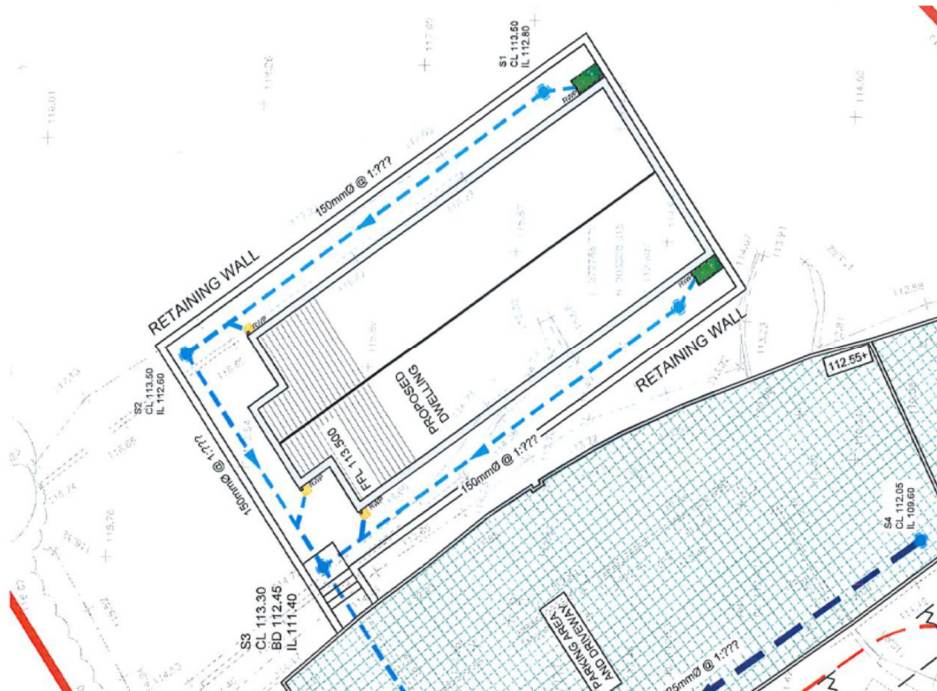


Method Statement

Supervisor/Foreman: B William's		Site Contracts Manager: N Crooks
Originator: MP Whelan		Position: H/S Advisor
Date: 27/2/2026		
This Method Statement is critical to the health & safety of the activity (i.e.) it relates to and must be read in conjunction with the relevant risk assessments as referred to in the relevant section below that combined make up the Safe System of Work. This Safe System of Work It is to be strictly adhered to, monitored by the on-site supervisor and any deviation/s must be handled by way of formal recorded revision and circulation to affected parties. Principal Contractor: Contact: Crynant Plant &Construction Ltd Milland Rd Industrial Est Neath SA11 1NJ Site Address: 17 Penygraig Rd Alltwen Pontardawe Neath/Port Talbot SA8 3BS		
Planned Task/Activity Description: Work to commence on the tree protection plan zone, Excavation of foundations of proposed plot and retaining wall around prosed plot consisting of excavation of foundation to plot 800 x 250 mm 30N Concrete strip foundation and proposed Retaining wall will be retaining wall will be built at 1.2 m above ground level *See Sequence of Works 		

Emergency Procedures:

Site Emergency Contacts

Neil Crooks – Contracts Manager - 07538026807

(Safety Consultant) MP Whelan 07481277957 to be informed of all

Ambulance Services on 999. State nature of emergency and provide site address.

Principle Contractor Emergency procedure to be adopted and followed at all times.

Neil Crooks – Contracts Manager - 07538026807

Brian Williams-07725545363

Fire:

In the event of Fire: raise the alarm and Inform the Principal Contractor's on-site representatives.

Hot Works Permits are strictly required for any Hot Works (Burning / Welding) to Plant or machinery if needed for repair, Forms available from the CPCL Site Office

Nearest Immediate Medical Attention:

Morriston Hospital - Heol Maes Eglwys,

Morriston,

Swansea,

SA6 6NL

Environmental:

All equipment refuelling areas will have appropriate spill kits available – Principal Contractor to provide undersealed plant equipment storage agreed upon by both CPL and PC to prevent minor leaks of fuels and or oils breaching surrounding drainage of existing properties Spill Kits provided by CPL, Drip Tray to be in place under the fuelling point when inserting the nozzle into the Plant/Machine or generator, Fuel Tanks will be double banded, When re-filling Plant and Machinery make sure the nozzle is fully inserted thus reducing any form of spill and also a drip tray underneath the area, Fuel will be brought to site on a daily basis, Emergency Procedures will be adopted from CPCL Plan which is available at site for spillages, CPCL to clean up their own spill and to follow CPL Procedures of depositing waste arising from any spill,

Plant & Equipment:

360° Tracked Excavators - Forward Tipping Dumpers – Rollers, If Dumpers are fitted with ROPS protection only, operator must dismount whilst being loaded, Operator to mount and dismount machine using fixed access arrangements and always facing the machine using 3 points of contact, Engine must be turned off if approached by others and keys removed from the ignition before leaving unattended for any reason,

LOLER files to be kept in Principal Contractor's office / on remote server. PUWER inspection must also be undertaken daily and recorded. LOLER must be 12 months for plant 6 months for accessories, Weekly check sheets to be carried out by CPLC on condition and working order of Plant and equipment,

CPCL to stop all engines when plant and machinery is not in use, this will minimise noise levels and bearing in mind the location of the residential properties to the site,

Operatives/Competence:

Machine and plant Operators to be CPCS / NPORS (Or equivalent) Card

Holders Site supervisor to have SSSTS (or Equivalent) General operatives

to be CSCS qualified.

*Temporary Works supervisors to hold relevant competencies.

CPCL to have copies of Neil Crooks cards/qualifications and will be taken on induction.

Method Statement

First Aid & Welfare Facilities

Provided by Principal Contractor, CPL to maintain cleanliness of all facilities and dispose of all their waste,

CoVid-19 Security:

Operatives will follow the Principal Contractor Rules first and foremost. Hand washing for 20 seconds using warm water and soap.

Materials Handling/Storage & Safety Information:

Operators are required to keep their cab doors and windows closed at all times to prevent ingress of dust and noise *A Safe Exclusion of Zone of 10m is to be established while the Machinery is working into which no person will enter before making positive eye contact with the Operator and receiving a "Thumbs UP"!

*Lorry drivers arriving at the site will reverse into position using a banksman and reversing cameras – There is no requirement for them to leave their cabs.

* Spill Kit must be on site - Drip trays must be used to prevent accidental fuel and Oil Spills

PPE Requirements:

PPE will be free issue at source at set out in the PPE Regs 1992 and revised 2015 and will be itemised if required in the respective task specific Risk Assessments

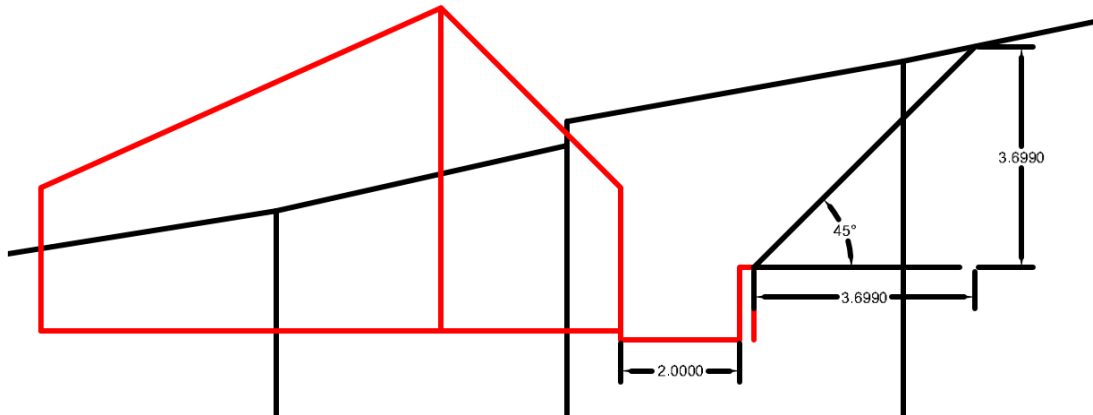
Specific PPE may vary depending on Principal Contractor and Task

Incorrect Boiler Suits leading to risks from mechanical and chemical hazards.	EN 340 :1993 Standard for mechanical hazards. EN 465 :1995 for chemical hazards Regular cleaning and inspection Staff to report defects.
Collision with Vehicles	High Visibility Jacket or waist coat to minimum standard EN471 Class 2. Regular cleaning and inspection Staff to report defects, Segregation to be put in place to limit collision of vehicles
Incorrect Gloves leading to risks from mechanical and chemical hazards Manual Handlin	EN 388:1994 Standard for mechanical hazards. EN 374-1465 :1994 Gauntlets or gloves for chemical hazards Regular cleaning and inspection Staff to report defects
Incorrect Head Wear leading to risks from mechanical and chemical hazards	EN 397:1995 Standard for Head Wear hazards Regular inspections
Incorrect Safety Glasses leading to eye injuries from risks from mechanical and chemical hazards.	EN 166:2002 Standard for Safety Glasses, with frames and Oculars to resist coarse dust particles (4) and liquid droplets (3) as a minimum. Regular inspections
Incorrect Safety Shoes or Boots leading to injuries from risks from mechanical and chemical hazards	EN 345:1:1992 Standard for Safety Shoes, with penetration resistance with toecap protection
Hearing damage from incorrect Ear defenders and equipment	EN 352:1:1993 Standard for Earmuffs EN 352:2:1993 Standard for Ear Plugs both disposable and reusable EN 352:3:1997 Standard for Earmuffs attached to a safety helmet

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Respiratory Protective Equipment and other PPE equipment are not correctly identified leading to risks from chemical and mechanical hazards.	All PPE must comply with and meet the standards of the 1992 Personal Protective Equipment Regulations, Refuelling of plant Gloves (BS EN 420)
<u>Risk Assessments for Task:</u> Operation of 360° Tracked Excavator, RA11, Forward Tipping Dumper RA12, Digging for Services RA15, Re-Fuelling Machinery RA10, Tracked Rear Dumper RA13, Manual Handling RA27, Maintenance Engineer Site Visit. Use of Portable Equipment. RA86. Use of a Whacker Plate RA 99. General Labouring RA11. Laying slabs/kerbs RA 72 Ride on roller RA68. Underground Services RA64 Manual Handling RA 27. Vibrating Poker RA24. Refuelling of machines RA10.	
<u>Housekeeping:</u> General Housekeeping to be adhered to in accordance with the Safe System of Work and areas are to be kept in a clean and tidy condition. All waste is to be segregated and disposed of in accordance with the Principal Contractor's site waste management plan. All packaging to be taken to the skip All loose Blockwork and banding from kerbs and slabs to be rolled up and disposed to skips	
<u>Planned sequence of Works</u> Operatives to sign in and be inducted at site by CPCL Machinery and Plant to be delivered to site works zone and established on a safe area. Banksman to control all plant and vehicle movements on site due site slopes and contours Establish emergency procedures and controls specific to new work areas as site progress Collect Permit to work / permit to dig if required to do so from CPCL Cat and Genny, any areas where possible services might be located, (Refer to service Drawings, Survey proposed site works zone for Site Specific Hazards and Risks (Banking and Slopes) Service drawings to be used to markup known services & area to be scanned using C.A.T. and Genny by trained and competent persons. Any unknown services found to be marked up and highlighted to site supervisor. As work progresses additional barriers to be placed in areas controlled by CPCL only to prevent falls into excavation as deemed necessary by CPCL Cut to formation levels on plot as per site drawings and specifications and fill operations on all areas Sub-soil to be stripped using excavator, and placed into dumper to transport to stockpile or to fill areas as directed by CPCL, minimal stockpile area expected as excess earth to be used as backfill Stockpile to be sealed before end of each shift and have no more than 45-degree vertical profile. Filled areas to have subsoil spread with excavator in 150mm layers to fill level. Filled areas then to be compacted using roller. If deemed not suitable by CPL supervisor due to ground conditions.	
A 360° excavator fitted with a pecker attachment will be used to break out rock and form the bank to approximately 45°. Batter angle to be maintained in accordance with ground conditions and stability requirements. Ground conditions to be inspected and assessed daily by the Groundworks Supervisor. Work to stop immediately if instability, movement, or unexpected ground conditions are identified.	

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The 360° excavator will excavate strip foundations to approximately 450mm dee. Concrete to be poured directly into excavations using the excavator. Banksman to guide plant operations at all times. Blocks, mortar materials, and other construction materials to be delivered and positioned close to the work area using mechanical means (e.g. excavator where suitable). Bricklayer to construct strip foundation wall using hand tools.

Service Installation

Set up barriers and markers as necessary

If supervisor on site deems necessary (depending on depth/ground conditions), set up appropriate supports if required (e.g. Trench box)

Ensure suitable access/egress is available (i.e. Ladder)

Competent Banksmen to be with 360 at all times.

Machine operator to spread a layer of dust along trench (if required). (No employee to be in trench during **ANY** backfilling operation)

If required chamfer edges of pipework using handheld tools fit for purpose

Apply pipe grease to pipework using soft brush as required.

Check trench before entering, if deemed safe enter and slot in pipework (If required use rubber mallet)

All personnel to exit trench

Once the trench is clear of personnel, machine operator to backfill around pipework dust over the soffit of pipework.

Check trench before entering, if deemed appropriate 'safety tape' to be added on top of the pipe to highlight its path

All personnel to exit trench

Machine operator to backfill with dust followed by appropriate backfill.

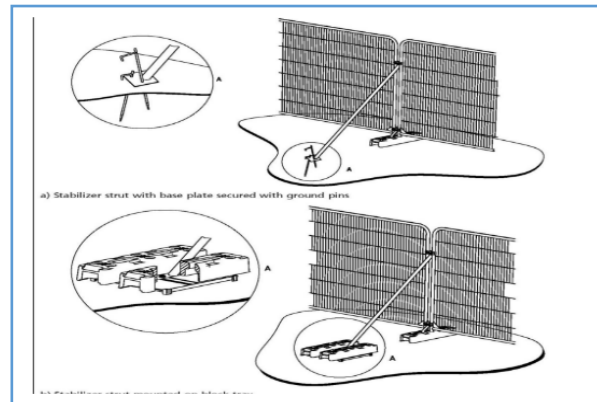
Depending on depth backfill to be rolled/whacked in layers of no more than 150mm

Tree Protection

All tree works will be carried out in accordance with BS5837:2012 "*Trees in Relation to Design, Demolition and Construction – Recommendations*." Trees identified for retention within the Tree Constraints Plan will be protected throughout the construction phase. Protective fencing (such as Heras fencing to BS5837 standards)

Method Statement

will be erected prior to any site activity and maintained in position until works are complete. No construction access, material storage, or ground disturbance will occur within the Root Protection Areas (RPAs) of retained trees. All site operatives will be briefed on tree protection protocols during induction, and regular inspections will be carried out to ensure compliance



In the Event of a Breakdown:

The Operative will inform the Plant and Transport Manager as soon as possible.
Fitting teams will be arranged to visit site following the correct procedures for doing so.
RAMS will be provided for this task should they be required.

COSHH / Dust / Contamination:

COSHH data sheets for Fuel will be provided within the Safe System of Work
Materials Safety Sheets for the materials being screened will be provided by the PC if the materials have been generated from a known contaminated area if applicable.
Environmental dust will be reviewed visually on daily basis by the site supervisor. If deemed necessary CPL to dampen down area with water bowser as required.

Environmental Run Off:

Controls to be implemented by Principal Contractor. CPCL

Emergency Procedures for Environmental Spill via CPCL Controls which should have a designated person's name and contact number, also name and address of CPCL Emergency spill company, also CPCL to clean up any spills that has resulted within their own scope of work and to adopt their own emergency procedures, Principal Contractor to provide any permits required.

A fuel oil spill kit has been placed by the tank.

Designated refuelling areas only to be used, within the site compound area.

Spill kits are to be used at all times.

Drip trays will be used to prevent ground contamination.

The refuelling area will be designated within the site compound area. (onsite)

No refuelling close to the perimeter or residential Road or TPO Area

CPCL is to designate the least amount of fuel on site.

The fuel area is to be kept at least 10m away from the perimeter fence

Drip trays MUST be used when refuelling generators,

No smoking around the compound and fuel area

Permits to Dig – CPCL Responsibility,

CPCL to sign up to Permits when issued and comply with Permit restrictions,

CPCL Supervisor and Operatives to be named on Permits.

CPCL Must: Provide pertinent information on Drawings of Services and areas where the proposed cut and fill works could potentially come into contact with Services.

Silt Management

Silt pollution is easily identified by discolouration or cloudy water. It affects the quantity of suspended soils or turbidity in water and can create several issues if uncontrolled discharge reaches a sensitive receptor, such as drains

Key considerations for the project include:

Limiting stripping to the minimum amount of land required

Diverting clean water away from bare ground

Planning for the treatment of silty water when pumping out excavations or managing surface water run-off. Any silt will be removed by allowing silty water to infiltrate through large areas of grassy ground, geotextiles filters,

Residential properties

The site is bordered by residential properties on the upper, lower, and opposite sides. Every care will be taken throughout the construction period to minimise disturbance to nearby occupants. Control measures will be in place to reduce pollution from noise, dust, and surface water runoff.

Regular liaison with local residents will be maintained to keep them informed of key construction activities, particularly during high impact works such as groundworks. Dust suppression will be implemented using water sprays as needed, and noise-generating operations will be limited to standard working hours in line with local authority guidance.

Noise and Vibration

All plant and equipment will be regularly maintained to ensure that no item will produce excessive noise.

If noise or vibration levels are a cause of concern or if there are complaints, the Environmental Manager will carry out a site investigation – an improvement plan will be put into place and discussed with the site team.

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Traffic movements from waste collection vehicles will take place during operational hours, and these will take into consideration the neighbourhood requests for quiet periods.

Plant maintenance operations should be undertaken as far away from noise-sensitive receptors as possible.

The use of barriers to absorb and/or deflect noise away from noise-sensitive areas will be employed where required and reasonably practicable.