



**HKS Construction Solutions Ltd.**

Unit 20, Limberline road, Hilsea, PO3 5JW

**HKS Construction Method Statement**

**Woodcroft Farm**

**Waterlooville,**

**Construction of Rights of Way/Bridle Path.**

**HKS Client project team**

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## To all operatives.

Please read the following method statement thoroughly before commencement of any work. Once read and understood, sign and date. If there is anything within this method statement you do not understand do not sign and date, until you have been fully briefed by an HKS supervisor or manager.

All persons entering the site must sign into the visitors book or the site operatives diary, on arrival and departure.

## 1. Definition of objective

Construction of a bridle path/right of way.

Excavation.

Ground preparation and consolidation.

Full reinstatement with materials to as detailed in specification documentation.

### 1.1 Description of Works.

1. Remove surface covering of turf and set aside for re-use, once the bridle way has been formed.
2. Lay Geotextile Terram 1000 or similar to all areas, once required depth and width has been achieved.
3. Onto the Terram lay 150mm Cellweb infilled with Type 3 sub-base. Sub base to form haunching to the sides of the bridle way.
4. Once sub-base has been lightly compacted, cover with Geotextile Terram 1000 or similar. On top of the Terram will be laid, 30mm bedding layer of angular aggregate within the range 5-20mm.
5. BodPave 85 paver cells will be laid onto the second layer of Terram and filled with angular aggregate within the range 5-20mm.
6. The finished surface covering will comprise of a 50mm thick layer of Coxwell Self-binding gravel.

The set aside turf will then be used to dress the haunching and all other required areas.

The full width of the Right of way will be 3.5 metres.



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## 2.Site location

Woodcroft Farm,  
Waterlooville.

Works will be carried out on Private land and public right of way.

## 3.Vehilce/Plant movement

Reversing procedures will be carried out with the aid of a banksman at all times.

Banksman to be used at all times for plant movements/operations and all grab lorry works.

## 4.Operational teams

The teams will consist of three-man civils crew.

Reinstatement crews will comprise of a minimum of two operatives and up scaled as task dependant.

All operatives are sufficiently trained to execute any reasonable task.

The “senior operator” will head the team on site and liase directly with an HKS Supervisor.

### 4.1 On Site working hours.

Commencement of work - 08.00. – 17.00. Monday to Friday.

Saturdays 08.00. – 13.00.

Sundays not permissible.

### 4.2 Material and Plant Delivery hours.

There will be no deliveries during the following hours weekdays:

Morning: 08.00. – 09.00.

Afternoon: 15.30 – 16.30.



## 4.3 Materials

All materials will be stored within the site compound boundaries and transported to the point of work as and when required.

No Hazardous substances or Chemicals will be stored on site.

Fuel for small plant will be kept locked in containers on operative's vehicles.

Fuel for large plant will be delivered to site as and when required. It will be administered in a safe, allocated bunded area within the compound.

COSHH information for Petrol and diesel can be found in the Project folder in the site office and will be briefed during all inductions.

## 5. Personal Protective Clothing

Operatives must always wear the following personal protective clothing.

Hi-Viz clothing – all tasks.

Flame retardant clothing.

Safety footwear – all tasks.

Gloves – all tasks

Safety helmet – all tasks.

Safety glasses/goggles – all tasks

Particle dust masks – task appropriate.

### 5.1 Safety equipment required

First aid kit.

Spill kit/granules.

Fire extinguisher.



## 5.2 Site specific equipment

Pedestrian barriers.

Chapter 8 signage.

Walk boards/kerb hoppers.

Permit boards.

## 5.3 Welfare facilities

Ensure you are made aware of the nearest point of welfare facilities prior to work commencement. On site welfare facilities, will be supplied.

These will be briefed to all operatives working on the scheme during site induction, prior to commencement of works.

All inductions will be carried out at the Site office, within the compound boundaries.

## 6.Site Preparation

1. Liase with client/site personnel to ensure that works can progress as agreed and that no other works are likely to affect our works.
2. Establish local communications, for information to be passed to team if any changes occur in local conditions.
3. Obtain permit to work/highways permit from client, main contractor prior to commencement of work.
4. Prepare an emergency procedure, prior to commencement of work.

## 7. Works on site

In addition to safe working practices, consideration must be given to the risk of physical injury and to the hazards presented on site during works. The use of approved work procedures combined with HKS Stage One Risk Assessment and specific on site Risk Assessment, which are designed to reduce or eliminate hazards, along with the provision of reliable supervision and administration will be included into the programme.



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## 7.1. At HKS's Depot

- a) Receive task and location from operations planner.
- b) Check you have all plans and records detailing work to be completed.
- c) Brief by project manager for any special instructions/equipment.
- d) Obtain information from local authorities.
- e) Brief all crew members.
- f) Check all safety and working equipment for serviceability, suitability and quantity.
- g) Load and secure vehicle.
- h) Ensure telephone, camera or any other communications equipment is operational.

## 7.2. On Site

- a) Inform client/main contractor of arrival
- b) Ensure client/main contractor has required wayleaves, consents as required.
- c) Obtain permits, open notices and erect notice boards, attend any required site inductions.
- d) Don all relevant work clothing/PPE.
- f) Establish a safe working area/zone.
- g) Carry out a final team brief prior to commencement of work.

## 8.0 Method of operation

Works to be carried out in phases as described below

**All works are to be carried out within a safe work zone and referencing but not limited to:**

HSG47 Avoiding Dangers of Underground Services

SGN – General safety measure to avoid injury and damage to gas plant.

GS6 – Avoiding dangers of overhead powerlines.



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Look Out Look Up the safe use of mechanical plant in the vicinity of overhead lines.

The safety of street works ACOP.

As required pedestrian walkways are to be set up as appropriate using correct signage and barrier system.

All excavations are to be securely barriered off.

All plant is to be immobilised when not in use. Plant to be turned off when not in use.

Operatives are required to carry out hand excavations using insulated hand tools in the vicinity of sub stations and live services/utilities.

Be aware existing underground utilities/services may be shallower than industry standard depth.

**Do not** attempt to operate or fit attachments to any plant/equipment, if you are not familiar with instruction and the correct safe operation of the individual model/type of plant/equipment that you are using.

All mechanical excavations are to be carried out using a non-toothed bucket only.

**No works shall be carried out in unsafe conditions. If in doubt, Stop Works!**

**Prior to any works commencing, on arrival to your place of work, your first task is to carry out an HKS - Site Specific Risk Assessment**

1/ Operatives are to liaise with residents, retail outlets and all other accessible properties prior to works commencing.

2/ Operatives to set up a safe working zone, using appropriate pedestrian barriers as required, ensuring correct chapter 8 signage is in place.

3/ Operatives are to carry out a CAT and Genny utility ground survey of the area to be excavated and line mark, to locate any underground services/utilities.

4/ Operative are to walk the route to ascertain the best line of excavation.

5/ Trained plant operatives to carry out pre-safety checks to all plant machinery prior to use.



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6/ Adhere to the 3.0m safe working zone rule around all plant and machinery.

7/ Floor saw to be used with water suppressant when cutting footway/carriageway.

8/ Under the supervision of a banksman (with the banksman observing the 3.0m safety exclusion zone) trained plant operator to commence stage layered excavations, to the required depth, using a 360 excavator, with a non-toothed bucket, ensuring to continually perform a CAT scan as works progress.

9/ Under the supervision of a banksman, placement of spoils generated at a safe distance from the edge of the trench (min 1.0m or greater dependant on ground conditions) or into a wheel barrow or site dumper for transportation to on site spoil area.

10/ Operatives using insulated hand digging tools to carry out hand excavations to locate and expose any existing services/utilities found along the route.

For services/utilities identified surrounded/capped by concrete, hand excavations are to take place either side/below service/utility, using insulated hand tools to allow the operative to establish the exact depth of concrete and clearance between concrete and said service/utility.

Works are then only to proceed if safe to do so and in accordance with HSG47 avoiding dangers of underground services.

All excavation work shall be carried out in accordance with HSG47.

Avoiding dangers of underground services.

Excavator buckets are to be tooth free when carrying out excavations.

Mechanical excavators (including breaker attachments) must not be used within the following distances from Gas Mains.

Low Pressure 0.5m

Medium Pressure 0.5m

Intermediate pressure 3.0m

Excavation works within 3.0m of an intermediate pressure gas pipe (operating between 2 and 7 bar) must be carried out under the supervision of the operators engineer.



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11/ Once all excavations are complete and duct or other plant has been placed, under the supervision of a banksman using a 360 excavator, place a layer of previously excavated sub-soil into the excavated void.

12/ Operative using appropriate insulated hand tool to level fine fill.

13/ Operatives to install warning tape to trench line to denote the position of the duct/cable or utility installed.

14/ Continuation of layered backfilling process utilising previously excavated suitable sub aggregates.

15/ Operatives, ensuring not to exceed exposure limit for equipment being used, to carry out mechanical compaction of aggregates as required, utilising appropriate trench rammer.

16/ Continuation of layered backfilling and compaction as required, until the required level is achieved.

17/ Reinstatements to in accordance with HAUC, including materials depths and sizes.

18/ Under the supervision of a banksman, the grab lorry to park in line with highway regulations and proceed to remove excess spoils from site.

Banksman **must be present at all times** during this process to ensure the safe passage of any pedestrians. Banksman are to halt all operations until pedestrians have passed.

19/ Once works are complete, operatives are to remove all excess materials and equipment from the work zone.

20/ all signage and barriers must be removed from site on completion of works ensuring all areas have been thoroughly swept clean and any excess spoil piles removed.

**There must be at least two members in the work party present on site at all times during commencement of works.**

## 9. Equipment required

Cable avoidance tool

360-degree mechanical excavator/breaker attachment.

5-ton Swivel Dumper.



Water suppressed abrasive wheel floor saw.

Mechanical vibrating compaction plate/rammer.

Suitable hand, manual tools.

Suitable, appropriately rated, insulated hand digging tools.

## 10.Control Measures

All works are to be carried out referring to relevant guidelines, Approved Codes of Practices (ACOPS)

Banksman to be used at all times for plant movements/operations and all grab lorry works.

The client/main contractor may operate a Permit to Work System or we may be required to have and display permit numbers. These may incorporate the following important considerations.

Before issue of any permit to enter or work system, the most important thing is the assessment of the situation of a responsible person. Consider the work to be done, what are the methods by which it is being done? What are the hazards in relation to the methods of work being done?

A permit to work certificate must be based on comprehensive up to date information in order that the operation may be carried out safely and it must state exactly what work there is to be carried out. The certificate issued by the client must state the safety measures to be taken, the precautions, which are mandatory, the method of work and the time of expiry of the permit.

In the event of no client permit to work, work is only to be carried out following consideration to safe working practices and best methodology of work.

### 10.1 Site Traffic

Operatives vehicles will be parked, when possible in the site compound, further parking areas to be agreed. Operatives of vehicles entering and exiting site will be briefed at the site induction.

Signage will be displayed for all areas of the site and for routes into and exiting the site.



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Provision will be set in place for an operative to inspect all vehicles leaving site. Where required they will be jet washed prior to leaving site to avoid mud and debris transferring to the public highway.

The highway surrounding the site entry/exit route, will be monitored at all times. Should there be signs of mud, spoil or any other debris present a road sweeper will be provided.

## 11. Appendix

HSG 47 Avoiding dangers of underground services.

SGN – General safety measure to avoid injury and damage to gas plant.

GS6 – Avoiding dangers of overhead power lines.

Safety at street works ACOP

SSE Distribution Safety Rules

CIS3 16 – Control of ducts.