

Method Statement

For

Installation of Service Ducts and 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 Service Ducts and Drainage

1. SCOPE & LOCATION OF WORKS

Areas around the external areas of the site that require service ducts for utilities connections.

Refer to the traffic and site layout plan for the location of the site compound.

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: throughout the job

Start Date: w/c 4th May 2026

3. ACCESS AND EGRESS

Access to the work area will be via the main site entrance then via internal pedestrian access routes as they are established.

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. Excess materials will be cleared from the works areas daily to prevent build up and creating access and fire hazards. All storage areas will be always maintained in a clear and safe condition.

5. HEALTH AND SAFETY STANDARDS TO APPLY

- ☐ All operatives involved in this operation will receive 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.
- ☐ All plant and equipment provided by the Company will have a current test or inspection certificate and will be checked prior to use, a record will be made of these checks and entered the appropriate LOLER or PUWER at minimum intervals of every seven days. All certificates and registers will be maintained and available for inspection when required.
- ☐ All trenches and excavations liable to collapse will have the necessary supports or battered sides.
- ☐ All excavations will be provided with edge protection.
- ☐ All operators of plant will be trained and hold the appropriate certificate of competency. Copies will be maintained and available for inspection when required.
- ☐ 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 electrical equipment used will be 110 volt only and will have been PAT tested every 3 months. Records will be made available upon request.
- ☐ Enquiries are to be made to establish the presence of buried services. Drawings must be checked and the area CAT scanned with CAT and Genny prior to commencing. The soil report is also to be checked for contaminated land. Hand dug trial holes to be dug with insulated hand tools to locate any expected services.
- ☐ Permit to break ground to be issued before excavating commences.

- ☐ All operatives will always wear the required PPE. Details are listed in section 10 of this Method Statement.
- ☐ The Principal Contractor will provide the primary First Aid facilities and personnel. In addition, the Company may have in attendance an additional qualified First Aider.
- ☐ If work is to take place in any partially occupied area of the development, then the Risk Assessment for Public Interface Works must be consulted and its requirements adhered to.
- ☐ All areas of work will be fenced off and left in a safe and secure condition when unattended. i.e. during breaks or at the end of each shift.
- ☐ Excavations to be entered onto the Temporary works register along with the assessed solution, and if required Temporary works design for the excavation shoring.

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 below the works area. Noisy works will only take place during normal site hours unless by prior arrangement with the Principal Contractor or Client.

7. PLANT AND EQUIPMENT

- ☐ 1.5 to 13 T Excavation with attachments
- ☐ Dumper
- ☐ Hand operated compactor plate
- ☐ CAT detector and signal generator
- ☐ Hand tools as required

8. RESOURCES, SUPERVISION AND MONITORING

- ☐ Ground Workers
- ☐ Labourers
- ☐ Machine Operator ☐ Dumper driver

All works to 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

IF METHODS BELOW CANNOT BE CARRIED OUT CORRECTLY STOP WORKS IMMEDIATELY AND SEEK ADVICE FROM THE SITE MANAGER OR CONTRACTS MANAGER BEFORE CONTINUING TO WORK.

- ☐ The area to be excavated and fitted with ducting will be agreed with the Client following consultation with the layout drawings.
- ☐ Existing service drawings will be checked and the area CAT scanned with CAT and Genny, and any existing services will be marked on the ground using spray paint. Hand dug trial holes will be completed to identify the services and provide depth information.
- ☐ The area will be segregated with signage and barriers. A permit to break ground issued by the site management.
- ☐ The excavator will excavate the trench to the required depth. Any digging required adjacent to live services will be carried out by hand. No mechanical excavation is permitted within 500mm of a live service.
- ☐ A banksman will always supervise the excavator.
- ☐ The ducting/Drainage will be laid and bedded as per the required specification. A draw cord will be placed inside the ducting to allow for the later installation of the cables.

- ☐ Should an operative have to work in a trench liable to collapse it will be both stepped, battered or supported using temporary props and timber. The excavation shall be checked for stability prior to entry.
- ☐ The trench will be progressively backfilled as per the required specification and compacted with the mechanical compactor.
- ☐ The topping will either be tarmac, concrete or paving as specified.
- ☐ The exact location of the newly installed ducts will be made known to the Client so that he may plot the positions on the as-built drawings.

10. PPE

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

ITEM	STANDARD	REQUIREMENT
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	(as requested)
Protective Coveralls	BS EN 340 (Type 5)	(As required)
Safety Goggles	BS EN 166 1.B	(As required)
Dust Mask	FFP3	(As required)
Safety Gloves	BS EN 388	(As required)
Ear Defenders/Plugs	BS EN 352	(As required)
Height Safety Equipment	Refer to RA-04 Working at Height	

11. GENERAL GUIDANCE

Further guidance on these works is contained in the

- ☐ The Company's Health and Safety management system
- ☐ GE700 from Construction Skills issued to all Managers
- ☐ CIRIA 97: Trenching Practices
- ☐ HSG7 Avoiding Danger from Underground Services

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.

RISK ASSESSMENT FOR SERVICE DUCTS AND DRAINAGE

Hazard	Consequence	Who is at Risk?	Risk Score			Control Measures	Remaining Risk Score		
			L	S	Score		L	S	Score
Working around moving plant	Death or Major Injury Crush Injuries Damage to Plant and Property	Employees Members of Public	4	5	20	• All persons to wear hi-visibility clothing. • All plant movements to be under the direct control of a competent banksman. • All operatives to signal the plant operator and ensure the signal is seen before approaching the plant; ("Thumbs Up") • Flashing beacons to be operational all times the plant is running. • All operators to be trained and hold the relevant CPCS/NPORS cards. Must also be authorised on the plant operators register. • Operatives to follow risks and controls outlined in associated document RA-02 The Operation of Plant.	2	4	8
Contact with live services	Death or Major Injury Burns by Contact with Electricity	Employees Members of Public	3	3	9	• Pre-existing drawings are to be checked prior to excavation work commencing. • CAT & Genny to be used to detect and mark out location of services. • Only trained and competent personnel permitted to use CAT & Genny. • 'Permit to break ground' to be obtained prior to digging commencing. • No mechanical digging to take place within 500mm of identified services. • Trial holes to be dug with insulated shovels to be used.	2	4	8

Manual Handling	Muscular-skeletal injuries	Employees	3	3	9	- Operatives to follow the risks and control measures outlined in RA-07 Manual Handling. - Place loads of materials as close to the work area as possible to avoid carrying loads over long distances and to eliminate manual handling where possible, i.e. forklifts and cranes. - Always use mechanical means of lifting is applicable and available, i.e. kerb lifer. - When assessing a lift to be carried out manually, supervisors and managers to consider T.I.L.E before completing an individual assessment. - Operatives to recognise their own capabilities and only lift weights they are comfortable with.	1	3	3
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L = Likelihood

S = Severity

R = Risk (L x S)

Slips, trips and falls	Fractures and sprains as a result of falling	Employees Other trades	3	3	9	- Pedestrian walkways to be kept clear of equipment and materials at all times. - Working areas to be maintained and free from unused materials and unneeded equipment. Debris and off cuts to be disposed of immediately. - Any trailing leads to be managed correctly and kept off the ground as much as possible.	1	3	3
Noise and dust pollution	Loss of hearing Deafness Flying Particles Respiratory conditions	Employees Other trades Members of Public	3	3	9	- Site operatives must wear ear protection and eye protection when required. - Warning signs to be erected to advise site personnel that they are entering a noisy zone and ear protection must be worn. - Personnel will wear FFP3 dust masks where necessary. - Migration of dust will be controlled by the use of water fed cutting equipment. - Operatives to follow risks and control measures outlined in RA-13 Vibration and Noise Assessment.	1	3	3
Vibration	Hand Arm Vibration Syndrome White Finger	Employees	3	3	9	- Operatives to be aware of trigger times for all tools. - Task rotation to be implemented where necessary - HAV recordings to be monitored, maintained and available. - Operatives to follow risks and control measures outlined in RA-13 Vibration and Noise Assessment.	1	3	3

Contact with cutting disk	Lacerations/Cuts Amputation	Employees	4	4	16	• All plant and equipment will be certified and checked prior to use. • Petrol saw will be operated by a competent person. • Only operatives with 'Abrasive Wheel Training' to mount or change the abrasive disc. • Task specific PPE to be worn including impact goggles and ear protectors. • A suitable area for cutting will be established and segregated from other operatives on site. • Operatives to follow risks and control measures outlined in RA-13 Vibration and Noise Assessment.	2	1	2
Unauthorised access to works	Death or Major Injury Theft	Employees Members of Public	2	3	6	• All work areas to be maintained in a clear and safe condition at all times. High standards of housekeeping to be maintained at all times. • Alternative routes to be provided if pavements and pedestrian walkways have to be closed for ongoing works. • All works to be protected with physical segregation barriers. Additional signage to be added to highlight exclusion zone and limit access. • Fire and emergency routes to be kept clear at all times. • All tools and equipment to be secured when not in use.	2	1	2

L = Likelihood

S = Severity

R = Risk (L x S)

Risk Matrix Calculation

<u>SEVERITY RATING</u>	
<u>Index</u>	<u>Description</u>
1	No injury, damage, sickness or loss
2	Minor injury or illness, minor damage or loss (and/or up to 7 days off)
3	Reportable injuries or illness, substantial damage or loss (or over 7 days off)
4	Major injury, long term absence
5	Fatality, catastrophic damage or loss (Death)

<u>LIKELIHOOD RATING</u>		
<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



L I	1	1	2	3	
K E	2	2	4	6	
L I	3	3	6	9	
H O	4	4	8	12	
O D	5	5	10	15	
		1	2	3	
		SEVERITY			

L = Likelihood S = Severity R = Risk (L x S)

The level of risk is indicated by the following shading	
Very High	16 - 25
High	11-15
Medium	6 - 10
Low	1 - 5