

METHOD STATEMENT

CLIENT: BFL

SITE: Margam Castle, MCU Fire and Security Upgrade

OPERATION: METHOD STATEMENT

DATE: 24-2-2025

This Method Statement refers to trench works and reinstatement relating to the installation of ducting and associated draw pits at Margam Castle.

The duration of the works are anticipated to be 2 weeks.

Prior to works commencing security fencing and adequate signage will be erected to warn site staff and protect members of the public. This fencing will remain in place and be regularly checked by a competent person as the works proceed, and at the end of each shift.

Timber boards will be used against the existing building and to the areas affected by the works to protect against damage and to minimise the disruption to landscaped areas.

Initial works involve disc cutting the line of the proposed trench through the existing tarmac areas using a suitable floor saw, trench excavations will then carefully proceed to an approximate depth of 800mm, any surplus materials will be hauled to a designated stockpile area then loaded directly off site by grab lorry when a full load is achieved. The stockpile area will be located at an agreed location and adequately fenced, all materials will be sealed in a bund to minimise water ingress.

Any excavations within 1m of the existing building will be carried out by hand to avoid accidental damage.

Due to the historical significance of the site a suitable/competent person will be in attendance to carry out an Archaeological watching brief of the excavations as works proceed.

Twin walled ducting and draw pits will be installed then sand surround placed within the trench prior to warning tape being laid directly above the ducts. Backfilling works will be completed as the works proceed to limit the extent of open trench excavations left overnight. Suitable compaction will be achieved by using a heavy duty vibrating plate. It is anticipated to use excavated materials for backfill in landscaped areas and imported type 1 materials within tarmac areas.

Reinstatement of the tarmac will be completed immediately to maintain access to the building. The depth of the tarmac reinstatement will match the existing specifications.

Consideration will be given to the presence of existing services which pass through the proposed working area. Maintenance records will be required for layout drawings detailing possible buried services.

A permit to dig will be required from the Site Manager to ensure that any possible hazards are identified and discussed prior to work commencing.

Where live services are identified a CAT cable detector and generator will be used to locate the exact position, trial holes will then be dug 'by hand' to expose the services.

Surplus materials will be removed as works proceed to a suitable off site licensed disposal point.

The site supervisor will at all times co-operate with the client on all aspects of health and safety and monitor and report on the activities of employees and other contractors.

All tools, equipment and hazardous materials supplied by NT Groundworks will be placed in safe storage whenever the site is left unattended. All plant left unattended will be immobilised by removing the keys.

Care will be taken by NT Groundworks to ensure that loading, unloading and other hazardous operations do not take place in areas accessible by members of the public.

All manual handling operations carried out by NT Groundworks employees will be risk-assessed by the company, who will advise on the methods to be adopted.

It is anticipated that a 3t excavator will be used during this project to reduce manual handling impacts.

Employees will be trained, competent and authorised to operate plant/machinery, Where formal training and certification is required copies of relevant certificates will be provided.

The contents of this method statement and any additional requirements will be conveyed to all persons concerned during the site induction in order that there can be no misunderstandings of the safe working procedures for this contract.

Suitable PPE will be used for the duration of the works.

Any excavations left open overnight will be inspected at the start of the next shift by a competent person.

All plant/machinery will be inspected on a regular basis and any defects reported to the site supervisor, the PUWER register of inspections must be completed on a weekly basis.

Welfare Facilities will be supplied by client.

Anticipated Sequence of work

- 1) Erect fencing/barriers and place relevant signage warning both traffic and pedestrians of the works.
- 2) Lay out suitable timber protection boards to protect the surrounding tarmac areas/landscaped areas.
- 3) Study service layout drawings and CAT scan area to pinpoint services (Calibration certificate will be provided for scanning equipment).
- 4) Remove tarmac where required.
- 5) Carefully expose 'by hand' any services identified.
- 6) Excavate trench 800mm deep (by hand in restricted areas close to the building), place ducting/draw pits at specified locations and lay sand/dust surround for protection.
- 7) Lay warning tape, backfill trenches and reinstate landscaped areas.
- 8) Reinstall tarmac to match existing and supply bitumen sealant to joints
- 9) All operatives will wear Safety Footwear, suitable gloves, high visibility vests and safety helmets for the duration of the works.
- 10) Where any cutting works are carried out suitable dust masks, ear defenders and safety goggles will be worn. In addition a dust suppression unit will be used to minimise dust entering the surrounding atmosphere.

A separate method statement will be issued for works breaking/drilling into the existing building.

Adequate protection measures will be introduced internally such as timber boards and plastic sheeting to protect the existing internal walls and floor area.