

Method Statement

Project	2 SWINBOURNE GROVE, MANCHESTER M20 4PP		
Activity	Groundworks		
Description	Fencing/gates/Flagging/pillars/Ground clearance and Levelling		
Start Date	09/06/2023	Duration	7 DAYS
Assessor	VISHAL GUPTA	Hours of Work	9 AM - 5PM

Responsibilities

Project Manager	STEPHEN MYOTT - NORTHWEST LANDSCAPING UK
Supervisor	STEPHEN MYOTT
Team Size	4

Hazards

Hazards Associated With Activity	• Site Plant • Use of Hand Tools • Manual Handling • Limited Access • Excavations
Site Specific Hazards	• Working with other trades on site • External works • Underground services located close to work area

Work Procedure & Control Measures

The work will be supervised and monitored at all times by a competent supervisor.

All work to be carried out following the risk assessments, construction phase plan, and other H&S management documents in place.

Site compound and welfare facilities to be set up in an area agreed with the client or existing welfare facilities to be used.

We will identify any conflicts with other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. All personnel (including visitors) must sign in on arrival and sign out when leaving the site.

Appropriate signage will be displayed around the work area.

PPE to be worn at all times on site.

Training

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, COSHH, and plant operation where applicable.

All workers to undertake site induction prior to commencing work.

Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

Delivery & Storage

All required materials are to be delivered to the site before works commence.

All equipment and materials delivered to the site will be labelled and stored at a designated location following the manufacturer's instructions and any applicable COSHH assessments.

Dry storage area to be used for bagged cement materials.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions.

Preparation

Groundworks are carried out using mini digger. Vehicles to be operated by trained drivers.

If the site investigation identifies any contamination of the ground from previous industrial uses, additional preparation is needed before commencement.

Utility/services search carried out before commencement of excavation work.

Use cable detection tools to accurately determine the exact location of underground services. Services isolated before the commencement of excavation work within close proximity.

Where work has to be undertaken close by or beneath overhead lines, enquires will be made with the service provider 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.

Foundation and service trench positions will be set out following drawings provided (or client requirements) by a competent person.

Existing connection point levels will be checked on site.

Works to be planned to minimise manual handling. Materials and equipment (concrete mixing) to be stored close to work activities.

Groundworks

The area to be excavated will be clearly marked on the surface.

Excavate to expose any underground services within the work area. Safe digging practice with hand tools implemented to locate and protect services within the work area. All digging within 600mm of buried services completed by hand. Any discovered service lines to be exposed, supported and isolated.

Excavator machinery is only operated by trained and competent operatives. Machinery tested and maintained following manufacturer's instructions.

Trial hand-digging to be undertaken, before mechanical digging of excavations using a mini excavator. Barrier off excavations when left unattended. PPE to be worn to protect workers from the effects of possible contaminants.

Using an excavator, load materials onto the spoil heap for backfilling (where practicable).

Lay drains and service ducts by hand (operatives to wear gloves and overalls as protective clothing as prescribed). Cover all excavations when complete.

Reinstate surface, from spoil, over drainage channels, using crushed stone to lay the base, and thereafter using premixed concrete to reinstate channels in the base slab.

Establish foundations and drainage and service connections, using a mechanical digger and manual handling.

Secure foundations in place, by pouring directly from a mixer, spreading using shovels, and compacting.

Lay concrete foundations using ready-mixed concrete poured from a mixer, spread by hand (full barrier PPE to be worn including gloves, overalls and eye protection). Compact using hand compactor.

Carefully remove the existing flags and reuse them for flagging the new areas. Use the similar flag stone to complete the work.

Remove the concrete pillar with the help of chain and mini digger and reinstate in the new position.

Built venetian wood fence on the side wall. Install metal gates on concrete pillars and new openings. Secure the area around the existing trees

Lay decorative stones fill the void areas

Site Plant

Site plant to include mini digger

Only those that have been trained and are competent are authorised to use the plant on site.

Site rules, speed limits and one-way systems and access routes, to be obeyed at all times.

Reversing to be minimised and only turning is in the designated areas.

Signaller/banksman used when reversing.

Strictly no carrying of passengers.

If the hard hat is removed within the protection of the machine cab, it must be worn during entry and exit of the cab and at all other times on site.

No lifting of more than the safe working load.

Lifting plan completed for lifting operations.

Stop blocks used as required to avoid overturning/excavations/unsuitable ground.

Designated refuelling areas established for refuelling plant on site.

Plant immobilised at end of use to prevent unauthorised access. Keys will never be left unattended with the plant.

Wash out area for site plant to be provided by others, to prevent the spread of materials to surrounding land surfaces.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

Work Equipment

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Before using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out following regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored to prevent any unauthorised use or accidental contact with any sharp/rotating blades.

Harmful Substances

All current legislation and codes of practice regarding chemical/substance usage will be complied with.

Where possible, any hazardous substances are substituted for alternative non-hazardous substances.

COSHH assessments are completed before the use of hazardous substances.

Only those persons who are fully conversant with a chemical/substance will be permitted to use the chemical/substance.

Adequate ventilation will be maintained at all times where hazardous chemicals/substances are used.

When not required for immediate use, chemicals/substances will be kept in suitable closed containers in a secure location, to prevent their unauthorised use.

If during the works, the provision/maintenance of a well-vented workplace is impracticable, the person undertaking the work will liaise with the site management to resolve the issue.

If any unmarked containers, unusual or odorous solids (including discoloured soil), asbestos or asbestos-like materials, unidentified fluids or gasses are discovered then works should cease in the area such that subsequent work will not disturb the material found. The Client / Clients Representative will be informed immediately. Work should not re-commence until resolved and safe to do so.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Before the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building/site occupants) will be made available, so far as is reasonably practicable. Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, to restrict other persons from entering the area.

During the works, attention will be paid at all times to the maintenance of clear working space.

If during the works, the maintenance of clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

Environmental

Work that may result in the escape of pollutants into the atmosphere will only be carried out by personnel who have been approved/licensed by the appropriate authority / professional organisation.

Before the commencement of any works which may result in the escape of pollutants into the atmosphere, the area will be sealed off as required and entry to the work area will be restricted.

Before the commencement of any works which may result in the escape of pollutants into the local water table, suitable spillage equipment will be positioned as appropriate.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area before the commencement of any works which may cause environmental contamination.

External Work

External work is prohibited during extreme weather such as rain, strong winds or snow.

Operatives are to be warned of the dangers of skin damage before external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent

members of the public or vehicles from coming into contact with operatives or access equipment.

Waste Disposal

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of with a specialist company. Waste must be transferred using a waste transfer note.

Cleaning

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

PPE Requirements



**Safety
Boots**



Hard Hat



**Hi-Viz
Clothing**



Gloves



**Ear
Defenders**



Dust Mask



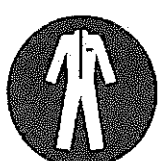
**Eye
Protection**



Harness



**Full Face
Shield**



Overalls



RPE



Other

Management Arrangements

Monitoring Arrangements

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision

- Nominated First Aider(s)
- First Aid Kit
- Accident Book

Welfare Provision

Welfare facilities will be provided within close proximity to the work area.

Personnel must not eat, drink or smoke in the work area.

Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name	STEPHEN MYOTT - NORTHWEST LANDSCAPING UK
Signature	
Date	06/06/2023

Acknowledgement

Name

Signature

Date