

MS REF No.	BLUE WIGWAM LTD METHOD STATEMENT
Ref: 03-22.09.25 ^[11]	

Client /main contractor	Seven Architects		
Contract Name	Hopwood College Chapel: Himalayan Balsam Translocation Works		
Site Location	Hopwood College, Middleton, Manchester, M24 6XH		
BW Contract Ref	BW.517	Proposed start date of activity	24.09.25
Prepared by	Jez Sanders	Date	22.09.25

1. Scope of Works

Internal site translocation of Himalayan Balsam material and seed contaminated soils, along with one stand of Japanese knotweed growth and horsetail infestation areas.

2. Related Documentation

This method statement is to be read in conjunction with the following documents:

Risk Assessments	Main Contractors specific risk assessments
Drawings	BW517.02
Others	Invasive Species Management Plan

3. Pre Start Activities

Prior to work commencing on the activity, the following items will be completed:

Access to site	Via college main entrance
Storage	n/a
Location of services	Client/sub-contractor responsibility
Welfare facilities	n/a
Site induction	On Site
Other	

4. Approach / Methodology

Work will commence following the procedure below. If at any point something changes which requires amendments to the procedure, work must be stopped and the risk assessment reviewed and methodology rewritten and approved.

The work, scheduled to commence on the 23.09.25 will remove the Himalayan Balsam stands as identified during the invasive weed survey and translocate them to the receptor stockpile site – location to be agreed by all parties.

General

- Inform Site manager of proposed visit date,
- Attend site induction and comply with all site rules.

Trenching Works Prior to Invasive Species Excavations Translocation

- Cover the area to be accessed by the trenching excavator that is currently occupied by Himalayan balsam growth in an impermeable membrane such as Terram or Visqueen.
- Operatives are to trample the membrane to trigger seed dispersal. The membrane stays in place to prevent the seed cases from projectile distribution of the seed.
- Retain the membrane and use a lighter weight (under 3 tonne ideally) excavator with rubber tracks.
- Stockpile the arisings from the trench onto the membrane.
- Remove the trench arisings to the receptor stockpile area, following the requirements of the general method statement below.
- Backfill the trench with clean materials.
- Lift the membrane, roll in on itself, with the underside contained and remove to the receptor stockpile area.

Himalayan Balsam, Japanese Knotweed and Horsetail Infected Soils Translocation

- An initial tool box talk will be given to the Main Contractors excavator/dumper operatives and other involved site operatives to identify their understanding of the translocation objectives.
- Pre-start verbal training presentation to be delivered by Blue Wigwam (BW) Translocation Manager (TM) to review operatives full understanding of the translocation process and methodology.
- No physical works to commence until TM has completed the activity record with names of all operatives involved in the translocation and that the pre-start activity training is complete.
- There will be no change of operatives during the shift without the written authorisation by the TM.
- If a personnel change occurs, the TM will undertake assessment and process instruction of any replacement operatives prior to them commencing work.
- All buckets, wheels and tracks to plant being utilized to be inspected by the TM prior to commencement of works and washed down if required.
- Receptor site to be defined, prepared, completed and inspected by the TM prior to commencement of excavations.
- The haul road from the translocation to the receptor site will be assessed by the TM and Site Foreman to identify and rough ground or obstacles prior to the commencement of the works. If found, these will be levelled, or a new haul route identified to prevent contaminated material being dislodged from the dumper in transit.
- The TM will assess the age and expected seed spread projection of the Himalayan Balsam stands and will mark initial excavation boundaries around the existing stands subsequent excavation boundaries will be agreed with the excavator operative once they have understood the principles of plant height and its effect on potential seed projection..
- No plant movements will be permitted within the proposed excavation zones to avoid seed spread. The TM will communicate the extent of the excavation zone to all operatives prior to excavation commencement.
- The dumper will be no higher than 75% fill for each excavated load and each load will be compacted by the excavator bucket prior to transit to minimize load movement.
- During the excavations, the tracks of the excavator will be kept outside of the initial excavation area in the 'clean zone'. Upon the completion of the excavations, the excavator bucket will be detached into the dumper bucket and transferred to the receptor site for cleaning.
- The focus of the translocation operation is to collect and move naturally distributed and unset seed to the designated treatment area on site within the receptor stockpile area. Himalayan balsam is an annual plant, so containment of the infestation is dependent on the success of containing and treating the seed bank. The excavation depth will be limited to 150mm as the intention is to collect the seed within its surface substrate. The excavation will extend out from the edge of the balsam stand. The extent of the excavation will vary depending on the height of the plants, conditions and location. This will be explained to the excavator operative during the induction and their understanding of the methodology will be checked during the course of the excavations. The excavation will be undertaken in one direction and all arisings mounded and

moved to a single edge to the excavated area or deposited immediately in the dumper or receptor area.

- Upon completion of the excavations, the dumper will move to the receptor area for cleaning of the excavator bucket and tracks, dumper bucket and dumper wheels and tyres. The TM will inspect the effectiveness of the washdown before the dumper exits the receptor site.

Excavation Offsets and Depths

The following excavation offsets and depths should be used against the species as listed:

Himalayan balsam – 150mm depth, 8 metre offset from the edge of visible surface growth.

Horsetail - 750mm depth, 1.5 metre offset from the edge of visible surface growth.

Japanese knotweed – minimum 2 metre depth (to be reviewed onsite during excavations as required), 8 metre offset from the edge of visible surface growth.

Record keeping

Following all operations the Translocation Manager is to complete a works record and return it to the Contracts Manager responsible for the works.

5. Personal Protective Equipment

The work covered by this method statement and relevant risk assessments requires the following items of PPE to be used:

Hard hat	x	Eye protection	x				
Safety footwear	x						
Hi-viz jacket	x						
Gloves	x						

6. Permit to Work

The following Permits to Work will be required for this activity:

N/A			

7. Labour

The following labour resources are expected to be utilised during the course of this activity:

Job Title / Designation	No.	Specific Training / Competence Required
		All operatives to be trained and competent for the various operations being undertaken. All operatives to have received BW basic traffic awareness training.
Translocation Manager	1	Site Induction

8. Plant / Equipment / Tools

The following plant, equipment and tools shall be utilised during the course of this activity.

Item	Used for
Site spray canister	Marking works areas

9. Hazardous Substances

The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file.

Hazardous Substance	COSHH Ref No.	Precautions / Risk Controls

10. Environmental issues

Environmental Aspect	Environmental Impact	Control Measures

11. Other Information

N/A

12. Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be supervised by the Contract Manager or Director with the assistance of the site Supervisor / Team leader. Details as below:

Design Director	Jez Sanders		
Contact Number	07590 842218		

13. Briefing

Before any work commences, the TM will ensure that a briefing is provided for all personnel involved in carrying out this work activity. This briefing will cover the findings of the method statement and the controls introduced to manage contamination risks.

The work activity briefing is intended to be a two-way process and all operatives are expected to contribute ideas to the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.

Name (print)	Name (signature)	Company	Date