

METHOD STATEMENT – GROUNDWORKS

Project: Residential New Build – 2 Storey Dwelling

Site Address: 24 Cavendish Rd | HS17J | London | United Kingdom

Principal Contractor: SJG Ltd

Prepared By: SZ J GRIGA

Date: 10.02.2026

Revision: v1

1. DESCRIPTION OF WORKS

This method statement describes the safe system of work for groundworks activities including site clearance, excavation, foundation construction, and installation of below-ground drainage for a residential new build project.

2. SEQUENCE OF WORKS

2.1 Site Setup

- Site boundaries established and secured
- Site induction completed for all operatives
- Welfare facilities and temporary services in place
- Relevant risk assessments and permits reviewed

2.2 Site Clearance

- Vegetation and debris removed from site
- Materials segregated for disposal or reuse
- Work areas kept tidy throughout operations

2.3 Excavation Works

- Excavation areas set out in accordance with drawings
- CAT & Genny survey completed prior to excavation
- Trial holes excavated to confirm service locations
- Excavations carried out using mechanical plant where appropriate
- Excavation sides battered or supported as required

2.4 Foundations

- Formation levels checked and approved
- Blinding concrete applied where required
- Reinforcement placed in accordance with drawings
- Concrete poured and compacted
- Foundations allowed to cure before further works

2.5 Drainage Installation

- Trenches excavated to required depth and gradient
- Drainage pipes laid and connected
- Inspection chambers installed
- Drainage tested prior to backfilling
- Trenches backfilled and compacted in layers

3. PLANT AND EQUIPMENT

- Excavator
- Dumper
- CAT & Genny
- Hand tools
- Compaction equipment
- Concrete delivery vehicle

Only trained and competent operators are permitted to use plant and equipment.

4. PERSONNEL

- Groundworkers
 - Plant operators
 - Site Manager
 - Banksman (where required)
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5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Mandatory PPE:

- Safety helmet
 - High visibility clothing
 - Safety boots
 - Gloves
 - Eye protection (task dependent)
 - Hearing protection (where required)
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6. HAZARDS AND CONTROL MEASURES

Key hazards and control measures are detailed in the approved [Groundworks Risk Assessment, including:](#)

- Excavations
- Plant movement
- Underground services
- Manual handling
- Slips, trips, and falls
- Noise and vibration

All operatives must follow control measures at all times.

7. TRAFFIC AND PEDESTRIAN MANAGEMENT

- Designated pedestrian routes maintained
 - Plant and pedestrian segregation enforced
 - Banksman used for reversing operations
 - Speed limits applied on site
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8. ENVIRONMENTAL CONTROLS

- Dust suppression measures implemented
 - Spill kits available on site
 - Waste segregated and disposed of correctly
 - Noise kept to a minimum where possible
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9. EMERGENCY PROCEDURES

- First Aid Kit located at site office
 - Appointed First Aider: J Smith
 - In the event of an accident, work will stop immediately
 - Emergency services contacted if required
 - All incidents and near misses reported to the Site Manager
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10. SUPERVISION AND MONITORING

- Site Manager to supervise works daily
 - Compliance with method statement and RAMS monitored
 - Method statement reviewed if conditions or scope change
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11. CONFIRMATION

I confirm that the above method statement has been read, understood, and will be followed.

Name: _____

Signature: _____

Role: _____

Date: _____