engineer
 - ☐ Chainman
 - ☐ Pipe layer
 - ☐ Labourers as required

All works will be monitored by the Foreman on site and the visiting QHSE Manager. Workplace Inspections will be carried out by the QHSE Manager and recorded on the appropriate form. All accidents and incidents will be recorded and when required by RIDDOR, will be reported to the appropriate authorities using the form F2508. Any information relating to such incidents will be copied to the Principal Contractor/ Client as required.

9. SEQUENCE OF WORKS

- ② The area will be CAT scanned (CAT and Genny) for any existing services that have not already been identified and marked using spray paint. Existing service plans will be checked to see the location of any existing live services.
- ② A permit to break ground will be issued prior to works commencing to be accompanied with a marked-up drawing of all know services.
- ② The Company's Engineer will mark out the drain run as marked on the issued drawings.
An exclusion zone will be set up to ensure segregation between all mobile plant and pedestrians which is to be always maintained.
- ② A trained banksman will control all plant movements within the working area and ensure all blind spots are always managed.
- ② The trench works will commence using the 360° excavator.
- ② A competent person will assemble the trench box at ground level. It will then be lowered into position using the excavator and chains in accordance with the site excavator lifting plan. Sheet piles will be used against 1 or 2 sides of the box as necessary.
- ② An alternating sequence of excavation and lowering the trench box along will continue until the required depth is reached.
- ② If at any point during the movement/dragging of trench boxes, the box becomes stuck operatives are
- ② Will stop immediately and report to site management so a separate SSOW can be produced for its safe removal.
- ② Once the box has been positioned, the ground will be levelled around the box and if necessary, a top box will be fitted.
- ② Safe access to the inside the box will be via a tied or held ladder and no works will take place outside the box.
- ② Once operatives have entered the box all running machinery is to be switched off to ensure fumes do not enter the trench.
- ② If ground water is encountered, suitable pumps will be used to maintain a safe working area.
- ② The drainage pipes will be placed to falls as per drawings on a bed of pea shingle, stabilised and haunched with shingle while being tested.
- ② The Principal Contractor or Client will be requested to be present while the testing is carried out.
- ② The areas around the pipes will be partially backfilled as per the specification and the excavator will progressively lift out the sheet piles and the manhole box.
- ② The trench will then be carefully backfilled as per the specification and mechanically compacted using a trench roller or vibrating whacker plate.
- ② All excavated material will be transported to designated separate stockpiles unless otherwise instructed.
- ② This procedure will continue until job completion.

10. PPE

The following PPE will be required for this operation and will be issued and signed for by the receiving operative.

ITEM	STANDARD	REQUIREMENT
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Hard Hat	BS EN 397	(Mandatory)
Hi Visibility Jacket	BS EN 471 Class 3	(Mandatory)
Protective Foot Wear	BS EN 345	(Mandatory)
Hand Protection	General Purpose Gloves	(Mandatory)
Protective Coveralls	BS EN 340 (Type 5)	(As required)
Safety Goggles	BS EN 166 1.B	(As required)
Vapour/Particulate Respirator	BS EN 149	(As required)
Safety Gloves	BS EN 388	(As required)
Ear Defenders/Plugs	BS EN 352	(As required)

11. GENERAL GUIDANCE

Further guidance on these works is contained in the following

- ☐ The Company's Health & Safety management system held by all Foremen.
- ☐ GE700 from Construction Skills issued to all Managers.
- ☐ CIRIA 97:Trenching practices report
- ☐ HSG47 Avoiding Danger from Underground Services

12. AMENDMENTS

If any variation to this method is required, then the amendment must be recorded below after consultation between site manager, contracts manager and QHSE manager. All operatives are to be briefed on the changes and revised methods.

DEEP DRAINAGE RISK ASSESSMENT

Hazard	Consequence	Who is at Risk?	Risk Score			Control Measures	Remaining Risk Score		
			L	S	Score		L	S	Score
Working around moving plant Contact with personnel Contact with other plant Failure of plant Mis-use of plant Lifting operations	Death or Major Injury Damage to plant and property	Employees Members of Public	4	5	20	• All plant movements to be under the direct control of a trained and competent banksman; all bind spots to be controlled. • All plant operators to hold relevant CPCS/NPORS cards for plant operated with lifting ops if lifting trench/man hole boxes. • Robust exclusion zones to be in place around all items of plant to provide segregation between machinery and pedestrians/site personnel. • All operatives to signal the plant operator and ensure the signal is seen before approaching the plant. ("Thumbs Up") • Daily pre use checks to be completed prior to operation of any item of plant with faults reported immediately with site management. • Flashing beacons to be operational all times the plant is running. • Where personnel are working within trench all plant to be switched off to reduce impact of exhaust fumes. • All persons to wear hi-visibility clothing • Procedure for lifting trench/man hole boxes to be detailed within site excavator lifting plan. • Operatives to follow risks and controls outlined in associated document RA-02 The Operation of Plant	1	5	5

Contact with live services Electrocution	Death or Major Injury Burns for contact with electricity	Employees/3 rd Parties	3	5	15	• Ensure CAT & Genny survey is completed, with trail holes, before any mechanical digging. • Permit to dig to be accompanied by up to date service drawings with known services identified. • CAT & Genny scans to be completed by trained operatives only. • No mechanical digging to take place within 500mm of identified services. • Hand digging to take place with insulated shovels.	1	5	5
Falls into Excavations	Death or Major Injury due to fall	Employees/3 rd Parties	3	5	15	• Robust exclusion zones consisting of clipped heras fencing to be installed around all excavations accompanied by “Deep Drainage” warning signage. • Access into excavations/trench boxes is to be by secured ladder only fixed to secure access platform with safety gate. • Safety gate to be secured during breaks and at the end of each shift. • Edge protection to be installed to all trench/man hole boxes and to be fitted before box has been lowered fully into the ground so operatives are not approaching a lead edge to fit protection. • Plant movements next to excavations to be managed by trained banksman at all times. • Plant stop blocks to be in place to prevent plant from approaching edges of excavations.	1	5	5
Falls by persons into excavations Fall of plant into excavations	from height or contact from falling plant.								

Collapse of excavation	Death or Major Injury	Employees/3 rd parties	4	5	20	• All excavations to be stepped/benched or battered • When required proprietary ground support systems to be used and installed in accordance to manufacturers guidelines. • No personnel are ever to enter an unsupported trench under any circumstances. • Suitable egress to be in place to allow for quick exit in the event of an emergency.	1	5	5
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Risk Matrix calculation

SEVERITY RATING

<u>Index</u>	<u>Description</u>
1	No injury, damage, sickness or loss (with no time off)
2	Minor injury or illness, minor damage or Loss time
3	Reportable injuries or illness, substantial da off)
4	Major injury, long term absence
5	Fatality, catastrophic damage or loss

LIKELIHOOD RATING

<u>Index</u>	<u>Description</u>	<u>Definition</u>
1	Very Unlikely	Less than once every 10 years
2	Unlikely	Once in every 5 - 10 years
3	Likely	Once in every 2 - 5 years
4	Very likely	Once in every 2 years
5	Certain	More than once a year

							The level of risk is indicated by the following shading	
		1	2	3	4	5	Very High	16 - 25
L I K E L I H O O D	1	1	2	3			High	11-15
	2	2	4	6			Medium	6 - 10
	3	3	6	9			Low	1 - 5
	4	4	8	12				
	5	5	10	15				
		1	2	3	4	5	SEVERITY	