

## Method Statement

Site Address	Name.	Tel.
Client Contact	Name.	Tel.
Project Contact	Name.	Tel.
Local Authority Liaison	Name.	Tel.
Site Contact	Name.	Tel.

Scope of Works

To identify Plant & Equipment to be required on site, enter ✓ in the relevant box or add additional.					
Plant & Equipment	Personal Protective Equipment	Qualifications	COSHH		
Transit Van	Overalls	NRSWA supervisor	Diesel		
Cable Avoidance Tool	Hi Visibility	NRSWA operative	Petrol		
GENNY	Safety Boots	Mini Excavator	Two Stroke Oil		
Excavating Hand Tools	Hard Hat	Excavator	Hydraulic Oil		
Pneumatic Breaker	Ear Defenders	Dumper	Anti Freeze		
Upright Vibro-Tamper	Dust Masks	Winch	Hand Cleaner		
Chapter 8	Goggles	Sub-station entry	Bituminous materials		
Fire Extinguishers	Gloves	Thrust Bore (moling)	Bio-Degradable Line Marker		
Compressor	Wellington Boots	Trench Support			
Mini Excavator	Wet Weather Gear	Confined Space			
Excavator	First Aid Kit	Cable Drum Handling			
Traffic Lights	Eye Wash	CSCS/CPCS			
Winch & Equipment		Abrasive Wheel			
HIAB		First Aid			
Jacks, Stands & Bar		Manual Handling			

Additional Items

Standards
<ul style="list-style-type: none"> <li>All relevant underground cable utility plans will be obtained which will be held on site until completion of job.</li> <li>All personnel will be trained and competent to do the job</li> <li>The lead operative will be trained to NRSWA standards and be in possession of a valid qualification which will be held on site</li> <li>A site specific risk assessment will be undertaken by the lead operative prior to commencement of the proposed works</li> <li>All relevant personal protective equipment will be worn at all times when on site</li> <li>All site activities and operations will be undertaken by competent personnel (i.e. operating plant).</li> </ul>

- A copy of this safe system of work and other relevant safety information/documentation will be held on site for the duration of the proposed works.
- In the event of an accident a team member will contact where necessary the appropriate Emergency Services by using the nearest telephone (on site mobile) and dialing 999. He/she will then contact the client safety adviser and relevant supervisor
- Details of the accident must be recorded on the company accident book
- The site must stay undisturbed following an accident/incident until permission has been given by a member of the safety team to continue work

#### Working Restrictions

Are works traffic sensitive?	Yes	No
If Yes	Start Time	Finish Time

List any additional restrictions that could affect these proposed works

#### Detail Method and Sequence of Proposed Works

1. Team will firstly be briefed on the Method Statement & be inducted to the site.
2. Team will then carry out a site-specific risk assessment to identify any potential hazards.
3. Area marked up for all utilities using Cat & Genny
4. Trial holes will be dug to prove no other apparatus is in the ground
5. A 16 foot wall of 8 x 4 plywood will be erected either side of the watercourse using wooden stakes to protect the watercourse during works (see attached plan)
6. A trench will then be dug to locate the end of the ducts
7. Once found the cable will then be spiked to prove dead
8. Once proved the cable will be cut and removed from the duct by hand
9. The new 33kv cable will then be pulled through the cable duct by hand
10. All exposed cables will then be protected with sand and then warning marker tape
11. All excavations will then be backfilled
12. The 16 foot of plywood will then be removed
13. Finally the concrete area of the substation will be reinstated

#### Environment Protection

- All entrances/access routes to be kept clear
- All plant that emit exhaust fumes (i.e. compressors, mini diggers) are to be positioned on site so as not to cause a hazard
- All plant and equipment will be switched off when not in use to prevent any unnecessary noise and fumes
- All spillages of diesel/oil etc. are to be contained and cleaned up immediately by the use of spill kits and reported
- All used, contaminated absorbent pads will be double bagged, sealed and transported back to the area depot for disposal into the relevant waste container.
- All refueling of plant shall be undertaken with the aid of a funnel away from grass verges and surface water drainage systems
- Water from excavations must be pumped to a grass verge (where applicable) to prevent silt entering the surface water drainage system
- Position all vehicles and plant (where possible) away from surface water drain inlets.

## Hazard Identification & Contingency Measures

Identify relevant risk control/contingency measures by entering a ✓ in the relevant box or adding additional		
Hazard	Outcome	Actions to Mitigate
Site Liaison	Personal injury & Fines	Site meeting between all relevant parties to discuss all aspects of the proposed works, recording all agreed methods (i.e.restrictions, traffic requirements etc.)
Members of public & traffic routes	Fatality/ Personal injury	All works to be segregated from pedestrians and traffic by the use of sign, lighting & guarding (chapter 8) or where necessary a road/footway closure must be applied for through the Local Authority prior to the commencement of works
Utility Damage	Fatality, personal injury & damage	Adhere to HSG47 , obtain all utility plans, use dial before you dig services, scan area with location equipment, mark up and excavate trial holes by hand. All mechanical plant must not be used within 500m of any underground service
Deep excavations	Fatality, personal injury	Shoring to be erected by a competent person where necessary to support the excavation. All deep excavations are to be suitably guarded (i.e. herras fencing) safe access and egress, permit to work, confined space, recorded inspection of the excavation/shoring prior to entry/shift
Storage & Removal of Excavated Materials	Personal injury, Third party restrictions & damage	All excavated materials are to be stored on and removed from site, so as not to interfere with the following, <ul style="list-style-type: none"> <li>• Members of Public</li> <li>• Traffic Routes</li> <li>• Third party Access/Egress e.g. shops</li> </ul> Consideration must also be given to the amount of excavated materials to be stored, surrounding environment (i.e. overhead cables, boundary walls, drains etc.) and guarding (chapter 8).
Cable Drum Handling	Personal injury/damage	Method of cable dispensing to be evaluated, positioning of drum, competent personnel and adequate equipment (i.e. cable trailer/jacks & stands etc.)
Schools & Designated Play Areas	Fatality, personal injury, restricted areas, egress	Excavations must be suitably guarded to prevent children falling or gaining access (i.e. Herras Fencing). Liaison with school personnel/Local Authority to establish any additional measures.
Hospitals, Fire, Police Stations, Nursing Homes etc.	Restricted areas, egress	Site meeting between all relevant parties to discuss all aspects of the proposed works, recording all agreed method (i.e. restrictions, limitations, Traffic Management and emergency access/egress).

## Record Form

All site personnel are to sign the relevant register to demonstrate their understanding of the methods and procedures documented within this method statement.

### Record of Understanding & Agreement with Controls

	Print Full Name	Job Title	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

All visitors to site are to sign the register to provide a record of their visit

### Record of Site Visitors

	Print Full Name	Company	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				