



Tec Services (NW) Limited

Client:

Terence Connor

METHOD STATEMENT

To lay foundations and erect three detached, 5 bedroomed, new build properties, with garage,
at Plots 5,6 and 7 Ramsdem Farm, Roundthorn Road, Middleton, Manchester M24 1FT

12/12/2025

METHOD STATEMENT & RaMS ACKNOWLEDGEMENT

Project Name	Plot 5, Ramsden Farm, Middleton, Manchester M24 1FT	Site Supervisor	Callum Connor
Method Statement Reference & Title			
I the undersigned have read and understood the method statement identified above and associated risk and COSHH assessments (RaMS). I accept their contents and confirm my understanding and agreement to work in accordance with them.			

Supervisor & Operative Names	Company	Signature	Date

CHANGE MANAGEMENT CONTROL RECORD

Prior to re-issue, where there is a need to provide a revised Method Statement and /or Risk Assessments, a record will also be made and the revision number of the new document recorded e.g. Rev-A, REV-B etc.

Revision Issue Letter/Date:	12/12/2025	Print Name	Signature
Authorised Person		Terence Connor	
Date That Change To Method Statement Is Made		12/12/2025	
Date That Change Will Commence On Site:		5/1/2026	
Summary detail of required change(s)			
N/A			

1. Introduction to site

Continuing enabling works with main contract works scheduled to commence on site during w/c: 5/1/2025

This method statement records a safe system of work based on the findings of risk and COSHH assessments which have been undertaken to identify associated hazards and as far as reasonably practicable, put in place control measures to either eliminate or reduce the likelihood of potential harm. It is drafted to inform all those working on site of possible hazards together with the safe systems of work to be adopted to allow all those involved with the planned works to carry out their tasks safely with the minimum of risk to themselves and others.

2. Scope of Works covered by this method statement

Works incorporating the continuation of enabling works to prepare for and facilitate the main contract works incorporating, movement of materials, saw cutting of pre-marked tarmac lines, pile cropping, excavation, prefabrication of ground beams, formwork/shuttering, concrete pours and foul/surface water drainage.

Designated work areas will be identified on the Principal Contractors Site Management Plan and this will be adjusted as works phase's progress and areas are handed back to the Principal Contractor TEC Services NW Limited Supervisor.

This method statement is a live working document and may be subject to amendment as works continue to progress. Should any associated works be identified which are not covered by this method statement, the Site Supervisor will liaise in advance with Health and Safety advisor and an addendum will be produced and submitted to the Site Management Team who will evaluate/approve.

Any such amendment will be re-briefed to the TEC Site Team and the addendum Sheet signed by each Team Member, acknowledging their understanding and willingness to work in accordance with the documented changes.

3. Access to site for deliveries of equipment, plant and materials.

Access to site is via the recently formed site entrance. Delivery drivers bringing equipment and materials are to report to the main site office where the supervisor will be identified/contacted to manage receipt of the delivery. NOTE: Delivery restriction – Avoid Peak School drop off and pick up times. 08.30hrs -09.30hrs and 14.30hrs - 15.30hrs. Any variation will be communicated to the TEC Team and Induction by The Principal Contractor.

A site plan will be displayed on site by The Principal Contractor. This plan will identify site access, office and welfare facilities, pedestrian routes, designated contractor work areas, vehicle routes, refuelling area and exclusion zones. Where the Principal Contractor issues an amendment to the site Traffic Management Plan, this will be re-briefed to site users and the amended version re-displayed.

4. Security, Welfare & Messing facilities.

Responsibility for welfare, mess facilities and the provision of secure working compounds lies with the Principal Contractor, as does, general site security. For tools used by TEC operatives, these will be made secure by storing in a locked tool store, or removed from site at the end of each working day. For mobile plant used within our works package, vehicles will be parked securely, shuttered where applicable and keys removed/isolated at the end of each working day. All operatives have been instructed that they must not create any situations, which could lead to a breach of security on site. Should operatives become aware of any instance that could lead to a breach of security on site, this must be reported to the Supervisor who in turn, will communicate the issue to the Site Management Team.

5. Programme for main works

TEC Target Programme, main contract works are provisionally scheduled to commence on site during 5/1/2025

6. Director (Person responsible for company Health, Safety & Environment matters):

Terence Connor

HSE Advisor:

Callum Connor

Site Managers/Competent Persons/ Appointed Person Lifting Ops;

Callum Connor, Kevin Green

TEC Manager and Site Supervisors:

Callum Connor, Kevin Green

Engineer and Temporary Works Co-ordinator (visiting as required).

On Site First Aiders:

First-aid facilities are provided by the Principal Contractor. First aiders will be identified at the Principal Contractors Site Induction and emergency contact details displayed on the Site Emergency Information Boards.

7. Labour force:

Initially, there will be up to 4 operatives on site. The names of Operatives will be included on the RaMS acknowledgement sheet (Page 3 of this Method Statement) where Operatives will sign their understanding, agreement and willingness to work in accordance with this documented safe system of work and associated COSHH and Risk Assessments.

As work phases continue to progress, the number of Operatives on site will adapt to reflect the needs of the programme. Any changes in personnel will result in them being inducted to the TEC safe systems of work, signing our Method Statement and RaMS acknowledgement Sheet and additionally, be inducted to site by the Principal Contractor.

8. Emergency Procedure.

As per Principal Contractor site induction. In the event of an emergency the site manager/supervisor will advise the Principal Contractor Site Management Team immediately and where appropriate, use his mobile telephone to contact the relevant emergency services. First aid facilities will be identified during the Principal Contractor induction with all accidents, however minor, to be entered into the Site accident book. A subsequent review of any accident entered into the Site Accident book, (as advised by The Principal Contractor), will take place TEC HSE Advisor.

9. C.O.S.H.H.

Substances that are potentially harmful to health will be assessed utilising specific product information and hazards of use will be identified. Training, control measures, health surveillance, PPE requirements will be applied as appropriate.

COSHH Assessments form part of the suite of Health and Safety information submitted to Principal Contractors prior to starting contract works on site. A copy of the assessments are always maintained within the Site Health and Safety File. **ATTENTION OF THE TEAM IS BROUGHT TO THE FACT THAT COPIES OF ASSOCIATED COSHH ASSESSMENTS CAN BE REFERENCED IN SECTION 8 OF TEC SERVICES NW LIMITED SITE HEALTH AND SAFETY FILE**

Additionally, COSHH awareness training is included within the suite of Short Modular Training /Tool Box talks which are periodically delivered on a weekly basis to the workforce as part of our annual training and development plan approved by the CITB.

10. Inductions

All Operatives before starting work on site will have the TEC method statements and risk assessments (RaMS) relevant to their work briefed out to them by the Supervisor. Following briefing, each will be required to sign a Method Statement RaMS Acknowledgement Sheet. **ATTENTION IS BROUGHT TO THE SITE TEAM TO THE FACT THAT THE METHOD STATEMENT / RaMS ACKNOWLEDGEMENT SHEET IS FOUND ON PAGE 3 OF THIS METHOD STATEMENT** In signing this acknowledgement sheet, Operatives confirm their understanding, acceptance and willingness to work in accordance with the safe systems of work. Additionally, each Operative will be required to attend the Principal Contractors Site Induction (where proof of operative training/copy documentation will be produced). Following induction, each Operative will sign the induction register acknowledging and accepting the requirements and expectations set out by the Principal Contractor. Site Supervisor will check and inspect each Operative to ensure each has the minimum site standard PPE. Where necessary, re-issue will take place. Minimum PPE will be Safety helmet, hi-visibility vest, safety boots and gloves.

11. Permit to work

Works will be overseen by the Principal Contractors Site Management Team and there will be regular liaison/progress reviews between the Site Management Team and the Engineering Supervisor. During such liaison, programmed works will identify where permit controlled works are to undertaken. By example, works to be governed by permit include excavations, hot works etc. Following instigation of any permit-controlled works, the written controls required and specified on the permit will be fully complied with by TEC workforce.

12. Toolbox Talks/Short Modular Training

The main risks and hazards associated with the work this method statement refers to is covered in the TEC induction, which is undertaken prior to the induction provided by the Principal Contractor. Toolbox talks/(short modular training sessions) will thereafter be held at weekly intervals, the subject being determined by the amount of time Operatives are on site, and the nature of the work activities taking place at that time. Periodically, there will also be a talk delivered on a relevant environmentally specific topic. Where a Toolbox talk is delivered, a copy of the list of attendees, signed by those operatives will be kept on the Site file and upon request, a copy made available to the Principal Contractors Site Manager. Where the subject of Toolbox talks has been pre-determined by the Principal Contractor, a copy of the signed attendance sheet must be kept of the Site Health and Safety File. **ATTENTION OF THE TEC SITE TEAM IS BROUGHT TO THE FACT THAT COPIES OF SIGNED TOOL BOX TALKS/SHORT MODULAR TRAINING SHEETS CAN BE REFERENCED IN SECTION 12 OF THE SITE HEALTH AND SAFETY FILE** Key topics which will be covered by the delivery of weekly short modular training sessions include, for example, COSHH, spillage, working with wet concrete, vibration and excavations

13. Certification/Testing and Inspection (LOLER/PUWER)

Certificates will be issued for all lifting appliances (e.g. chain/sling certificates), plant (pre-hire inspection reports) and records of thorough examination of lifting plant and equipment (in accordance with LOLER regulation 9). Statutory records, i.e. inspection of excavations will be undertaken by the Supervisor and submitted to the Site Management Team. On this project and in accordance with the Principal Contractors standard reporting/recording requirements, Principal Contractor PUWER and LOLER inspection registers will be adopted together with the Principal Contractors records of excavation inspection. Such records will be held within the administration system managed by the Principal Contractors Site Management Team. In the event that Principal Contractor inspection registers are not pre-specified or available, the in-house system will be utilised. Additionally, as a matter of standard operator practice, all work equipment will be visually inspected before use on a daily basis (Operator/User pre-use checks).

14. Health Surveillance – vibration and noise

TEC set our requirements related to Hand Arm Vibration and Noise monitoring and review within our documented safe system of work Method Statements and HAV/Noise Risk Assessments (RaMS) All Operatives are briefed on RaMS and sign their understanding and willingness to work in compliance with our safe system of works.

Before use of any hand held "vibrating" tools or noise generating tools and equipment on site, the Mayo Supervisor will review **TEC Guide for Hand Arm Vibration & Decibel Rating Chart**. **ATTENTION OF THE TEC SITE SUPERVISOR IS BROUGHT TO THE FACT THAT THE ABOVE GUIDE CAN BE REFERENCED IN SECTION 17 OF THE TEC SITE HEALTH AND SAFETY FILE** This should identify the exposure time assessment using the HSE's Ready Reckoners and controls put in place in accordance with the associated TEC Engineering risk assessments. In the unlikely event that the existing reference chart does not reference the 'equipment of choice' the Supervisor will liaise with the Health and Safety advisor for review. Prior to undertaking work, Operatives will be verbally advised by the Supervisor, of their daily exposure times and will be limited or designed/controlled out where reasonably practical. Where necessary, additional controls will be in place to ensure that Operatives are not exposed to above the Exposure Limit Value (ELV). Where enhanced controls are necessary and in particular to HAV, such enhanced controls will be recorded on a HAV Control Register by the Supervisor

15. Temporary Amended Systems

Should it be necessary to re-route persons working on site to enable Excavator Lifting Operations to be carried out safely, this will only be done after discussion and agreement with the Principal Contractor. The Principal Contractor is responsible for the operation and management of the Active Construction Zone.

For Temporary Works, these will be co-ordinated, managed and overseen by the designated Temporary Works Co-ordinator(s) for this project in **(6)** above, and/or as will be recorded on the Method Statement RaMS Acknowledgement Sheet in the event that there may be a change of personnel.

16. Environmental Considerations

Noise: Monitor & assess. Supervisors are to ensure that work activities involving exposure to noise are reviewed on a daily basis with consideration given to the range of tasks and tools involved. (Identify where there is a risk from noise and who may be affected).

Dust: Monitor and assess. Dampen down if required to control dust. Dust suppression kits are to be used with cut-off saws when cutting aggregate based materials

Waste: Inert surplus excavated material will be disposed by TEC via a licensed waster contractor. General waste will be disposed of by TEC, utilising the waste skips provided. (Where practical and agreed, the re-use materials may take place). The team will collaborate and adhere to the site waste management plan, providing necessary input which will be maintained and updated by Galliford Try.

Spillage – The team will mitigate the potential for damaged caused by chemical spillage through the utilisation of a spill kit to be kept adjacent to any site bowser. Periodically, within the lifespan of a project, a rehearsal of actions to take in the event of a spillage will be undertaken and recorded on a training sheet. (Much like a Principal Contractor will periodically undertake a whole site evacuation rehearsal).

17. Monitoring & Compliance

The Site Supervisor will check daily and, if necessary, hourly to ensure the works are progressing safely and in compliance with the Method Statements in place for the activities.

Additional to day-to-day Site Supervisor monitoring, compliance with health and safety standards required by legislation, those of the Principal Contractor, periodic monitoring will be undertaken by our Internal Health and Safety Advisor. The results of such monitoring will be recorded and made available to employees for comment/discussion on how any situations of any non-compliance observed should be addressed, in order that a return to compliance can be achieved.

18. Interfaces with others

To enable TEC work activities to be carried out safely, The Principal Contractor will ensure the area of works handed to TEC to undertake their contracted works activities will be excluded from other contractors, members of the public and unauthorised visitors and declared an Active Construction Zone. The ACZ will be controlled accordingly by the Principal Contractor. Visitors to site at this shall be escorted at all times. As stated, individual designated working zones will be recorded on the site layout plan which will be periodically updated and re-published by the Principal Contractors. Site Management Team.

19, Wheel washing

Jet wash cleaning will be accessible on site to clean off debris, dirt and pollutants from vehicles ensuring road safety and prevention to any environmental effects.

20. Lighting

Site temporary lighting shall be used on timers for only necessary working hours, directed only to plot 5 and disconnected at the end of each working day.

GDM/SS

Original Method Statement prepared 12/12/2025



Tec Services (NW) Limited

METHOD STATEMENT			
PROJECT		SERIAL NO.	
LOCATION		METHOD STATEMENT PREPARED BY / DATE	12/12/2025
TASK START DATE		DURATION OF TASK	In accordance with agreed TEC programme of works

DESCRIBE THE TASK:

The following method statement is to formalise safe systems and procedures associated with the continued enabling works to facilitate the main substructure works package including, movement of materials, saw cutting and general duties leading to; pile cropping, reduced level dig /break out of tarmac, substructure/ foundation and drainage works at University of Salford. Works include the cropping/cutting down of piles, excavation, pre-fabrication and placement of

reinforced cages, formwork/shuttering, concrete pours, and the installation of foul/surface water drainage, all in accordance with Construction Issues Drawing details as released.

NOTE TO ALL: Works will involve mobile plant operating within the vicinity of groundworkers, engineer and banksmen. ALL are reminded of their need for upmost awareness and heightened vigilance to ensure that they are familiarised with this safe system of work and associated risk statements. Plant Operators are to utilise their skills, knowledge and training to ensure Safe Working Distances and care are maintained appropriate to the task being undertaken when working in the vicinity of co-workers. Co-workers have a reciprocal duty to be aware and vigilant of mobile plant operating

LIST THE SEQUENCE OF THE TASK STEPS

General procedures applicable to all phases of main works package

1. Keepmoat to inspect/oversee all works.
Engineer to set out and mark up lines and levels for all elements as appropriate
2. Obtain Permit to Work from KeepMoat i.e. permit to break ground (excavations) and hot works (steel cutting), as and when required.
3. Segregate relevant work areas and excavations (open and/or containing wet concrete), with Chapter 8 style barriers. These barriers are to be set a minimum of 1.2M from the edge and are to be managed by the site team, ensuring they are interlocked and weighted down as appropriate (i.e. sandbagged).
4. Breaking ground and associated excavations will be undertaken taking into consideration the potential for redundant, live and potentially unknown services.
5. Services will be identified by means of sub-scan/ utilities drawings provided by Principal Contractor and/or CAT detection. Identified services will be marked up on site. Where necessary, hand dig to locate and close to or around services and underground obstacles, continue to excavate by hand with every effort being made to excavate alongside any potential service, rather than directly above it with final exposure of the service by horizontal digging. (In accordance with the principles set out in HSG47, Avoiding Danger from Underground Services. In the event that uncharted services are identified, through collaboration with the Principal Contractor, these will be marked up on a drawing for future reference.
6. Drainage/service trenches and foundation excavations to be backfilled as soon as practical, or where needed to be left open, will continue to be segregated with appropriate warning signage affixed. These barriers are to remain in place during excavation and concreting operations. Once the excavation has started and the required formation level has been achieved the site supervisor will assess the ground conditions and other factors (weather, proximity to other works etc.) and determine if, and to what extent the ground requires battering back, stepped excavation or additional proprietary earthwork support, as may be required. This monitoring process will be on-going, supplemented by The Principal Contractors permit to excavate procedure and inspection of excavations. The TEC Supervisor, as the responsible person will determine which if any excavations are safe to enter. (This additional precaution will be undertaken with the confines of the Active Construction Zone)
7. In the unforeseen event of a live cable/mains strike, the emergency utilities services will be contacted by the Supervisor **GAS:** **ELECTRICITY:**
8. Generally, as line and levels are marked out, excavate for reduced levels, carting excavated materials, debris, materials to stock pile, for cart-off by licensed waste contractor.
9. ALL lifting equipment is to be LOLER certified (i.e. excavator, chains, slings, etc.).
10. ALL work equipment is to be inspected on a regular basis (daily visual inspection prior to use) and weekly recorded inspections with records held within the site file system.

Continued enabling works – re-siting of approx. 3 packs of block to storage area, saw cuts to tarmac and general preparation duties to facilitate the start of the main substructure works package.

11. Under the general direction of the Site Management Team, the finalisation of enabling works to facilitate the main substructure works package will continue as required.
12. Approx 3 packs of block are to be uplifted into the Transit Tipper, transported to an agreed storage point on site and restacked.
13. In doing so, TEC Team will utilise kinetic lifting techniques and good manual handling postures (working in accordance with manual handling risk assessments).
14. Vigilance of the Team with regards to other contractors on site (piling), Principal Contractor Site Management Team, parents, staff and students will be of the highest level with regards to vehicle movements around site.

15. Once the work area is cleared, the TEC Team will instigate the saw cutting of tarmac (as already marked out by the Site Engineer to facilitate the breaking out of tarmac and excavation for foundations to be instigated
16. In accordance with the general controls applicable to all phases of work specified, reference to service/utilities drawings will be made, CAT scanning will continue to be undertaken prior to and through the cutting process.
17. Operatives will utilise training, experience and management controls during the cutting process, incorporating, water suppression (controlling dust), dust masks, safety goggles.
18. Debris will be carted/barrowed to stockpile for subsequent cart-off (as part of the main works package).

Main Works - Pile cropping to level

19. Piles will be broken down (cropped) to the correct cut-off level, ensuring the minimum projecting rebar level is maintained utilising an amalgam of cropping excavator attachment (where suitable and practicable to do so and cut-off saw and breaker, to. The Supervisor is to ensure the exposure times to hand/arm vibration are monitored and not exposure appropriate measures are taken should the exposure action value be reached.
20. Concrete debris from cropping to be transported to stockpile via dumper.
21. Mushroom protection caps to be fitted to the exposed pile re-bar until pile cap cages are fitted in position.

Substructure foundation works – reinforced ground beams, slab pours, internal drainage and Service Ducting

22. Engineer to set out the proposed pile ground beams, cores and slabs.
23. Services will be identified by means of sub scan drawing and CAT detection. Identified services to be marked up on site. Where necessary, hand dig to locate. Close to or around services and underground obstacles, excavate by hand with every effort being made to excavate alongside any potential service, rather than directly above it with final exposure of the service by horizontal digging. (In accordance with the principles set out in HSG47, Avoiding Danger from Underground Services. In the event that uncharted services are identified, through collaboration with the Principal Contractor, these will be marked up on a drawing for future reference.
24. In the unforeseen event of a live cable/mains strike, the emergency utilities services will be contacted by the Supervisor **GAS: ELECTRICITY:**
25. Once excavations have been marked out, the area around proposed excavations are to be barriered off with aid of Chapter 8 barriers and suitable and sufficient signage attached.
26. These barriers are to remain in place and during excavation and concreting operations. Once the excavation has started and the required formation level has been achieved the site supervisor will assess the ground conditions and other factors (weather, proximity to other works etc.) and determine if, and to what extent the ground requires battering back or a stepped excavation is required. This monitoring process will be on going, supplemented by permit to excavate procedure. The Supervisor, as the responsible person will determine which if any excavations are safe to enter.
27. Break out tarmac surface and excavate for foundations down to suitable formation.
28. Excavated material will be transported to a designated stockpile on site.
29. As required cart off material will be loaded into 8 wheeler wagons via the excavators and taken from site.
30. Upon delivery, steel reinforcement will be unloaded with the aid of a 13t /8t excavators and placed in the designated storage/prefab area. Lifting Operations will be in accordance with the associated lifting plan for reinforcement.
31. Generally, reinforcement will be prefabricated in an amalgam of designated work/lay down areas and in-situ.
32. Steel bundles are to be placed, ensuring the steel fixers have safe access to the various bars types.
33. Generally, loose steel will be fixed by way of the steel fixers assembling the cages in a clear area with the aid of steel fixers nips and ty-wire.
34. Once prefabricated the cages will be stacked neatly (no more than two high) with the aid of an excavator
35. As required, each cage will be lifted with the aid of the excavator and lifting chains into the required position on concrete blinding and blocked up with the 40/50mm concrete spacers (where necessary).
36. All projecting bars (starter bars etc.) will continue to be protected using mushroom caps
37. Any cutting of re-bar/mesh is only to be carried out by personnel trained in the use of cut-off saws and wearing the appropriate PPE.
38. Suitable barriers will be kept in place around all the excavations (left either open or containing wet concrete).
39. Dependent upon the ground conditions being encountered and subject to ongoing excavation inspection and monitoring, Corriform, Pecafil and/ or timber formwork will be utilised.

40. As utilised, timber shuttering to be stored in designated area and moved to setting areas with excavator and dumper in readiness for fixing, thus reducing the scope for manual handling.
41. Prior to pours, Engineer will undertake a check of lines, levels and sign off for quality assurance.
42. Concrete will be poured utilising an amalgam of methods including, excavator concrete skip, concrete wagon chute, (backed as close as possible to the work-face) and concrete pump. Where a concrete pump is utilised, this will be in accordance with the Concrete Pump plan appended to this method statement.
43. Following concrete pours, shuttering will be stripped and cleaned in readiness for re-use.
44. All timber shuttering and formwork undertaken will be in full accordance with the associated risk assessment.
45. Post pour, work areas will be checked and cleared of all residual debris, materials, tools, equipment and nails.
46. Residual formwork debris following stripping to be disposed on site utilising site skips

Installation of Service Ducting – General

47. Engineer to set out line/levels of proposed ducting and gullies, identifying any live services by means of drawings and CAT detection, mark up on site. Hand dig to locate where necessary
48. With the aid of excavators (size appropriate to the task in hand), the dig of service trenches will commence. Chapter 8 barriers will be set around the working area.
49. Required ducting will be laid in trench with draw cord, then covered with sand to recommended depth (Appropriate warning tapes will be placed over the line of ducts).
50. Service trench will be backfilled with required material and compacted in 150mm layers by means of mechanical compaction.
51. Draw pit boxes will be placed where required with a concrete surround and base. Correct cover and frame will be used for position of box, i.e. softscape or hardscape.

Foul and Surface Water Drainage Sequences of Works To Follow (in a subsequent revision to this initial method statement).

Note – this safe system of work is a live documents and will be subject to review as work phases progress.

DESCRIBE THE SAFE METHOD TO BE USED:

52. Prior to commencement all existing service drawings will be requested and will be used to identify any existing services.
53. Permit to dig/break ground to be issued by The Principal Contractor as required with all additional controls adhered to.
54. Any live services identified from the drawings will be located prior to any mechanical excavation by the excavation of hand dug trial holes.
55. The working area will be CAT scanned and any services identified marked up prior to any mechanical excavation.
56. Work area to be segregated using chapter 8 fencing and the Supervisor will pay particular attention to the management of barrier segregation.
57. All excavations to be backfilled, or where needed to be left open, will be securely fenced with Chapter 8 style barriers and appropriate warning signage. This additional precaution will be undertaken with the confines of the Active Construction Zone
58. The Principal Contractors Site Management Team will be on-hand to inspect/oversee all works.
59. ALL lifting equipment is to be LOLER certified (ie excavator, chains, slings, etc).
60. ALL work equipment is to be inspected on a regular weekly basis and recorded within the relevant schedule. Additionally all equipment will be visually inspected before use on a daily basis.
61. Operative's certification to be issued/available to The Principal Contractor prior to commencement of work with copies held in the Site Health and Safety File.

DETAIL THE ON-SITE RESOURCES REQUIRED

NAMES OF PERSONEL INVOLVED:

PLANT, EQUIPMENT, TOOLS AND MATERIALS:

Excavators
 Breaker attachments
 Ride on roller
 Dumpers
 Cut-off saw
 Floor saw
 CAT detector
 Vibration Plate
 Additional tools & equipment as deemed necessary
 Ducting/ alkathene/land drain/ drainage and accessories (as specified on construction issue drawings).
 Marker tape
 Chapter 8 barriers (inter-linked) and sand bags for weighting, as required.
 Signage (for excavations/service trenches/foundation trenches)
 Aggregates & Sands
 Concrete
 Tapes
 Mesh (as specified)
 Chains, shackles, webbing slings as required
 Earthwork support (as deemed necessary subject to ground conditions encountered.)

HIGHLIGHT ITEMS WHICH REQUIRE SPECIAL CONSIDERATION, KNOWLEDGE REQUIREMENT, REFRESHMENT, INFORMATION, TRAINING AND/OR COMMENT FOR THE ACTIVITIES COVERED. MAYO SITE TEAM MEMBERS WHO ARE BRIEFED AND SIGN THIS SAFE SYSTEM OF WORK ARE TO REVIEW AND FAMILIARISE THEMSELVES WITH THE ASSOCIATED RISK AND COSHH ASSESSMENT INFORMATION SHEETS. TEAM MEMBERS SHOULD RAISE ANY QUERIES OR POINTS FOR CLARIFICATION WITH THEIR SITE SUPERVISOR.

RA Code	Risk Assessment Document Title	Brief YES	RA Code	Risk/COSHH Assessment Document Title	Brief YES
001	HAND TOOLS		031	NOISE ASSESSMENT/CONTROLS	
002	GENERAL LABOURING		032	USE OF A JCB 515-40 TO UNLOAD/DISTRIBUTE	
003	EXCAVATOR OPERATOR/EXCAVATOR LIFTING		033	USE OF ENV300 HAMMER WITH SHEET PILING	
004	EXCAVATIONS		034	OXY/PROPANE GAS CUTTING OF TRENCH SHTS	
005	DUMPER/ROLLER OPERATOR		035	SITE DELIVERIES/HIAB UNLOADING	
006	QUICK HITCH/CHANGING ATTACHMENTS		036	WORKING WITH WASTEWATER	
007	BURIED SERVICES		037	DEALING WITH FLOW	
008	USE OF A PILE CROPPER		038	USE OF AN MGF AP1 PIPE LIFTER	
009	DISC CUTTING OPERATIONS		039	TARMAC/ASPHALT OPERATIONS	
010	VIBRATION PLATE USE		040	CONCRETE FINISHING / POWERFLOATING	
011	HAND ARM VIBRATION (HAV)		041	WORKING WITH WET CONCRETE	
012	TRAFFIC MNGEMENT & ROADWORKS		042	USE OF AN MGF DRAGBOX/MANHOLE FRAME/SHEET PILE SYSTEM	
013	DUMPER/ROLLER OPERATOR TRAINING				
014	CONFINED SPACE WORKING				
015	BULK SPOIL REMOVAL/WORKING FROM HEAPS		C001	HYDRAULIC OIL	
016	STEELFIXING (GENERAL)		C002	DIESEL ENGINE OIL	
017	MANUAL HANDLING OF MATERIALS/EQUIPENT		C003	DIESEL	
018	REFUILLING PLANT		C004	CONCRETE (READY MIXED)	
019	HYDRAULIC AND PNEUMATIC TOOLS		C005	PETROL	
020	TRIAL HOLE INVESTIGATIONS		C006	FORGEFIX RESIN	
021	MOBILE/TOWER CRANE OPERATIONS		C007	AGGREGATES CONTAINING QUARTZ L/STONE	
022	MOBILE TOWER ERECTION AND USAGE		C008	CEMENT	
023	WORKING AT HEIGHT		C009	RESPIRABLE CRYSTALLINE SILICA PRODUCTS	
024	HIGH LEVEL STRUCTURAL CONCRETE FORMWORK		C010	BLACK BITUMEN PRIMER/PAINT	
025	LADDER USE		C011	SILICONE GREASE (PIPE GREASE)	
026	BASIC CONFIGURATION SCAFFOLDING		C012	BITUMEN COATED MACADAM/ASPHALT	
027	FORMWORKING/ SHUTTERING		C013	SIKA 4 WATERSTOP	
028	FORWORK/FALSEWORK ERECTION/COLLAPSE		C014	ADWALL MULTI GROUT – NON SHRINK	
029	CONCRETE PUMPING		C015	RIW CEMENTSEAL A&B	
030	PILING ATTENDANCE		C016	ADOMAST ADOCURE SEALER PF	

GENERAL CONTROL MEASURES TO BE USED TO ENSURE A SAFE METHOD OF WORKING

All personnel will be fully trained and made aware of the risks of the task involved.
All personnel will wear the site specified minimum PPE at all times (hard hats, boots, hi-vis and gloves)
All personnel will only use plant and equipment that they have been trained to use and hold valid certification for.
All plant and lifting accessories to be used to hold necessary certification, be well maintained and certificates of thorough examination (including quick hitch) will be made available to site.

Specific lifting plans for each of the various materials/equipment being used on the site will be produced and filed within the Lifting Plan section of the CC Construction file.	
SPECIAL TRAINING WHICH MAY BE REQUIRED	
Mobile Plant Operators	
DESCRIBE ANY TEMPORARY SYSTEMS IN OPERATION	
Barriers around open excavations/or containing wet concrete to protect at all times	
THIS SAFETY METHOD STATEMENT IS TO BE SUBMITTED TO THE FOLLOWING STAFF/PERSONNEL	
ACCEPTED BY: Callum Connor	REVIEW CYCLE: 12 MONTHS



Tec Services (NW) Limited

EXCAVATION INSPECTION REGISTER

(Where no predetermined Principal Contractor site registers in place)

1. *Excavations to be visually inspected at the start of every shift prior to work/entry.*
2. *Formal Inspections to be undertaken and recorded at intervals not exceeding 7 days by the Mayo Civils Supervisor.*
3. *Note, although an excavation must be inspected at the start of every shift, only one report is needed in any 7 day period. If something happens to affect its strength or stability, and/or an additional inspection is carried out, a report must then be completed.*

1.	Name and address for whom inspection is carried out: Callum Connor Unit 6, 3a Eager Street, Manchester M40 1EP
2.	
3.	Site address:
4.	Location and description of excavation:
5.	Any matters which give rise to any health and safety risks:
6.	Can work be carried out safely: YES/NO (delete as appropriate)
7.	If not, name of person informed:
8.	Details of any other action taken as a result of matters identified in 5 above:
9.	Details of any further action considered necessary.
10.	Name of person making the report: OR change as necessary

ADDENDUM TO SEQUENCE OF WORKS

METHOD STATEMENT TITLE:	
DATE OF ADDENDUM:	COMPLETED BY:

TASK/TITLE OF WORKS:	
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SEQUENCE TO BE UNDERTAKEN:-

I the undersigned have read and understood this addendum to the method statement identified above. I accept its content and confirm my agreement to work in accordance with the proposed sequence.

Operative Name	Company	Signature	Date

