



SITE SPECIFIC METHOD STATEMENT:

Backhouse, Westbury

SCOPE OF WORK

Removal of existing topsoil, laying of pond liner material and making good with topsoil on completion including removal of old sand bag headwall and construction of new concrete headwall.

SITE ADDRESS

Backhouse
Westbury
Callaway Gardens
Wiltshire
BA13 3YG

Start date of work: 17th December 2025

End date of work: 19th December 2025

QUALITY CONTROL

To be checked on completion by visual and camera inspection (drainage). Photographic evidence to be taken throughout.

CLIENT RESPONSIBILITIES

The client is responsible for advising KMS Construction LTD of any health, safety, environmental and other requirements / arrangements unique to the site or task and for accepting the method statement prior to work commencement.

Toomey Safety Services is available for advice on the contents of the method statement.

HAZARD IDENTIFICATION & RISK CONTROLS

Provided in the attached Risk & COSHH Assessments.



EMERGENCY PROCEDURE

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify Matthew Lockey who will notify the client and the HSE.

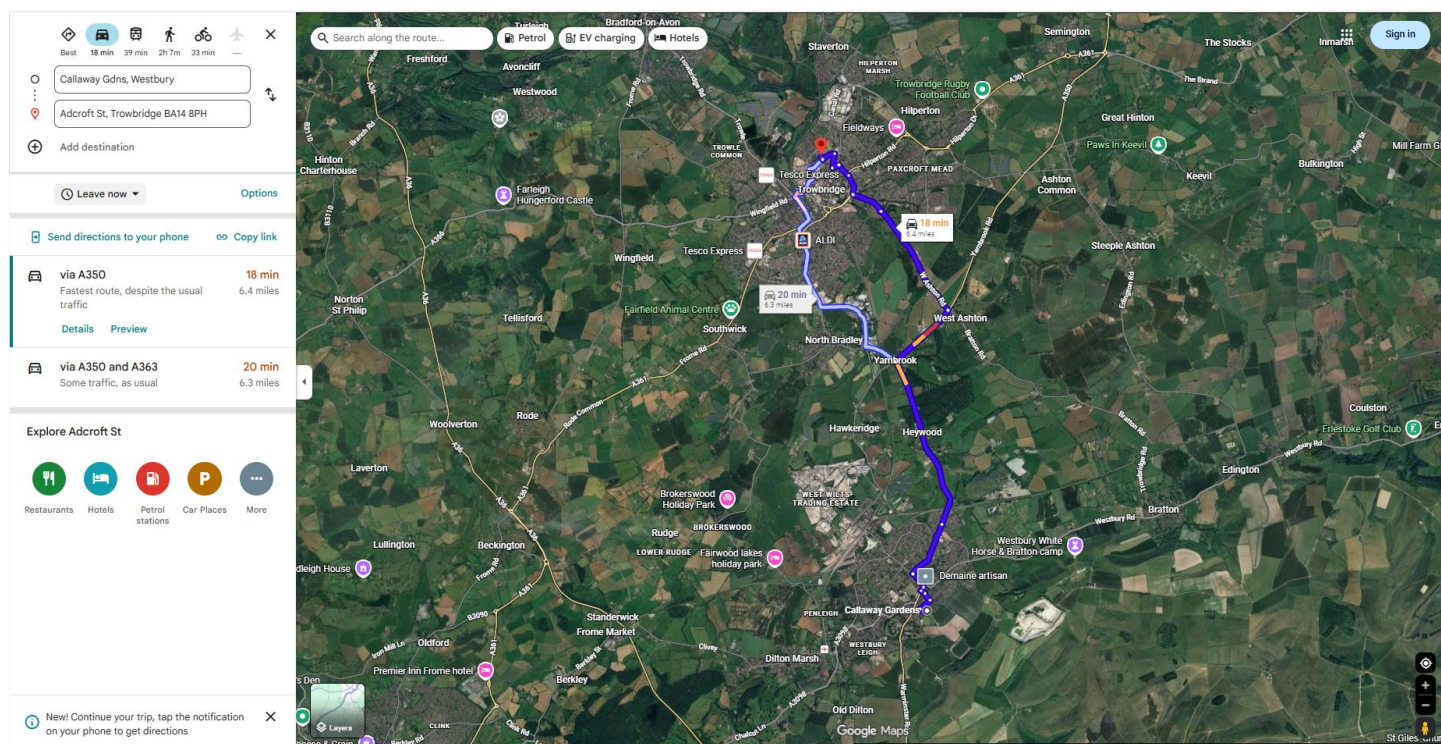
Emergency telephone number
Main Contact: Matthew Lockey
Tel Number: 07940360195

Emergency procedures for fire and first aid will be undertaken by KMS Construction LTD operatives. KMS Construction LTD will be working under their own recognisance.

The nearest hospital and address is:

Trowbridge Community Hospital, Adcroft St, Trowbridge, BA14 8PH

18 min (6.4 miles) via A350



In case of accident or injury requiring medical attention follow site specific instruction or call 112/999

Inform Manager/Client/Representative of any incidents/accidents as soon possible.



All accidents must be reported to the client and recorded in the accident book at the premises and the depot. Incidents that are reportable, under RIDDOR 2013 will be reported to the "HSE" online by the Office Manager. KMS Construction LTD to log all accidents/incidents etc and to complete a full investigation.

SAFETY REQUIRED

All plant/equipment/vehicle brought onto site will be regularly maintained and serviced.

All equipment shall be inspected before and after use, and all defects emailed to the Office Manager.

PLANT & TOOLS REQUIRED

- Excavator, Dumper, Compressors, Breakers, Roller, Plate Compactors, Disc Cutters, Cement Mixers.
- Vacuum excavator
- Hand Tools: Chisels, Hammer, Screwdrivers, Scopes, Broom, Shovel etc.
- Signs cones barriers
- Pedestrian Barriers and Road Cones
- Mechanical Manhole Lifter or Manhole Keys
- Mobile Phone
- Additional equipment
- Trench sheets and struts
- Timber for frame levels
- CAT and Genny (for service location)

PEOPLE REQUIRED

- Site Supervisor
- Excavator Operative
- Dumper Operative
- Carl Poole
- Shane Morgan
- Craig Cruz
- Carl Walton
- Adam Holt
- George Maslin
- Dan Bonnici

TRAINING REQUIRED

- CSCS card
- HR Confined Spaces
- Manual Handling
- Asbestos awareness
- Working at height awareness
- Relevant Toolbox Talks
- CAT and Genny Cable Avoidance Training

Site Operatives – All personnel to carry with them evidence of all training.



PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

- Helmet
- Overalls Specific requirements
- EN471:2013 Class 3 – Long Sleeve Vest or jacket with matching Trousers.
- EN 20345 S3 Laced boot with ankle support.
- Safety Goggles
- BS EN3:1996 2 KG powder fire extinguisher
- Spill kit-general purpose spill kit or oil only spill kit.
- First Aid Kit & Eye Wash
- FFP3 Powered Face Mask

WELFARE

Toilet facilities to be identified on a site-by-site basis or by the Client at site induction.

SITE RULES

1. Mandatory PPE will be safety boots, Hi-Viz tops, safety helmet and gloves at all times.
2. Other PPE as per risk assessment.
3. All operatives to park in designated areas, do not block access to any other properties.
4. All operatives to sign in and out when arrive and leave site.
5. Smoking only in designated areas.
6. No swearing or shouting when on site.
7. RAMS to be signed for every activity or equipment undertaken or used.
8. All work areas to be fenced off and all excavations to have barriers in place to prevent falling.
9. Keys to be removed from all plant and vehicles when left unattended. Turn plant off when not in use.
10. Keep all welfare facilities clean and tidy.
11. Put all waste in bins and skips provided.

IF IN DOUBT, ASK YOUR SUPERVISOR OR TOOMEY SAFETY SERVICES

MATERIALS

Water – supplied by client.

STORAGE & HANDLING OF HAZARDOUS SUBSTANCES & MATERIALS



All hazardous substances are stored and/or handled safely at all times in marked/labelled containers at site for this work. Details of COSHH assessments are enclosed in the SSOW pack available in the Site Office/Company Vehicle. These must be read and understood prior to use.

If asbestos found to be present in the working area, the work **MUST be stopped immediately**, and the client notified, and further instruction obtained.



INSTRUCTIONS

SITE METHODOLOGY

This method statement will be followed by our operatives whilst completing their duties. The Director will control the teams for the duration of the work. Work that is required to be carried out within a client-controlled area, or on a highway/street will be carried out in strict compliance with the safety at street works and road works: a code of practice "The Red Book" (2nd impression with amendments June 2014)
All Client supplied Traffic Management areas must comply with "Chapter 8" (code of practice)

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GROUNDWORK STAGES

METHOD STATEMENT FOR TOPSOIL STRIP

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, hi-visibility vest, suitable gloves, suitable clothing, goggles, dust masks, ear defenders.

Construction Equipment: Excavator, dumper, Heras fencing,

Working Area: All areas to be fenced and or signed to prevent general access, and to be made secure at all times of operations.

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office.

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT





Plant Operator			NOT TO CONTACT
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METHOD OF WORK

1. Set out extent of works area and erect fencing around working area as required. Area will be checked using drawings and cable detection device to ensure no live cables or service ducts are with the vicinity.
2. 360 deg machine to strip vegetation and topsoil loading material into temporary stockpile to side of works for reuse.
3. Topsoil will be placed in a designated area and the mound shaped and compacted to a safe angle.
4. Work will cease if there is excessive dust caused by this operation.
5. The machine will have been certified within the last twelve months and checked prior to use. The operator trained and assessed to a competent standard.
6. Only areas that require stripping will be stripped to reduce possibility of silt run off and dust.

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR LOCATING UNDERGROUND SERVICES - Working in accordance with HSG47 (Third Edition)

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, Hi-visibility vest, suitable gloves, Safety goggles, suitable clothing, dust masks, ear defenders and CAT detector and Genny.

Construction Equipment: Excavator, Cable Locator, Pedestrian Barrier, Signage, Hand tools

Programmed: N/A

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services, and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office

Dates of operation ___/___/___ to ___/___/___

If strike of electric cable make sure the power is off prior to attempting a rescue, or entering the exclusion zone 15 metres from any strike. N.B. cables have automatic re-sets so never assume a cable to be dead, only the service provider can confirm power lock off.

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour





Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT
Safety Consultants			Audits and site reports

METHOD

1. Obtain a copy of all existing service drawings from the site office, our office or ask for them from your relevant manager. Alternatively, one can call the relevant "dial before you dig" numbers to obtain information.
2. Try and mark the route shown on the plan with spray paint, or pegs do not use road pins or steel bar as these could penetrate the buried service. Remember the line on a drawing could be up to a meter wide and may not be the exact location of the damaged service.
3. Look out for indications of buried services that may not be shown on the drawings. Lampposts, illuminated traffic signs, sub stations, telephone boxes, concrete or steel manhole covers, marker posts, hydrants, or wall plaques.
4. Before commencing to dig use cable detection devise (Working in accordance with HSG47), CAT SCAN (used by a competent and trained person who understands the limitations of this device) and sweep the complete area up and down and side to side. This will only detect electricity cables unless an additional pulse is connected to a known point using a signal generator.
5. When all these precautions have been carried out digging may start. If depth of service is unknown trial holes must be dug by hand, note the cable should be at 450mm deep but BEWARE this is not guaranteed and there is no minimum depth for coverage to a cable. Avoid using forks or other pointed implements (pickaxes). Mechanical excavators and power tools must not be used within 0.5 m of any service. Look out for ducts or marker tape.
6. If cable is surrounded in concrete (DO NOT TRY CLEAR) without first contacting the power supply company and them making the cable dead.
7. When backfilling consolidate the ground under the cables, cover the cables with dust, and replace marker tiles or tape.
8. If a buried service is damaged.
 - o GAS – evacuate area, enforce NO SMOKING or naked flames, prevent approach from members of public or their vehicles, inform Gas Company immediately and report to office.
 - o ELECTRIC – avoid contact with cable. If in cab, stay in cab until cable has been made safe, inform electric company and office, keep everyone clear 15 metre exclusion zone.
 - o OTHER SERVICES – leave well alone and inform owner of service and the office.

If you have any queries on any of these matters please contact me.



TOOMEY SAFETY SERVICES 07749465802

Completed by: Toomey Safety Services Name 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR WORKING

NEAR OVERHEAD CABLES - Working in

accordance with GS6 (Fourth Edition)

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, Hi-visibility vest, suitable gloves, Safety goggles, suitable clothing, dust masks, ear defenders.

Construction Equipment: Excavator, Goal posts, Pedestrian Barrier, Signage, Permanent barriers, Warning signs

Programmed: N/A

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office

Dates of operation __/__/__ to __/__/__

If strike of electric cable make sure the power is off prior to attempting a rescue, or entering the exclusion zone 15 metres from any strike. N.B. cables have automatic re-sets so never assume a cable to be dead, only the service provider can confirm power lock off.

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning



Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD

1. Obtain a copy of all existing service drawings from the site office, contact the services authority, and agree the safe working distance from the overhead cables and support.
2. Set up the exclusion area protective barriers, signage and inform the plant providers of any restrictions required (max height for dumpers arm restrictors for diggers).
3. If transition required through the restricted area, then set up goal posts of a nature that if hit will fall in front of the item of plant.
4. Before commencing works near to the restricted zone then a specific toolbox talk (disc show from service provider) will be given to all operatives and restricted areas noted and all operatives to sign understanding of restrictions.
5. Works will be controlled by establishment of a permit system for all operatives due to work near or in the restricted zones before the start of every shift.
6. Safety procedure for unexpected event (arcing outside of restricted area) must be addressed prior to work commencing and Plant Operators informed of requirements to protect themselves.
7. When all these precautions have been carried out digging may start.

ELECTRIC – avoid contact with cable. If in cab, stay in cab until cable has been made safe, inform electric company and office, keep everyone clear 15 metre exclusion zone.

If you have any queries on any of these matters please contact me.

TOOMEY SAFETY SERVICES 07749465802

Completed by: Toomey Safety Services Name 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR MANUAL HANDLING

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

EMERGENCY ACTION TO BE TAKEN DURING WORK

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Emergency telephone numbers are posted in the office.

Dates of operation __/__/__ to __/__/__

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Plant Operator			NOT TO CONTACT

METHOD OF WORK

Where load handling operations are essential,



1. Loads shall be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling.
2. Load to be examined to determine its weight, dimensions and contents.
3. Area of lift and route along which the load is to be transported, shall be well lit, with non-slip surface and clear of any slip/trip/fall hazards.
4. Establish whether the load is hot or cold, or if it has any sharp edges or corners.
5. Test to see if the load is likely to fall apart when lifted, or if the contents within the load may be subject to unexpected movements with sudden displacement of the weight.
6. Operatives will have been trained in the methods of kinetic lifting and handling techniques.

MANUAL HANDLING OPERATIONS

Good handling techniques are essential in the prevention of injury from manual handling operations. The correct method of lifting is to use the strong leg and thigh muscles and to maintain the natural shape of the spine throughout the lift, as illustrated below:

- Assess the load - check it is not dirty or has any rough / jagged edges. Also check that the area is clear of debris etc. before moving anything.
- If you are concerned that the load is too heavy - don't move it - particularly if you have a bad back.
- Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability. If the load is unevenly distributed hold the heaviest part to your body.
- When lifting loads from the floor use your leg muscles rather than the back.



Stand as close to the load as possible and face it square on. Avoid twisting your body when lifting.

- Avoid lifting loads when seated.
- If you are lifting from the floor to a high platform, break the lift into two actions i.e. lifting from the ground to waist level and then waist level to a high platform.
- Split the load if possible.
- Whenever you pull or push a load let your leg muscles do the work
- Personal protective equipment will be worn Gloves Boots hard hat and hi-vis jacket/bib.
- If load is deemed as greater than one man lift then Team lifting will be carried out under the direction of a competent co-coordinator. Team members will be fully fit and of similar abilities.

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR

UNCOVERING UNKNOWN MATERIALS

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

If an unknown substance is uncovered during works the following procedure will be followed: Likely substances; Hydrocarbons (Fuel, oil, furniture finishing liquid) Cleaning fluids, Solvents, Asbestos, Ordinance.

EMERGENCY ACTION TO BE TAKEN DURING WORK

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Emergency telephone numbers are posted in the office.

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Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK



1. Work to stop immediately. Machine to move away from area.
2. On no account should operatives approach or handle any material. Area to be evacuated and made secure with sufficient warning of potential danger.(explosive Fumes, Asbestos containing material)
3. Material is assumed to be dangerous to health then an assessment to be undertaken for corrective the action to be taken.
4. Report finding to Site Manager, and Environmental Manager.
5. Report to Project/Site Supervisor / Toomey Safety Services
6. PC to arrange for specialist advice.
7. After analysis and given clearance to proceed.
8. All operatives handling material to wear appropriate protective clothing, gloves, respirator mask, breathing apparatus and goggles. (As required dependant on report)
9. Work to a Method statement and Risk assessment (to be developed when substance identified)
10. Clothing and PPE to be disposed if contaminated with hazardous material in specific skip.
11. All other material or unknown substances to be removed by specialist waste disposal contractors under the supervision of Principal Contractor.
12. Any operatives finding adverse health symptoms from exposure to unknown materials, to report immediately to their supervisor and Site Manager.
13. A health Assessment will be arranged if symptoms persist.

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR CHANGING MACHINE BUCKETS.

All machine buckets must be changed in a safe and methodical manner by competent persons trained to carry out the operation using the correct equipment. If possible all buckets will be changed using a quick hitch method by the machine operator.

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
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Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK

1. All machines will have been certified within the last twelve months by a competent inspector and the certificate available for inspection.



2. All plant will be checked prior to use by a competent person, the driver, and a written record kept on site.
3. All drivers to have been trained and assessed, copy of certificates available for inspection, including separate quick hitch training. (N.B. Q.H. not included in CPCS training)
4. All buckets required for individual operations, foundation work, drainage, site stripping for example will be placed in a suitable location away from the actual operation but in the vicinity of the work, and a barrier erected around.
5. Buckets will be carried either by the machine or in skip of a dumper, using chains that have been inspected within the last 6 months and checked prior to use. All personnel to avoid area when machines travelling through site. No one to walk next to tracking excavator.
6. When buckets placed at suitable location, area to be fenced using Heras or other approved panels. All bucket changeovers to be carried out within the confines of the fencing.
7. If quick hitch change, no person to enter area of buckets until machine has completed changeover and moved to another location or has been rendered inoperable by the driver.
8. If bucket and pins have to be changed manually, labourer and driver to work as a team, using verbal communication or recognised hand signals. If eye contact is lost by the driver, he is to immediately stop work until both parties know what each other are doing.
9. Driver to ensure that bucket has been checked and is secure prior to use.
10. All buckets that are not being used to be stored in a proper manner inside safe fenced area on solid level ground. If any possibility of falling over, buckets to be laid on side so that no one could be harmed from being crushed.

OTHER COMMENTS

Read Manual handling

Completed by: Toomey Safety Services 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR SITE DRAINAGE

NOTE: No variation or deviation from this method statement will be made without the agreement of the Contract Manager / Supervisor.

PPE Required: Safety boots, safety helmet, visibility vest, suitable gloves, suitable clothing to protect against concrete burns, goggles, dust masks, ear defenders.

Equipment: Excavator, dumper, roller, plate compactor, disc-cutter, pipe laser, trench sheets, drag box, manhole box, Heras fencing.

Programmed: To suit site program

Working Area: Within a 2 metre area either side of the pipe. All areas to be fenced off from general access, and to be made secure when work is not in progress.

Access: Access to all excavations will be made by the use of a secure ladder.

Ground conditions: The soil report must be read to ascertain the ground conditions.

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

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Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK

1. Lines of drainage and positions of manholes clearly set out on site.
2. Permit to dig will be deployed prior to dig taking place.
3. Working areas to be cleared of all existing materials and vehicles. Lorry access to be carefully controlled, with special caution when driving in the vicinity of open trenches. Men to evacuate trench if vehicles are too close to open excavations.
4. Area will be checked with a cable detection device and clearly marked. Care to be taken if changes of ground conditions are found and further investigations made.
5. Spoil to be removed from trench lines using a 360deg excavator and dumper, stored in a suitable area to be re-used for backfilling.
6. All other excavated stored in a suitable place ready for removal from site at the earliest opportunity. No material to be stacked next to open trenches.
7. Once trench has been excavated, sides to be properly shored using trench sheets or minimum of 2 trench boxes with top boxes used within the excavation. The top boxes can be used as edge restraints provided they protrude from the ground a minimum of 1m. All chains and slings to have proper certification. Ladders to be used and secured for proper access and egress. Heras panels will be used to fence the site so as we will be the only operatives on the site netlon fencing will be erected a minimum of 2m away from the trench to act as a visual barrier to prevent falls into the excavation. Should any excavation be left unattended it will be fenced using Heras panels.
8. All excavations to be inspected by a competent person (Ganger) at the beginning of every shift and whenever there are any changes in the circumstances that may affect the safety of the excavation. Inspections to be recorded in diary and confirmed to Site Manager once week.
9. Any water will be pumped away at the earliest opportunity and no one to enter trench until area has been deemed safe by a competent person. When pumping water from trenches be mindfully aware of silt run of into water courses.
10. When connecting to Existing manhole this will be checked to ensure it is clear.
11. Although all systems should be clear but any indication of poor air quality or other dangerous atmospheres will be investigated and air monitoring used.
12. Pipes to be laid using a pipe laser to correct line and level, shingle bed and surround.
13. Men to evacuate trench as suitable backfill material is being tipped into trench. The material will be compacted in layers and remote controlled compaction equipment used if shoring is removed.



Backfilling will take place at the earliest opportunity to minimize the risks of open excavations and to give better access on the site.

14. Any excavations left open when work is not in progress will be fenced off using Heras fencing.
15. All manholes to be benched once the manhole rings have been placed and when complete will have cover and frames fitted and not left open. Manhole shutters to be used during construction.
16. All men to be issued with required PPE and inducted on the method of work.

OTHER COMMENTS

Read Work at height Trenches, Unknown substances, Manual handling

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR PLACEMENT OF LINER

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK

1. All operatives will wear helmets, hi-visibility jackets, gloves, safety footwear, waterproof leggings and suitable long sleeved full legged clothing at all times. They will be inducted in this method statement and a record kept that they have received training.
2. All Liners will be delivered in packs. The packs will be put near to the area of work and covered to prevent moisture ingress, so that they are easily accessible without being a hindrance to other operations.
3. Formation level will be prepared to level and Liner membrane laid to manufacturers instructions.
4. Once complete then the installation will be inspected and signed off by Management prior to backfilling.

Completed by: Toomey Safety Services 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR CONCRETE PLACEMENT

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office.

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
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Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK

1. The area of operation including the delivery of concrete will be fenced off and signed as an exclusion zone.
2. Check Levels to be obtained and order correct concrete amount
3. Instruct Delivery company of any specific requirements for delivering of materials (traffic management plan restrictions)
4. Make positive access way to delivery position



5. All men working with wet concrete MUST WEAR waterproof leggings and wellingtons as well as their required site protective PPE.
6. Concrete will be placed either by Direct into the trench from the lorry, or by pumping if ground unstable for lorry access, or using a 360 machine delivering from the bucket attached in reverse mode via the quick hitch.
7. Concrete will be dispatched into the trench from as low a height as possible to prevent splashing and contamination of personal or surrounding land.
8. Final levelling will take place once the area is safe for operatives to enter i.e. machinery either stationary or working beyond the swing arc of fully extended bucket.
9. Upon completion of pour any excess material (concrete) will be placed in to a designated area and treated as contaminated waste.
10. The area will then be cleared of any trip hazards and the fencing left in place to prevent slips trips falls by other workers.
11. All operatives will then wash off thoroughly any cement containing materials before continuing other duties and if work wear is contaminated with concrete will change into clean workwear.

OTHER COMMENTS

- Manual handling risk assessment. and (T01)

Completed by: Toomey Safety Services 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR MORTAR MIXING BY HAND

All operatives will be inducted and received a toolbox talk prior to starting on site.

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT

METHOD OF WORK

1. All mixers will be checked prior to starting for level secure position, all guards in place and operating, oil levels and general overall condition.
2. Area for operation will be secured from other workers.
3. Operatives will wear full PPE including gloves goggles long sleeved shirts and long trousers at all times to protect themselves from mortar splashes.
4. Operatives will apply the barrier cream prior to entering work area and if required sun cream.
5. Cement bags will be moved / opened manual handling to be observed: all spillages cleared immediately into skip / bags provided.
6. If during mixing procedure operative is exposed to cement dust (wind direction) then a FFP3 filtering mask must be worn.
7. Mortar mixing will be strictly gauged (mix gauge to suit use of material) information from KMS Construction LTD Project Manager.



8. Mixed mortar will be deposited into bins provided and moved to work area with machine.
9. Distribution of mortar onto working spots will be carefully handled to prevent mortar splashes on to other operatives.
10. On completion of shift mixer will be cleaned out with water and any washout deposited into watertight bins for safe disposal in contaminated containment area provided by Principle Contractor.

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR SITE SURVEY WORKS

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, Hi-visibility vest, suitable gloves, Safety goggles, suitable clothing.

Construction Equipment: Pedestrian Barrier, Signage, Warning signs

Programmed: N/A

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Site Supervisor who will notify the client and the HSE.

Emergency telephone numbers are posted in the office

Dates of operation __/__/__ to __/__/__

Persons involved in work activities			
Production Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Site Supervisor	Carl Poole	07572234813	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Operative			Contact Via Ganger
Plant Operator			NOT TO CONTACT
Plant Operator			NOT TO CONTACT



METHOD OF WORK

1. Obtain a copy of all existing service drawings from the MAIN/site office.
2. On arrival to site Sign In and make yourself known to the site manager / site supervisor.
3. Park in designated area only.
4. If lone working (at pre-commencement of site works) then a safe system of contacts must be in place so that the surveyor can inform a manager of his safe egress from the site.
5. Follow the pedestrian routes to and from the point of work.
6. Set up the exclusion area protective barriers, signage and inform the plant provider's of any restrictions required.
7. If transition required through the restricted area (Plant operation area) then the site supervisor must stop any plant activity whilst transition takes place.
8. Before commencing works where suspected services are buried then a CAT scan of the area must be carried out.
9. If setting out is required near services (1 Within Metre) then NON DRIVE pins must be used.
10. If overhead power lines are on site then safety precautions must be observed if using staff or any other extending equipment.
11. If working next to/ or on an adopted highway then chapter eight PPE must be worn.
12. If required to access trench then safety precautions must be observed
 - a. All plant operations by the trench must be suspended whilst operative is in the trench.
 - b. Access point must be defined and safe
 - c. Trench if greater than 1 metre must be supported/stepped or battered to a safe angle of repose
 - d. Inform responsible person of intended entry, so observation may be completed.
 - e. Inform responsible person when work is complete
13. If laser equipment is in use then suitable warning signs must be in place.
14. When all these precautions have been carried out surveying may start.
15. Works shall be planned and supervised on site by a person having the prescribed qualification.
16. The area will be enclosed by a suitable barrier of Heras panels to prevent unauthorized access to the area being surveyed.
17. Work equipment will only be used by competent operatives and maintained in accordance with the manufacturer's instructions
18. Operatives will wear high-visibility reflective clothing and necessary personal protective equipment
19. A route for emergency vehicles will be maintained or an alternative route signed marked and informed to the local centre of operations.
20. Suitable COSHH assessments will be carried out to control the use of all hazardous substance (marker paint).
21. Only when deemed safe will the barriers be dismantled and the area opened to general works to commence.
22. Surveyor must sign out to acknowledge his safe egress from the working area.

If you have any queries on any of these matters please contact me.

Toomey Safety Services 07749465802



Date: 15/12/2025

Revision: 1

Name: Backhouse, Westbury

Authorised by: Managing Director

Completed by: Toomey Safety Services 16 January 2026



GROUNDWORK STAGES

METHOD STATEMENT FOR MUCKSHIFT

This method statement outlines the safe procedures for soil and waste material (muck) shifting activities on residential construction developments, ensuring minimal environmental impact and adherence to safety standards.

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, hi-visibility vest, suitable gloves, suitable clothing, goggles, dust masks, ear defenders.

Construction Equipment: Excavator, dumper trucks (including 30 Tonne Articulated Dumpers), spill kit, road brush, wheel wash facility, barriers for traffic management.

Working Area: All areas to be fenced and or signed to prevent general access, and to be made secure at all times of operations.

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services, and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Production Manager who will notify the client and the HSE.

Emergency telephone numbers are posted in the office.

Dates of operation / / to / /

Persons involved in work activities			
Managing Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
Production Manager	Matthew Lockey	07940360195	Project safety management and production planning
Site Supervisor			On site safety and placement of labour
Operative			Contact Via Ganger



Plant Operator			NOT TO Contacted
Plant Operator			NOT TO Contacted
Plant Operator			NOT TO Contacted
Safety Consultants			Audits and site reports

Preparation and Planning:

- **Groundworkers Working Area Establishment:** Identify and set up a dedicated area for groundworkers, ensuring it is adequately segregated from vehicle traffic and activities of other contractors. Use barriers for delineation.
- **Pre-Use Plant Checks:** Conduct thorough checks of all machinery and vehicles before use, documenting findings in the Pre-Use Checklist. Ensure operators are properly trained and certified.
- **Traffic Management Plan Implementation:** Develop and implement a traffic management plan to manage the movement of materials and vehicles on site efficiently. Aim to eliminate the need for dumpers to reverse where possible.

Operational Procedures:

1. **Dumper Operation:** Dumper operators must disembark during loading operations, except when operating 30 Tonne Articulated Dumpers or Cabbed Dumpers, which should be reversed into position. Seatbelts are mandatory, and the site speed limit must not be exceeded.

At no point are dumpers allowed onto a spoil heap. Dumpers must be loaded at ground level only. Only excavators are allowed on spoil heaps to load.

2. **Spill Management:** Keep a spill kit readily available near work areas. In case of a spill: stop the source, contain the spill, clean up, and dispose of the material as hazardous waste.
3. **Material Handling:**
 - Use moxie dumpers or grab lorries for material transportation. These vehicles require a site induction upon first entry, covering essential information like route, welfare facilities, and first aid.
 - For site spoil moves, consult with the Contract Manager for new stockpile locations and requirements. Stockpiles should not exceed 2 meters in height without a Temporary Works Design.



- The excavator loads the dumper as per the traffic management plan, ensuring dumpers are not overloaded. A banksman must control any reversing operations.
- Dumpers must be loaded at ground level only, avoiding placement on spoil heaps.

4. Site Cleanliness:

- If removing spoil via highways, ensure dumpers pass through a wheel wash to secure loads and minimize track-out.
- A final sweep of roads with a road brush is necessary to ensure all mud and debris are cleared.

A roadbrush must accompany all muckshifts. No roadbrush. No muckshift.

Safety and Environmental Considerations:

- **Segregation and Safety:** Maintain strict segregation between groundworkers and vehicle movements. Use barriers and signage to demarcate working areas.
- **Vehicle Safety:** Enforce seatbelt use, adherence to speed limits, and safe loading practices to prevent accidents.
- **Environmental Protection:** Implement spill management procedures and ensure cleanliness to mitigate environmental impact.

Completion:

- Repeat the process until all material has been appropriately moved or removed. Ensure thorough clean-up of the site, especially public access roads, to maintain a safe and clean environment.

Documentation and Review:

- Keep detailed records of all operations, including pre-use checks, spill incidents, and traffic management plan implementations. Review these documents regularly to improve safety and efficiency.

Completed by: Toomey Safety Services **16 January 2026**



GROUNDWORK STAGES

METHOD STATEMENT FOR USE OF POWER TOOLS & SHARP KNIVES

The purpose of this method statement is to describe the activities and methods, which will be used if an unidentified metal object is exposed.

NOTE: No variation or deviation from this method statement will be made once agreed. Any amendments will be considered and approved prior to instigation.

PPE Required: Safety boots, safety helmet, hi-visibility vest, suitable gloves, suitable clothing, goggles, dust masks, ear defenders.

Construction Equipment: Excavator's, dumper, Heras fencing, 360.

Working Area: All areas to be fenced and or signed to prevent general access, and to be made secure at all times of operations.

EMERGENCY ACTION TO BE TAKEN DURING WORK

If a person has been seriously injured, call emergency services, and get the first aider. Do not move the person unless they are at risk of a greater injury. Notify KMS Construction LTD's Production Manager who will notify the client and the HSE.

Emergency telephone numbers are posted in the office.

Dates of operation / / to / /

Persons involved in work activities			
Managing Director	Matthew Lockey	07940360195	Production Planning
Toomey Safety Services	TOOMEY SAFETY SERVICES	07749465802	Safety and site reports risk assessments and method statements
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Operative			Contact Via Ganger



Plant Operator			NOT TO Contacted
Plant Operator			NOT TO Contacted
Plant Operator			NOT TO Contacted
Safety Consultants			Audits and site reports

General Method for use of Power Tools

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.
9. The area will be segregated and only those involved in the work will be allowed into the work area.
10. Use only tools that are appropriate to the task or operation.
11. Do not exceed the manufacturer's recommended period of time using the tool.
12. Do not use tools or processes that produce high levels of vibration.
13. Operatives will be competent and trained in the safe use of the equipment. Adequate supervision will be provided.
14. Noise levels generated by a portable compressor can vary but are usually in excess of 100 dB(A). Damage to hearing will occur after a very short time unless hearing protection is worn. This should



comply to EN352-1 and it may be necessary to use foam ear plugs as well as ear muffs. Workers nearby are also advised to wear hearing protection whilst this equipment is in use.

15. Keep warm, especially your hands.
16. Wear warm gloves and extra clothing if you work in the cold. Your blood circulation slows down when you are cold; Anti-vibration gloves are not proven to work but will keep hands warm and improve circulation.
17. Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow; exercise your hands and fingers to improve blood flow.
18. Do not use any more force than necessary when using tools or machines. Try to avoid long periods of using equipment without a break.
19. Keep your tools and machines in good working order - badly maintained or unrepaired tools may produce more vibration.

General Method for use of Roller

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers .
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.



9. The area will be segregated and only those involved in the work will be allowed into the work area.
10. Only competent operators to CPCS standard to operate rollers.
11. Operators to wear seatbelts when roller in use.
12. Noise level to be assessed and operator to wear ear protection if above 87dB(A) or using plant for long periods.
13. Banksman stood near to machinery to wear ear protection if continually working nearby.
14. Usage times for specific models to be confirmed prior to use on how long operatives can safely use the roller due to vibration.
15. This may also be dependent on the material being compacted. Soil, aggregate, tarmac.
16. Keys will be removed when not in use and equipment isolated when left unattended.

General Method for use of Compaction Plate

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear, gloves, and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers.
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.



9. The area will be segregated and only those involved in the work will be allowed into the work area.
10. Only competent operators to operate compaction plates.
11. Noise level to be assessed and operator to wear ear protection as above 87dB(A).
12. Usage times for specific models to be confirmed prior to use on how long operatives can safely use the plate due to vibration.
13. This may also be dependent on the material being compacted. Soil, aggregate, tarmac.
14. Use either a machine or team lift to move the compaction plate if now moving due to vibration.
15. Ensure funnels are used for filling with fuel and keep away fuel from hot surfaces. Fire extinguisher and spill kit to be available in area or refuelling.

General Method for use of Disc-cutter

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear, gloves, and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers.
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.
9. The area will be segregated and only those involved in the work will be allowed into the work area.



10. Only trained, certificated, and authorised persons will mount abrasive wheels.
11. Suitable abrasive wheels will be selected for each work process.
12. Machine speed and wheel speed will be clearly marked on each and machine operating speed NEVER to be more than the wheel speed.
13. Machines, onto which abrasive wheels are to be mounted, will be properly maintained, marked with spindle speed, and not misused.
14. Fixing to be cleaned and wheel to be correctly slotted onto spindle and plate hand tightened with bolt.
15. Rotate wheel by hand to ensure it turns smoothly.
16. Machine to be started and let run for 1 minute on ground to ensure abrasive wheel runs smoothly without excessive vibration.
17. If vibrates excessively stop machine and change wheel again, if this continues machine to be checked by a competent person.
18. All guards for the type of machine to be in place and correctly adjusted.
19. Wheel to come to rest naturally once machine is turned off.
20. Never stop blade with hand.
21. Disc cutter (operatives will have been trained).
22. Operatives will wear ear defenders, FFP2 dust mask when using disc cutter plus water suppression.
23. Class A impact goggles, BSEN 166B, suitable clothing and gloves to be worn.
24. No loose clothing, long hair, or jewellery to be in vicinity of use.
25. Vibration speed of machine if handheld to be known and usage time calculated from manufacturer /supplier details. Time of use recorded at end of day and monitored.
26. Cutting will be carried out at a distance where others will not be affected by dust, flying particles or noise.
27. Cutting will be water suppressed to reduce dust generation to a minimum.



28. Ensure wheels are stored in a dry, preferably dark place horizontal. Ensure not contaminated by oil, grease or water or extreme temperature.
29. Older wheels to be available first.
30. When the work finishes, or day ends ensure that all sources of trips and falls are cleared to behind a barrier and that any sharp or otherwise dangerous objects are cleared to a covered skip.
31. All waste will be disposed of as per the site waste management plan.

General Method for use of Concrete Poker

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear, gloves, and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers.
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.
9. The area will be segregated and only those involved in the work will be allowed into the work area.
10. Suitable poker will be attached to the compressor hose and positioned next to work.
11. Or use of an electric poker, powered through a step-down transformer at 110v. All electric equipment to be PAT tested and inspected prior to use.



12. Operative to wear additional ear defenders and gloves at all times and wear goggles to BS EB 166B standard when using the poker.
13. Make sure the usage time for the specific poker is known and supervisor to monitor the time of use for each individual throughout the day. Times not to be exceeded and a record kept. Rotate operatives carrying out the task.
14. Operatives to warm hands and increase circulation if suffer from tingling or numbness.
15. Once task complete turn off compressor and release any retained pressure in the hoses or electric supply and tidy away equipment as a trip hazard.
16. Never aim a hose under pressure at another operative.

General Method for use of Compressor and Breaker

Method of Work

1. All operatives will wear helmets, hi-visibility jackets, safety footwear and suitable clothing at all times. They will be site inducted and inducted in this method statement and a record kept that they have received training.
2. Area of operation will be sectioned off with the use of pedestrian barriers.
3. A supervisor will be in overall charge of the works.
4. They will provide adequate information to the operative carrying out the work.
5. They will ensure that all necessary PPE is worn by operatives as per site rules and current legislation.
6. Operatives will work safely and take reasonable care of their own health and safety and that of others who may be affected by their actions.
7. They will ensure that all equipment is checked and that it is in good condition and safe to use.
8. They will comply with all site rules, method statements and Statutory legislation.
9. The area will be segregated and only those involved in the work will be allowed into the work area.
10. Suitable breaker will be attached to the compressor hose and positioned next to work.



11. Operative to wear additional ear defenders and gloves at all times and wear goggles to BS EB 166B standard when using the breaker.
12. If dust is produced work to be water suppressed and an FFP3 mask will be worn.
13. Make sure the usage time for the specific breaker is known and supervisor to monitor the time of use for each individual throughout the day. Times not to be exceeded and a record kept. Rotate operatives carrying out the task.
14. Operatives to warm hands and increase circulation if suffer from tingling or numbness.
15. Once breaking complete turn off compressor and release any retained pressure in the hoses.
16. Never aim a hose under pressure at another operative.

General Method for use of Sharp Knives

Method of Work

Purpose: This method statement outlines the safe handling, use, and storage of sharp knives on a construction site, aiming to minimize the risk of injuries and ensure compliance with health and safety regulations.

Scope: This procedure applies to all personnel who are required to use sharp knives for various tasks within the construction site, including but not limited to cutting materials, opening packaging, and precise trimming tasks.

Safe Use of Knives:

1. **Knife Selection:** Choose the correct knife for the task. Ensure the blade is suitable for the material to be cut, minimizing the need for excessive force.
2. **Pre-Use Inspection:** Before use, inspect the knife for damage. Do not use knives with damaged handles or dull blades, as these can increase the risk of accidents.
3. **Correct Handling:** Always hold the knife firmly by the handle and keep the cutting edge away from the body. When passing a knife to another person, offer the handle first, not the blade.
4. **Cutting Surface:** Use a stable and appropriate cutting surface. Never cut towards yourself; always cut away from the body to minimize the risk of injury.



5. **Concentration:** Stay focused on the task. Do not use knives while distracted or in a hurry.
6. **Storage:** When not in use, store knives safely in a designated knife holder or sheath. Do not leave knives exposed or in a position where they can fall or cause injury.

Manual Handling and Ergonomics:

- Use ergonomic grips and techniques to reduce strain. Ensure workstations are set at an appropriate height to prevent awkward postures during cutting tasks.

Emergency Procedures:

- In case of a cut or laceration, apply first aid immediately and seek medical attention if necessary.
- All incidents must be reported to the site supervisor or health and safety officer.

Maintenance and Care:

- Knives should be regularly inspected for sharpness and integrity. Dull blades require more force and are more likely to slip, increasing the risk of injury.
- Use appropriate tools for sharpening and maintain knives according to the manufacturer's instructions.

Disposal:

- Dispose of blades and knives responsibly. Use designated disposal containers for sharp objects to prevent injury to waste handlers.

Monitoring and Review:

- The use of knives on site will be regularly monitored to ensure compliance with this method statement.
- The procedure will be reviewed periodically and updated as necessary to reflect changes in regulations, site conditions, or operational practices.

Completed by: Toomey Safety Services 16 January 2026



GENERAL CONSIDERATIONS

NOISE & VIBRATION

Plant and vehicles are provided with silencing equipment to minimise noise and will be located to minimise noise to the neighbours.

If the Site Supervisor is concerned regarding noise and vibration levels of any activity or an item of plant, they must report this to the Line Manager to see if the equipment is defective. If the equipment is not defective, but there is still a concern about noise/vibration, the Site Supervisor will notify the Line Manager to see if alternative equipment can be used to minimise the impact on the environment and the user.

ENVIRONMENT

1. All equipment will be regularly maintained with specific attention being given to control of exhaust emissions.
2. Inspect area of work before work starts to establish if dust may be a problem and be prepared to damp down, especially in windy conditions.
3. All recovered waste from the cleaning operations will be removed from site and taken to suitably licensed facilities. All such activities are carried out in accordance with the requirements of the "Code of Practice. A Duty of Care" under the provisions of the Environmental Protection Act 1990.
4. Should any special measures be required these will be subject of a separate instruction from the client and specific method statement raised by KMS Construction LTD and agreed with the client, before works commences.
5. Always consider neighbours in relation to any illumination that is deployed.
6. All wastes generated must be safely controlled, recorded, and correctly disposed of at appropriately licensed facilities.
7. Any spills will be reported to the client immediately, and appropriate action taken.

Should any contaminated land be found during the course of the works the Site Supervisor will cease working in the areas affected and alert the client and the KMS Construction LTD line manager immediately, the area(s) affected will be left in a safe condition and as undisturbed as site conditions will allow.

INSPECTION & AUDITING



The Supervisor will inspect all work on its completion to check that it is satisfactory. Directors/Toomey Safety Services/Supervisors will randomly monitor sites to check the operations in progress and audit the sites and create any actions required following these inspections.

All teams are also subject to SHEQ audits monthly to ensure that they are following the KMS Construction LTD standards and procedures.



SIGN OFF

Review required by: Matthew Lockey, Director

Next review due: 09/10/2026

Current revision: 1

As a Manager, I confirm that all team members are competent to carry out their roles and possess the correct certificate/card relevant to their identified task;

Name/Role	Signature	Time/Date

Briefed to: *(By signing below, I confirm that I possess the appropriate certificate/card relevant to my identified task, have read and understood this method statement and will comply with its requirements).*
Any deviation from this method statement must be approved by the Manager identified above.

Name/Role	Signature	Time/Date