



From Ref: JGB 08-14 & JGB 08-15

Method Statement & Risk Assessment

Ground Works Investigations

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Method Statement Overview

Contract Name:		UoM Martin Harris Practice Building	
Contract No:		23-0009	
Site Agent:		Keith Martin	
Issue Date:	10/04/2023	Review Date:	30/09/2023

Work to be carried out: The works will comprise of excavating trail holes.
Method Statement prepared by: D Garner
Hazards: (Known) ➤ Injuries from Slips trips or falls. ➤ Manual Handling injuries (strain, sprains & pulls). ➤ Injuries from adapting poor Posture. ➤ Crush/Trapping. ➤ Poor housekeeping. ➤ Injuries from falling from height. ➤ Trapping Sharp Objects. ➤ Musculoskeletal problems. ➤ Work related upper limb disorder. ➤ Hand Arm Vibration. ➤ Hazardous Substances. ➤ Electrical Shock. ➤ Restricted Access/Egress. ➤ Hearing problems from Noise. ➤ Sudden movement of the Excavator. ➤ Moving Loads. ➤ Falling Loads. ➤ Excavation Collapsing. ➤ Live Services. ➤ COVID-19. ➤ Asbestos.
What means of access is required? Access will be gained via higher Cambridge Street.
Is a Hot Works Permit Required? No
Who will supervise the work? Keith Martin
Who will undertake the works and what training is required? Works will be undertaken by J Greenwood (Builders) Limited trained operatives, Mick McArdle & Scott McArdle. The works will be undertaken in accordance with this method statement and relevant tool box talks will be given periodically to remind operatives of risk controls.
What plant is required? • 5T Excavator. • 1T - 3T Dumper • Safety Barriers. • Adequate Signage. • Hand Tools. • Heras Fencing. • CAT scan. • Laser Level.
What hazardous substances are involved? Diesel, COSHH sheet are within site files.
What PPE is required? Hard-Hat. Safety Footwear (with Steel toe-caps). High Visibility Vest.

FFP3 Dust mask.

Gloves / Anti-Vibration.

Goggles

What emergency procedures are required? Contact the following

Emergency Contact Numbers:		
Contact	Name	Number
Contracts Manager	Darren Garner	07917305287
Quantity Surveyor	Colin Parkin	07871 760917
Health, Safety & Environmental Director	Darren Garner	07917 305287
Fire, Ambulance and/or Police		999
Nearest Hospital	Manchester Royal Infirmary Oxford Rd, Manchester M13 9WL	0161 276 1234

How will members of the public and other site personnel be protected? Traffic management system will be in place with safety barriers and signage. Members of the public will not be affected.

Will the work cause nuisance to the public and how will it be minimised? No

METHOD STATEMENT

Contract Name:		UoM Martin Harris Practice Building	
Contract No:		23-0009	
Site Agent:		Keith Martin	
Issue Date:	10/04/2023	Issue Date:	10/04/2023

1. SCOPE OF WORK

The works will comprise of excavating trial holes for the engineer and site team to review how the ground will stand up when the main works start.

2. NUMBER OF PERSONNEL

Site Supervisor = 1
Operatives = 2

3. SPECIAL COMPETENCIES

Operatives to hold CSCS cards and be experienced in the works they are undertaking.

All J Greenwood Builders employees have received training in Manual Handling techniques, and have undertaken face fit testing.

OPERATION	CSCS	CPCS	SPECIALIST TRAINING	FIRST AID
Site Manager (Agent)	Yes	-	Yes	Yes
Operatives	Yes	-	Yes	-

4. ACCESS AND EGRESS PROVISIONS

When starting work on this site, each operative will attend a site induction given by the J Greenwoods site manager Keith Martin or an appointed person if Keith Martin is absent. Fire Evacuation Procedures and Site Traffic Management will be included in the induction talk. Overall access to the area of work is the responsibility of J Greenwood (Builders) Ltd.

Personnel involved in the task will be made aware of and look out for the following to ensure personal safety:

- Poor house keeping
- Excessive rubble
- Hazards obstructing the excavator.
- Unauthorised person/s (i.e. general public) entering restricted area.
- Live services.
- Unstable ground.

5. MATERIALS AND EQUIPMENT

- 5T Excavator.
- 1T – 3T Dumper.
- Safety Barriers.
- Adequate Signage.
- Hand Tools.
- Heras Fencing.
- CAT scan.

- Laser Level.

Only 110 volt power tools and generators will be allowed on site. All equipment must be checked, regularly maintained and “fit for purpose”. All electrical equipment must be tested and inspected in accordance with the Electricity at Work regulations 1989.

Mechanical handling equipment will be used to handle items weighing more than **25kgs**.

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Operatives are to wear & use the following **minimum** PPE at all times:

- Hard-hat.
- Safety Footwear (with steel toe-caps).
- High Visibility Vest.
- FFP3 Dust Mask.
- Gloves / Anti-Vibration.
- Goggles.

7. BARRIERS

Suitable barriers are to be erected around the work area to prevent unauthorised personnel from entering the restricted area whilst work is being carried out. These are to be checked at the start of each working shift.

8. SEQUENCE OF WORK

Prior to commencement of the works all operatives will be briefed in the contents of this method statement. Relevant tool box talks will be given periodically to remind operatives of risk controls.

- a) Before work commences identify the vibration exposure of the tools you will be using and record on the daily vibration exposure record sheet located within the site files or your computer. If you are using multiple tools you will need to use the HSE vibration exposure calculator to calculate the exposure. If assistance is required please contact Darren Garner.
- b) (Traffic Management System) An adequate pedestrian walk way using Safety Barriers is put into place with the correct signage.
- c) Fill in the excavator & dumper check list.
- d) A competent person must CAT scan the area and mark out and inform all other persons involved in the task of any found services before work commences.
- e) Check for any drainage.
- f) Walk the route and check for any services within the working area before moving the plant into position.
- g) Check drawing for location and depth of to be excavated.
- h) Please also refer to Manual handling risk assessment.
- i) Site manager to issue a **permit to dig**.
- j) Excavate trial holes as per specification / drawing.
- k) Batter ground back or step as required.
- l) Ensure services identified have the necessary precaution undertaken whilst excavating around them.
- m) Engineer to undertake his inspection works.
- n) Fill in trial holes.

- o) If any excavations are to be left open overnight ensure safety barriers / heras fencing are put back into location.
- p) Ensure that the **permit to dig** is cancelled.
- q) Excavations will also be covered at night and as the work is more than a day's work, and we will not leave excavations open over the weekend.
- r) Ensure that the **inspections are carried out**.
 - i) At the start of each shift.
 - ii) After any event likely to have affected the strength or stability of the excavation.
 - iii) After any materials unintentionally falls or is dislodged and the person who carried out the inspection is satisfied that the work can be carried out there safely.
- s) Ensure work area is kept clean and tidy at all times.
- t) Repeat above for all areas that require surveying.

**All works are to be read in conjunction with the
Specification and relevant drawings**

9. KNOWN HAZARDS:

- Injuries from Slips trips or falls.
- Manual Handling injuries (strain, sprains & pulls).
- Injuries from adapting poor Posture.
- Crush/Trapping.
- Poor housekeeping.
- Injuries from falling from height.
- Trapping Sharp Objects.
- Musculoskeletal problems.
- Work related upper limb disorder.
- Hand Arm Vibration.
- Hazardous Substances.
- Electrical Shock.
- Restricted Access/Egress.
- Hearing problems from Noise.
- Sudden movement of the Excavator.
- Moving Loads.
- Falling Loads.
- Excavation Collapsing.
- Live Services.
- Covid-19.
- Asbestos.

10. CONTROL MEASURES:

- Sufficient numbers of trained competent personnel and a competent supervision must be available to carry out the task.
- Suitable Equipment that is 'fit for purpose' to be used, (i.e. Hand Tools, Excavator, etc.).
- Ensuring the area where the task is to be completed is clear of obstructions.
- Adequate signage & barriers to be provided.
- Inspection of the work area and before work commences.
- Ensure Safe System of Work is in place & followed at all times.
- Restriction of unauthorised personnel (Public) into the work area.
- Adequate Pedestrian route around the work area.
- Adequate Personal Protective Equipment to be used at all times.
- Check Vibration chart for tool usage recommendation.

- Ensuring Permits are issued and cancelled.
- CAT scan area prior to excavating.
- Please refer to manual handling risk assessment for ground works.

11. WASTE

All J Greenwood employees are required to keep their working areas clear and remove all rubbish at the end of the working day.

All waste materials shall be dealt with in accordance with J Greenwood (Builders) Ltd Waste Management Policy & Procedure.

Contract Name:	UoM Martin Harris Practice Building		
Contract No:	23-0009		
Site Agent:	Keith Martin		
Issue Date:	10/04/2023	Issue Date:	10/04/2023

Persons Affected	Yes	No	Classification	Yes	No
Employees	✓		Experienced	✓	
Other Workers	✓		Inexperienced		-
Public		-	Disabled		-
Hazard Type	Yes	No		Yes	No
Physical Injury	✓		Biological (e.g. Micro Organism)		-
Health Hazard e.g. (Harmful Substance)	✓		Natural (e.g. Weather)	✓	

Likelihood of Harm	Severity of Injury			Risk Score = 1	Acceptable – unlikely to cause injury, risk to health or property damage
				Risk Score = 2	Acceptable – unlikely to cause injury, risk to health or property damage, work to be carried out by a competent person
	Low 1	Med 2	High 3	Risk Score = 3	Acceptable – possible risk of injury, risk to health or property damage, control measures to be in place
Unlikely 1	1	2	3	Risk Score = 4	Acceptable – supervision, control measures and written records must be in place
Possible 2	2	4	6	Risk Score = 6	Unacceptable – revisit work procedures to reduce the risk to a score of four or below
Likely 3	3	6	9	Risk Score = 9	Unacceptable – refer the operation to the Manager responsible to consider alternative methods of working

Identified Hazards

Contact with:					
a) Moving Machinery Parts	3	Fire	3	Weather	2
b) Moving Materials	3	Explosion	2	Temperature	2
c) Moving Vehicles	3	Cement Burns		Manual Handling	2
d) Fixed Machinery		Falls from Heights	3	Lone Working	
Electrical:		Slips, Trips, Falls	3	Remote Working	
a) Shock	2	Pressurised Systems	3	Hand Tools	2
b) Burns	2	Vibration	3	Confined Spaces	3
c) Explosion	2	Noise	3	Restricted Access/Egress	3
Radiation:		Micro-organisms	3	Crush/Trapping	2
a) Ultraviolet		Harmful Substances (Dust)	3	Power Tools	3
b) Ionising		Vermin	3	Sharp Objects	2
c) Lasers	3	Particles	3	Posture	3

<i>Significant Risks Identified:</i>	
➤ Injuries from Slips trips or falls. ➤ Manual Handling injuries (strain, sprains & pulls). ➤ Injuries from adapting poor Posture. ➤ Hearing problems from Noise. ➤ Crush/Trapping. ➤ Poor housekeeping. ➤ Injury from cutting materials. ➤ Vehicles. ➤ Asbestos.	➤ Trapping Sharp Objects. ➤ Restricted Access/Egress. ➤ Musculoskeletal problems. ➤ Work related upper limb disorder. ➤ Hazardous Substances. ➤ Electrical Shock. ➤ Injuries from falling from height. ➤ Covid-19.
<i>Standard Control Measures:</i>	
Adequate supervision. All personnel involved in the task must be adequate trained in the task to be undertaken. Area the task is to undertaken in must be secure from unauthorised personnel. Adequate Pedestrian Route. Adequate Barriers. Ensure all Hand tools are 'fit for purpose' before use. Personnel carrying out the task must wear the necessary Personal Protective Equipment. All equipment will be checked to ensure it is in good condition and also fit for purpose. All operators must have received training in Manual Handling and read/signed the Risk Assessment Supervisor to ensure conformity with the all 'safe systems of work' throughout the task. Adequate Signage. Adequate Lifting equipment Lifting Equipment to have a statutory Inspection (where required) this is to be carried out by a competent person as per LOLER 1998. Check Vibration chart for tool usage recommendation. Area to be Cat scanned prior to excavating. Permit to dig. Inspection of excavation record. Covid-19 safe operating procedures.	
<i>Regulations:</i>	<i>Abbreviation:</i>
Health safety at work act 1974.	HASAWA.
Construction (design and management) regulations 2015.	CDM.
Management of health and safety at work regulations 2006.	MHSWR.
Working at heights regulations 2005.	WAH.
Manual handling regulations 1992.	MHOR.
Personal protective equipment regulations 2002.	PPER.
Control of substances hazardous to health regulations 2002.	COSHH.
Provision and use of work equipment regulations 1998.	PUWER.
Reporting of injuries, diseases and dangerous occurrences regulation 2013.	RIDDOR.
Lifting operations and lifting equipment regulation 1998.	LOLER.
Controlling noise at work regulations 2005.	CNWR.
Electricity at work regulations 2012.	EWR.
The controls of vibration at work regulations 2005. (Hard-arm vibration).	HAV.
The controls of vibration at work regulations 2005. (Whole-body vibration).	HBV.
Control of asbestos regulations 2012.	CAR.
Coronavirus	Covid-19

Agreed By: Keith Martin

Signed:

Position in Company: Site Manager(s)

Date 10/04/2023

Review Date 30/09/2023

Method & Risk Assessment Signatures

Contract Name:	UoM Martin Harris Practice Building
Contract No:	23-0009
Site Agent:	Keith Martin

Print Name	Signature
Keith Martin	
David Shacklady	
Mick McArdle	
Scott McArdle	

I confirm that I have attended the site induction, I understand the site rules and I have read my specific site risk assessment and method statement and can work in accordance with it. Prior to commencing work I will inspect my workplace and report any issues to the site manager.