

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept.

Client: Bruntwood

Location: Longsight Community Centre

Works to Be Completed by: Contrator to be appointed CO Amspec

Scope of Works: Evacuation works

Date of Works: Project start June 2022

Access requirements: TBA

Plant: TBA

PPE required: Safety boots, hi viz, gloves, ear defenders

COSHH: N/A

STEP NUMBER	ACTION TO BE TAKEN
One	Ensure all sufficient PPE is worn before works commence.
Two	Check site compound to site is secure and unauthorised persons cannot gain access using hoarding.
Three	Carry out pre user visual checks of machine.
Four	Check utility services drawings showing the location of any buried services.
Five	Ensure the excavation area has been checked for overhead and underground services prior to the commencement of work. (Where work has to be undertaken close by or beneath overhead lines, enquires will be made With the line operator to establish whether the line can be made dead or diverted. . Where Lines remain live ensure that plant is selected or modified so that it cannot reach the lines. Ground works sub-contractor to comply with guidance note GS 6 'Avoidance of danger from overhead power lines')

Five	Use cable detection tools to accurately identify service locations on the ground and mark up. Refer to Amspec drawing with locations of services.
Six	Ensure that vehicle routes are carefully planned so that plant does not have to approach close to the edge of the excavation. These routes need to be clearly marked i.e. baulks of timber and/or fencing. Refer to traffic management plan.
Seven	Consider site access from the public road onto and around the site before vehicles arrive on site, taking into account the site traffic management plan, the designated work area for delivery vehicles and the storage area for materials. Clearly identify and communicate this information to the sub-contractors.
Eight	Pre-start checks: The pre-start checks must cover the following areas: - availability of plant and equipment to be used; ground conditions; proximity hazards and welfare facilities. Ensure the excavation area has been checked for overhead and underground services prior to the commencement of work.
Nine	No operatives are to enter excavation. The concrete will be poured directly into the excavation and moved using rakes without the workers having to enter the excavation.
Ten	The area to be excavated will be clearly marked on the surface using lime. Physical barriers will be erected around the excavation where appropriate.
Eleven	Formation level to be inspected and passed. The excavation is to be filled with concrete to the required level as set out using a laser.
Twelve	It is the responsibility of the groundworks foreman to check the safety of the excavation: 1. at the start of the shift; 2. after any event likely to have affected the strength or stability of the excavation; and 3. after any material unintentionally falls or is dislodged.
Thirteen	If excavation work lasts longer than seven days an inspection record is to be completed by the foreman. Plant details: The foreman will inspect the through examination certificate for the excavator and the inspection report on the dumper.
Fourteen	The foreman must provide and maintain fencing to prevent operatives from falling into the excavation where required.

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