

Method Statement

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| Excavation works to basement |

Document prepared by: Golden Houses Developments Ltd

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| WORK METHOD STATEMENT |

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| Company | Golden Houses Developments Ltd |
| Task | Excavation works |
| Site Address | 32 Glenilla Road |
| Date | 13/05/2021 |
| Prepared by | Golden Houses |

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| IMPORTANT CONTACT INFORMATION | |
| Client | As per tender |
| Principle Designer | Golden Houses Developments Ltd |
| Principle Contractor | Golden Houses Developments Ltd |
| Site Manager | Czeslaw Biedrawa |
| First Aider | Czeslaw Biedrawa |

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| CONTENTS | |
| 1 | Introduction |
| 2 | Scope of Works |
| 3 | Hazards Identified |
| 4 | Personal Protective Equipment |
| 5 | Safe Method of Work |
| 6 | Access / Egress |
| 7 | Housekeeping / Storage |
| 8 | Welfare Facilities |
| 9 | Environmental |
| 10 | Vibration |
| 11 | Working at Height |
| 12 | Fire |
| 13 | First Aid |
| 14 | Risk Assessment |

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| INTRODUCTION |

This Method Statement details the proposed Safe Method of Work for the task intended.

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| SCOPE OF WORKS |
| This Method Statement describes a proper work procedure shall be carried out during the excavation stage as per specification and contract drawings. |

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| HAZARDS IDENTIFIED |
| * Working at heights/ falling from heights * Falling object hitting head or body including feet * Stepping on nails or sharp objects |

Details of how Hazards will be mitigated are set out in the Risk Assessment.

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| PERSONAL PROTECTIVE EQUIPMENT |

Hard hats

* High visibility vest / jacket
* Safety boots
* Safety glasses
* Safety gloves
* Mask

**Important**

Do **NOT** use defective PPE or RPE.

If you are unsure as to how to use PPE or RPE correctly, ask your Manager before use.

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| SAFE METHOD OF WORK |
| Site Preparation  1 Existing Services – GH construction team would conduct an investigation and acquire information about site services might have been placed/embedded below the ground. Services, wherever found shall be rerouted and protected to place will not affect site activities. 2 Setting out – GH surveyor would conduct the site survey to mark/stake-out the lines and levels of the objective excavation for foundations as per indicated in the approved drawing.  1 The area to be excavated shall be properly marked and clear before starting the works. 2 The depth of excavation shall be periodically checked (at the beginning of each shift/day) by a appointed person to avoid over excavation and caving in. the bank of excavated area shall be sloped 30 degrees and shall be maintained to avoid a collapse of the bank into the excavated area. 3 All excavated material shall be kept a minimum of 1.0 meter from the edge of excavation or shall be stockpiled to the area designated by the Engineer. 4 For all excavation activities, adequate safety barriers, sign boards, advance warning signs would be used. 5 For foundation, as soon as the excavation reaches the required depth/elevation the surface shall be levelled and shall be compacted to 95 % of maximum dry density or MDD. 6 Before the compaction starts, it shall make sure that the excavated level is free from standing water or excessive moisture content. 7 Inspection would be conducted during compaction for checking and approval of the Engineer.  Excavation sequence: commence at back of the pilled area working backwards towards the front of the houses. Ensure that soil is passed between excavator A which is located in the basement area and excavation B which is located on the GF level at the front of the site, which is loading the muck away into the grab lorries. The soil is to be formed into the ramp at the front of the site to enable the digger A to drive out of the basement area. EXCAVATION TO BE CARRIED OUT ONLY TO THE BASEMENT SLAB LEVEL, WHICH WILL BE CONSTRUCTED, FOLLOWED UP BY THE RETAINING WALLS TO THE BASMENT AREA. ONLY AFTER ENTIRE CONCRETE BASEMENT BOX WILL BE CONSTRUCTED, THE EXCAVATION OF THE LOWER CHAMBERS WILL BE CARRIED OUT.  The design of the piled wall is cantilevered with the formed capping beam and fully safe to the level of the basement slab. Any excavation below basement slab will be carried out only after the concrete box is fully formed. |
| MOVEMENT MONITORING STRATEGY |

Monitoring strategy as agreed for the project is as follows:

* Target set every 7 meters on the capping.
* 3 targets set on the side elevation of neighbouring property 34 Glenilla Road
* Monitoring for 2 weeks to establish a base reading.
* Monitoring every week in the first 6 weeks when the excavation process is the most intense.
* Monitoring every 2 weeks until basement slab and retaining walls are constructed.

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| HOUSEKEEPING / STORAGE |

* Materials will be stored away from Access and Egress points
* Waste will be cleared as work progresses and at the end of each working day

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| WELFARE FACILITIES |

Welfare facilities will be provided and maintained by: Golden Houses Developments Ltd.

Facilities are to exceed the requirements of the Construction (Design and Management) Regulations 2015 and incorporate the smoke-free (Premises and Enforcement) Regulations 2006 and include:

* Suitable numbers of sanitary conveniences, which reflect the number of people working on the site and which are adequately lit and ventilated
* Washing facilities, which provide basins large enough to allow people to wash their faces, hands and forearms and a supply of clean hot and cold, or warm water. Rooms containing washing facilities should be ventilated and lit
* Place for storing and changing clothing
* A suitable supply of drinking water

Problems with site welfare facilities are to be reported to the site manager immediately.

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| ENVIRONMENTAL |

**NOISE**

Noise will be reduced as much as possible by the use of modern plant equipment. Employees, Contractors and Visitors are to wear hearing protection in all hearing protection zones. These are to be established by the principle contractor and identified with the relevant signage.

**DUST**

Dust will be minimised using dust extractors and suppression techniques as and when required if practical.

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| VIBRATION |

Exposure to Vibration will be reduced as much as possible using the following guidelines.

* Different work methods to be explored to eliminate the risk of Vibration Exposure
* Purchasing / Rental policy of selecting lowest vibration equipment
* HAVS Exposure to be evaluated by task/process using the HSE Exposure Calculator.
* Adequate Resources to be allocated to the task/process to ensure the (EAV) Exposure Action Value of 100 points is not reached.
* Operatives to read and understand Control Measures that have been implemented through the Risk Assessment process including the maximum working time allocated

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| WORKING AT HEIGHT |

Working at height will be avoided when practical. When working at height cannot be avoided, aluminium mobile towers will be used when required for as short a term as possible.

These will only be erected, altered and dismantled by a competent person with PASMA and to manufacturers instruction. Towers will be checked before, during and after use with regular inspections taking place by a competent person.

Ladders will be used only as a last resort and will be suitable for the task. Ladders with suitable classification will only be used and will be inspected for defects prior to use by a competent person.

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| FIRE |

A Site Fire Plan and Emergency Details along with a Risk Assessment will be in place before works commence. This will then be inducted to all Employees, Contractors and visitors on their arrival to the site.

In addition to these measures, the following procedures will also be adopted

* Fire Points and Extinguishers will be available that are of the suitable category for the possible types of fire on site
* A permit to work system shall be established to cover any hot works
* Hot works to cease a minimum of 1 hour before the end of the working day for fire watch to take place

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| FIRST AID |

First aid must be in accordance with the requirements of the Health and Safety (First-aid) Regulations 1981 and will be available prior to the commencement of works.

This should include:

* Adequate amount of first aiders available on site
* Fully stocked first aid box and eye wash station
* First aiders certificates to be up to date and available to view
* An accident report book

Signage will be posted around the site indicating the first aiders and the location of the first aid box.

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| RISK ASSESSMENT |

Risk is assessed in accordance with the HSE’s Guidance Note INDG16 ‘Five steps to Risk Assessment’

* Look for the Hazards
* Decide who might be harmed and how
* Evaluate the risks and determine what control measures are required
* Record the findings
* Review and revise if necessary

A Risk Assessment will be carried out prior to the commencement of works.

The below list of Risk Assessments are identified to be relevant for the intended works.

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| REF | | RISK ASSESSMENT | |
| GOLD635/006 | | Excavation works | |
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