

Method Statement: Drainage and Manholes
Client Project Ref: 000
JPC Project Ref: 000
Rev No: -
Date: 25th November 2013
Doc Ref: JPC000/005



CONTRACT: *Client Name – Street, Town, Postcode*

John Peck Construction Ltd.

25th November 2013

**Drainage & Manholes at *Street, Town,*
*Postcode***

Safe Method of Work

JPC000/005

Rev -

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1. Details
 - 1.1 Drainage and manholes
2. Scope:
 - 2.1 Installation of new foul and surface water drainage in accordance with the details and drawings
3. Sequence of operations:
 - 3.1 Site induction will be undertaken by *Main Contractor*
 - 3.2 Site Supervisor induction will be given to the JPC SSSTS by *Main Contractor*
 - 3.3 A permit to dig will be issued by *Main Contractor*
 - 3.4 A permit to enter the confined space or trench will be required
 - 3.5 The works area will be heras fenced off and signage placed to notify the public
 - 3.6 Excavation area to be heras fenced off, double clipped with signage fitted
 - 3.7 Site operatives will carefully expose buried services as required in accordance with the method statement for same
 - 3.8 Operatives will excavate alongside the existing manhole to invert level and break through to make the connection utilising hand held tools or mini hand held breaker
 - 3.9 No excavations will be required to be deeper than 2.5m for the surface water drainage. Depth of excavations vary from 625mm to 2.5m
 - 3.10 No excavations will be required to be deeper than 2m for the foul water drainage. Depth of excavations vary from 475mm to 2m
 - 3.11 Excavations greater than 1m but not exceeding 1.5m will be battered or stepped back at 45 degrees. Excavation greater than 1.5m will be either battered or stepped back or if required the use of a drag box or propped Sheeter's, the Sheeter's will be driven into the ground at appropriate centres and braced on the top by the use of timber and strong backs / acro props. Access to drag boxes will be via a ladder tied on to edge protection at high level.
 - 3.12 The trench will be excavated using a suitable tracked excavator
 - 3.13 When receiving deliveries a banks man will be present at all times, air bag or bean bag fall arrest systems will be erected around the perimeter of the transport whilst slinging the material
 - 3.14 The manholes will be formed on a 100mm concrete blind base with the rings and covers lifted into place using a 360' excavator and lifting chains, clamps and eyes, a banks man will be present during the operations to co-ordinate the works.
 - 3.15 All manholes will have a fixed temporary cover fitted where the permanent cover can't be fitted as the works proceed.
 - 3.16 Pipework will be laid to connect the existing manhole to the two new manholes and backfilled in layers not exceeding 300mm and the surface dressed and re-instated as required.
 - 3.17 When entering live manholes an A-frame and gas meter will be used and the operative will have confined space training, a new issue harness or tested existing harness will be used with one man at the top of the manhole at all times whilst operatives are entering the MH, the harness will be attached to the A-frame by the means of a wire.
 - 3.18 No material above 20kg will be manually lifted, heavier items will be lifted by multiple operatives or mechanically where possible
 - 3.19 Noise levels are not anticipated to be a problem but they will be monitored for the duration of the works.
4. Duration / Staff / Plant:
 - 4.1 To suit the MC programme



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- 4.2 Start date: 25th November 2013. Completion date: November 2015.
- 4.3 Supervisor plus 3 operatives and a plant operator
- 4.4 Test Certificates for all Plant used in the operation to be provided to *Main Contractor* prior to the commencement of works.
- 4.5 All plant operators will employ a key fob when using plant and machinery
- 4.6 Log all plant & equipment into the *Main Contractor* register before works commence.

5. Completion criteria:
 - 5.1 All buried services within the proposed excavation routed are to be exposed and identified

6. Preparation:
 - 6.1 A CAT and genny survey of the area will be carried out prior to starting by a trained operative
 - 6.2 All manholes and pits covers will be lifted to determine the routes
 - 6.3 The service avoidance plan will be available & signed up to.
 - 6.4 *Main Contractor* permit to dig permit to dig has been completed
 - 6.5 Consider the proximity of services to the works area; should the services be within 1m of the works area consider the use of insulated tools, flame retardant PPE – including long sleeves etc.
 - 6.6 Should known services be within 1m of the works area refer to Avoidance of Underground Services Guidance Note.

7. Access:
 - 7.1 Access to the site is via the main entrance
 - 7.2 A ladder will be secured top and bottom to gain access into trench excavations

8. Permit to dig:
 - 8.1 A permit to dig is required
 - 8.2 The site supervisor will enforce the permit
 - 8.3 Completed permits will be retained at the site office and copies will be forwarded to the head office by *Main Contractor*

9. Supervision:
 - 9.1 The site supervisor will supervise all excavations
 - 9.2 The Site supervisor holds a current SSSTS certificate & will remain on site at all times.
 - 9.3 *Main Contractor* Site Manager to witness ground breaking activity and record photographs with marking out etc,
 - 9.4 HAV Assessments & Readings will be undertaken regularly during the works by the SSSTS Site Supervisor

10. Training & Certification:
 - 10.1 All operatives hold a current CSCS or CPCS cards and will have them on them at all times
 - 10.2 Proof of CAT & Genny training will be provided to *Main Contractor* prior to the commencement of works.
 - 10.3 CAT & Genny calibration certificates to be provided to *Main Contractor* prior to the commencement of works.
 - 10.4 A daily diary will be kept by the SSS & briefings held with staff daily.
 - 10.5 All 110v tools are to be PAT registered.

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- 10.6 JPC to provide headed letter to *Main Contractor* confirming that all 110v tools are tested, fit for use & in date at the time of use; prior to the commencement of works.
11. PPE:
- 11.1 Hard hat, Hi-viz, safety boots and gloves must be worn at all times
 - 11.2 A bungee key fob will be used when operating plant on site
12. Materials:
- 12.1 Concrete
 - 12.2 Manhole rings
 - 12.3 Covers
 - 12.4 Inspection chambers
 - 12.5 Drainage pipe, bends, branches, seals etc
 - 12.6 Pea shingle
13. Risk assessments:
- 13.1 Buried services
 - 13.2 Confined spaces
 - 13.3 Manual handling
 - 13.4 Slips, Trips & Falls
 - 13.5 HAV assessments to be undertaken by the SSSTS Site Supervisor
14. Live services:
- 14.1 'Pot-ended' or 'bottle-ended' cables that are terminated in the ground by means of a seal, sometimes with external mechanical protection will be treated as live and not be assumed to be abandoned or disused.
 - 14.2 Where water pipes, electricity cables, and telecommunication cables are covered in black plastic, it will be treated as a live electricity cable
 - 14.3 Iron and steel water pipes will be treated as if they are gas
 - 14.4 If in any doubt then the pipe will be treated as electric or gas
 - 14.5 In the event of a service strike refer to the *Main Contractor* Service Strike Policy & contact the *Main Contractor* Site Manager immediately.
 - 14.6 Should Utilities be called to site inform the *Main Contractor* Site Manager immediately.
 - 14.7 *Main Contractor* & the JPC SSSTS Site Supervisor must remain on site & monitor until all repair works are completed
15. Person Responsible:
- 15.1 The site supervisor will liaise with the project manager and consult the buried services drawing
16. COSHH
- 16.1 Cement containing materials
 - 16.2 Diesel (Refuelling of Plant)
17. Risk to third parties:
- 17.1 The excavation areas will be segregated from the public right of way by the means of barriers and signage
18. Waste:
- 18.1 All waste will be treated in accordance with the site waste management plan



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19. Control measures:

- 19.1 Fire extinguishers are located as per the fire plan
- 19.2 In the event of an emergency the site supervisor will contact the emergency services in accordance with *Main Contractor* emergency plan
- 19.3 Permits to dig
- 19.4 All Hot Works require a permit to be submitted to *Main Contractor* prior to the commencement of works.
- 19.5 Hot works will have its own fire extinguisher at the place of works.

20. Delivery Control Measures:

- 20.1 The SSSTS Site Supervisor will be on site to sign for & monitor the unloading of all deliveries.
- 20.2 Delivery & collection of all plant, equipment, materials etc. to be included in the approved SSoW.
- 20.3 No access permitted onto the bed of the delivery vehicle without prior approved fall arrest systems & edge protection in place.

21. Emergency procedure

In the event of someone being hurt in any way within the confined space and or the deep excavations the following procedure will be followed

- 21.1 The site supervisor will assess the extent of the emergency and determine the extent of any injuries.
- 21.2 The SS will inform the site manager
- 21.3 The SS will contact the emergency services
- 21.4 If possible the operative will be lifted from the confined space by using the a-frame and harness to lift the operative out; this must only be carried out if the SS believes the injuries or problem will not be exaggerated by doing this.
- 21.5 Operatives may not enter the trench if any signs of instability or gasses are present
- 21.6 If in any doubt wait for the emergency services
- 21.7 In the event of an emergency JPC may be contacted on 01983 720920
- 21.8 The JPC Site Supervisor can be reached 24h on *****

22. Medical Surveillance

- 22.1 SSSTS to have full details of all operatives Medical Conditions.
- 22.2 SSSTS to have full details of all operatives emergency contact details.
- 22.3 No Site Operatives require Medical Surveillance.

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Prepared by	Position	Date	Checked by	Position	Date	Approved WMD
Joe Bloggs	Contracts Manager	25/11/2013	Joe Bloggs	Director	25/11/2013	

I confirm that I have received a site induction by the main contractor, read the above method statement and fully understand safe methods of work and agree to carry out the work in accordance with the procedure stated.

Name	Company	Date	Signed

EXAMPLE