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Method Statement Title	Drainage Operations
Method Statement Ref	JB/MS/001/rev0
Proposed Date and Duration	As per construction programme
Contract Title	Aldi – Haywards Heath
Client/Principal Contractor Details	DSP Construction Management Group Ltd
JB Construction 1 Supervisor	TBC

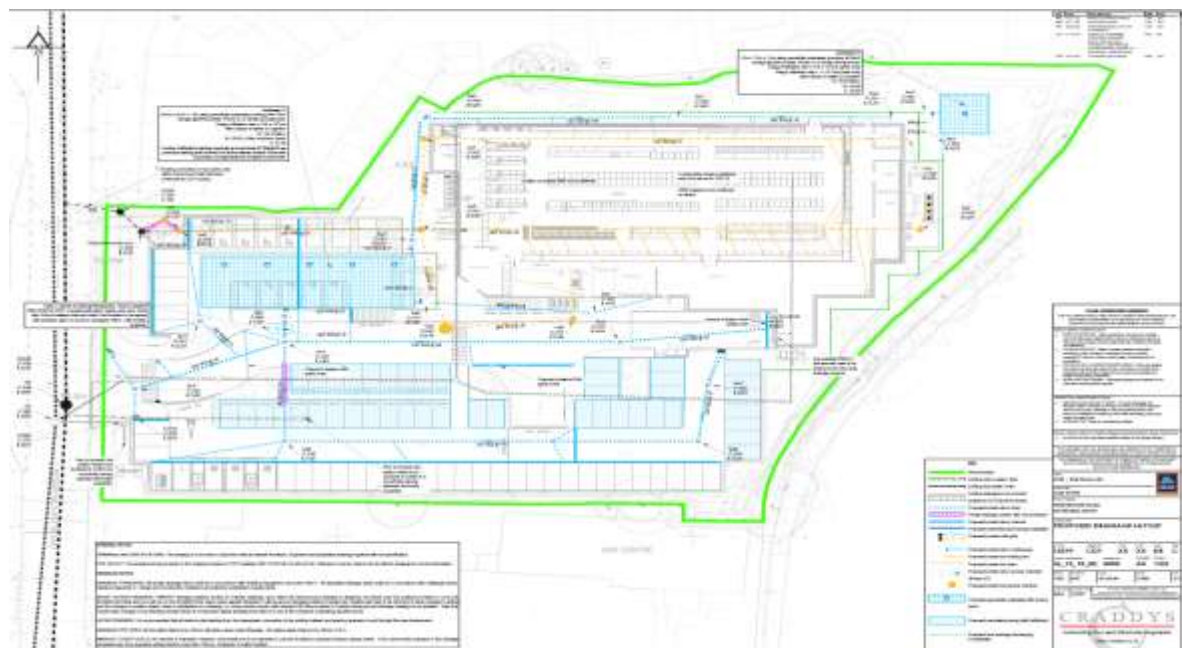
Document Amendment & Record of Amendments

Issue No.	Date	Index Ref.	Brief Description of Amendment
1	06.02.26	JB/MS/001/Rev 0	First document issue

1.0 Scope of Works

Full description of the scope of works to be outlined, including a basic programme of works and materials required for operation.

Before any works on site take place, ALL operatives are to have taken a site induction and copies of all CSCS cards to be sent to the site manager before works begin, a toolbox talk, along with a briefing on this method statement will be conducted by JB Supervisor also before works begin.



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Service Scan

A full Vivax location scan of the whole works area will be required before the operation begins. Only fully trained operatives can use this equipment, any located services will be marked and trial holes excavated to identify the "type, depth etc, of all services.



No mechanical excavation can take place within 0.5m of any known services. Continuation of any tracing must continue throughout the operation at regular intervals, and ensure that any known services are always visually identified and marked on the floor.

All Method Statements, Risk Assessments and excavation procedures to be read, signed and understood before any procedures begin

There are three excavation procedures noted within this method statement, for the deeper drainage runs trench and manhole box procedure will be explained and for the shallower drainage runs a procedure for using battered or stepped sides will be explained, all operations completed using correct PPE and trained operatives.

Trench Box Drainage Operations

EXCAVATION PROCEDURE

Any excavations over 1,5m deep will require trench and manhole boxes to be used, managers to assess the works before they start and brief all operatives on the correct procedures for preparing and using trench supports.

Drag or trench boxes will be required for trench support as the trench box system will cause the collapse of the trench whilst moving normal trench boxes.

- JB Construction Engineer will complete a final check all relevant drawings to ensure that any services are located and marked before excavation commences.
- The starting manhole location will be marked out from the drainage layout drawing provided by the client, giving JB Construction a starting position for the drainage.

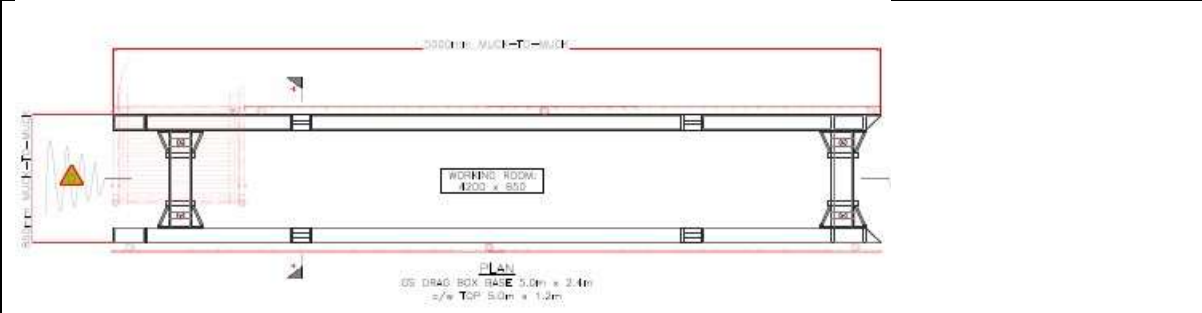
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- All trench boxes will be supplied by a specialist company and the contents of this Method Statement will be based on their installation instructions.
- All personnel employed to carry out this operation will have been certified to the appropriate qualifications required and be supervised by a competent person.
- Before excavation starts the drag boxes supplied will be erected ready for use and placed in a location “not too far from the works area”, but not close to the excavation, ready for use.
- Using the 360 excavator we will excavate a length of the trench long enough to take the trench box, down to the depth of the drainage run and to the correct line and width.



- Attaching a four-leg chain to the excavator we will lift the first drag box into the trench.
- The attachment of an end panel will follow to seal off the trench from any bad ground entering the working space.
- Once the first box is in place the excavation will commence again using the same procedure to excavate for a second box.
- We will ensure that at least 100mm of the trench box is above the ground always or we will reduce the ground around the outside of the box.
- End closure panels can be used to prevent ground material entering the end of the boxes whilst working inside.

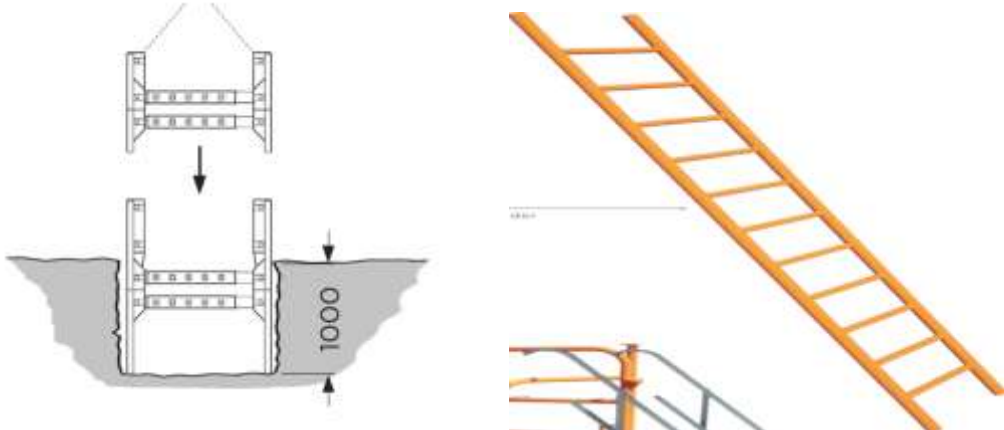
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LADDER ACCESS!
 LADDER ACCESS PLATFORM TO BE POSITIONED ACCORDING TO SITE CONDITIONS.

SUPPORT TO SERVICES!
 SERVICES TO BE ADEQUATELY PROTECTED & SUPPORTED THROUGHOUT THE DURATION OF TEMPORARY WORKS.

PACKING!
 CONTRACTOR TO BACKFILL ANY GAPS BEHIND BOX.



- Extension panels can be used for deeper trenches, these should be dropped on top of the existing base box and excavation within the box will enable boxes to be dropped down to the correct level for laying drainage giving full protection.



- Entrance into the trench will be by ladder only fixed securely inside the trench box.
- Access only from inside the box via ladder only.
- During the excavation works JB Construction will monitor the ground conditions.

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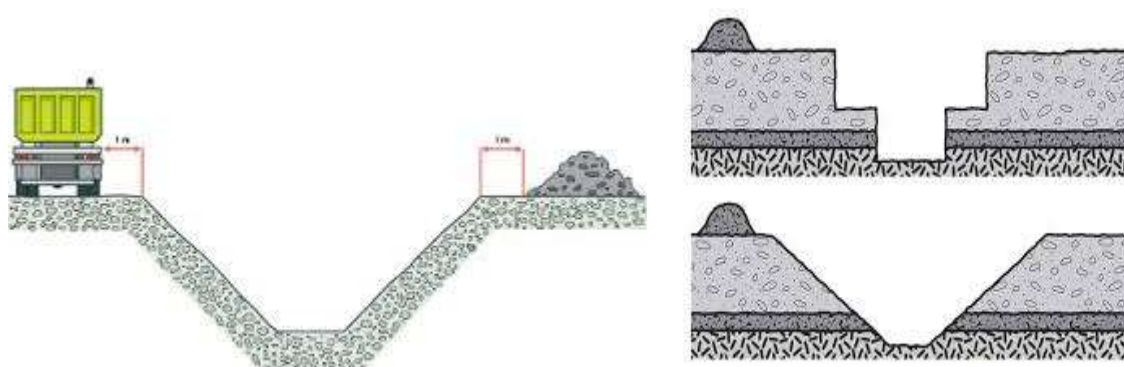
- If conditions change i.e. ingress of water then we will excavate a sump hole and site a sump pump to keep water levels under control. This to be assessed as works progress and all works stop until appropriate controls are in place.
- JB Construction will install all necessary protection barriers or guard rails to allow works to progress safely.
- JB Construction will provide all employees with the appropriate PPE and will ensure it is worn at all times during this operation.
- All excavations will be inspected and recorded daily and results filed in our on-site safety file.
- Shallow drainage not deep enough for ground support will have the trench sides stepped or battered to leave the sides of the excavation safe from collapse, this will be assessed on site following the checking of existing ground levels.

Stepped or battered trench procedures.

The shallower drainage runs, (up to 1,5m deep) the “laterals”, may not be deep enough for using the trench boxes for protection, however the trench sides will be stepped or battered keeping the trench sides free from collapse.

All construction levels and existing ground levels will be checked before any work begins.

All steps will be wide 600mm wide and no more than 600mm high, if the sides are battered they will be at an angle of 45° making sure all ground surfaces are solid and free from loose material.



All excavated material will be kept back from the battered edge “at least 1m” and no transport to travel within 1m of the excavation edge.

The edges of the trench should be clearly identified using pedestrian fencing preventing anyone entering the works area if they are not involved with the operation.

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PIPELAYING PROCEDURE

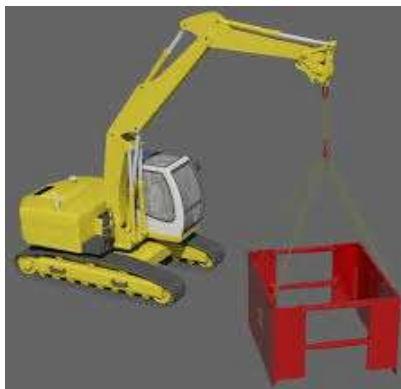
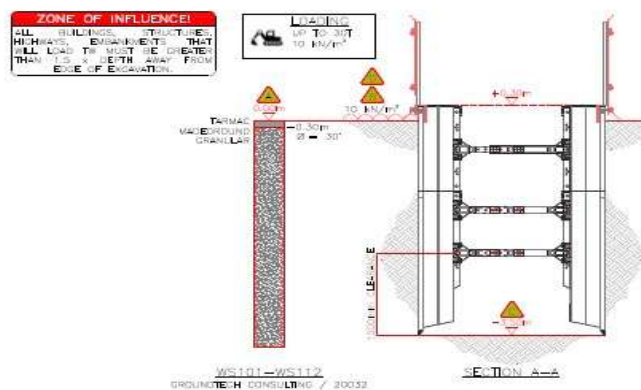
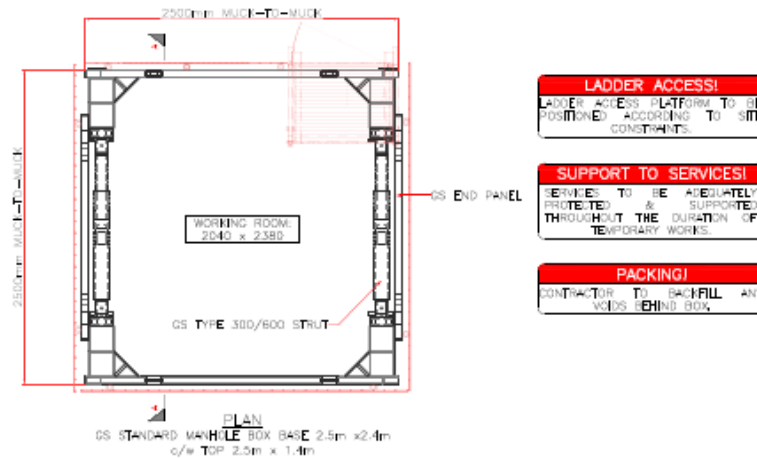
- Lay down strip of MM380 plastic impermeable layer (in drainage trench)
- Before any pipes are laid the bottom of the trench will be kept clean of all debris and the correct pipe bedding or granular fill is placed into the trench at the correct thickness (as of drawing specification)
- The pipes will then be laid to the correct gradient set by a pipe laser by JB Construction engineer.
- We will ensure that the full length of pipe is adequately supported by the pipe bedding and that there are no voids under the barrel of the pipes.
- All pipes and fittings will be checked for damage and all joints will be cleaned before laying.
- Following the laying all pipes will be tested using an air test before backfilling commences.

BACKFILLING AND REMOVAL OF BOXES

- After pipe laying is completed within the boxes the backfilling will commence.
 - The first box will be removed and clean subsoil approved material will be placed into the trench in layers, this will then be compacted using a rammax trench compactor.
 - All trenches will be backfilled to the finished level, no trenches will be left open.
- Once all backfilling has been completed all barriers can be removed.

MANHOLE EXCAVATION

- Area will be fenced off prior to works beginning, with debris netting attached to the fencing preventing any debris striking members of the public, traffic etc. through the fencing.
- JB Engineer will mark new drainage run from existing manhole.
- Excavation can begin with the Excavator loading muck on to dumpers and depositing away from the excavation area, for the new connection to Existing storm manhole.
- An amount of muck will be required for backfill around the manhole upon completion.
- This we will store within the site boundary close to the excavation area.
- A manhole box will be lowered into the excavation using the excavator once we reach the excavation depth.



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- Excavation will continue along the trench, moving the trench box or drag boxes along as the pipes are laid.
- All drainage will be laid using a pipe laser.
- Regular checks will be made of the depth as the boxes are moved along the trench.
- Upon reaching the new Manhole position a manhole trench box will be used to enable construction of the manhole from inside the box.



- Good ladder access will always be used to enter the excavation and always secured.
- Hand excavation around the pipe will continue until a level of 225mm below the pipe to enable a base of concrete to be formed.

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MANHOLE CONSTRUCTION

- The centre of the manhole will be marked on the pipe, and the pipe will be cut through allowing for the pipe within the new manhole ring and a 600mm rocker pipe either side of the ring.
Diameter of pipes vary.
- Manhole ring size's to be as per specification.
- A stopper or sand bags will be placed into the pipes to prevent any debris entering the sewer during work on the manhole.
- Gen 3 concrete will be placed into the base of the manhole, making sure it is compacted to take the ring.
- Two new rocker pipes will be cut and re-attached to the existing sewer, making sure the grade of the pipes is maintained.
- Concrete will now be built up over and around the pipes making sure we have 50-300mm of concrete between the top of the pipe and the underside of the ring, making sure there is at least 75mm of ring within the concrete.
- The concrete ring will now be lowered into the excavation and positioned correctly over the pipe.



- There will be at least 100mm of pipe protruding into the manhole either side and a piece of channel will be cut to suit this opening exactly, or benching completed.
- The manhole can now be rough benched with concrete to complete the base.
- The manhole will be completed with a "granite finish" to form the benching. (as shown below)



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- Additional manhole rings will now be lowered on top of the base to raise to correct level.
- All joints will be sealed with toc-strip or equivalent, to prevent water leakage.
- When raised to the correct level the cover slab will be placed on top “sealed in the same way as the rings”.
- All lifting eyes will be pointed up on completion.
- There will be a minimum of 2 courses of class B Engineering bricks of concrete raising rings below the correct Manhole cover and frame.
- A steel shroud will be placed around the manhole rings and filled with concrete to protect the rings.
- The shroud will be removed once concrete has set.



MANHOLE TIE-IN (FOUL & STORMWATER)

Core drilling will take place from the outside of the existing foul water man-hole & Stormwater man-hole which the drainage runs from needs to tie in to.

The excavation will be stepped and safe access will be made available prior to operatives starting the core drill process. If ground conditions are not suitable, a man-hole box will be used.

Once the core drilling has been completed the pipe will be installed and the outgoing pipes will be set up within the new manhole so the benching can be completed to divert water through the new system, all done with rapid set cement. Care to be taken to prevent any construction debris flowing through and into the existing watercourse.

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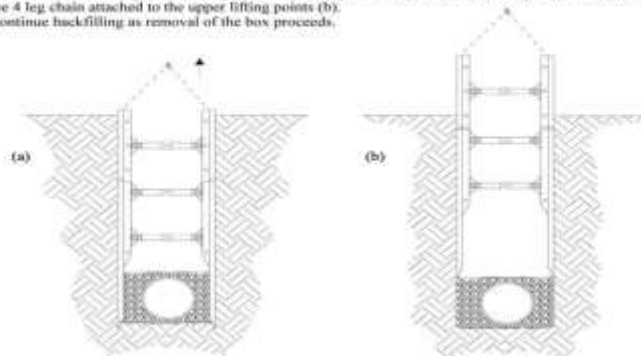


MANHOLE / TRENCH BOX EXTRACTION PROCESS

Extraction of Standard Boxes - Normal Methods.

Note: No personnel should be in the trench during extraction.

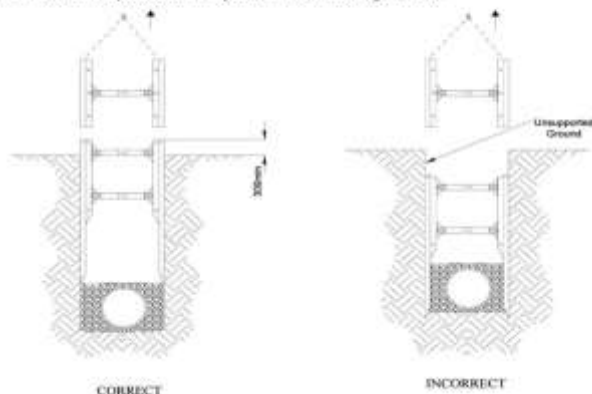
After initial backfilling (a) and compaction, lift the top base box complete with top box if fitted from the trench using the 4 leg chain attached to the upper lifting points (b). Continue backfilling as removal of the box proceeds.



Alternatively if the top box is to be removed from the base box, lift as per 1. until the base box is approx. 300mm above ground level.

Remove the 4 No. corner connecting pins and lift the top box off the base box. Continue backfilling as removal of the base box proceeds.

DO NOT remove the top box before the top of the base box is above ground level.



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BACKFILLING OPERATION

- Selected muck will be dropped around the completed manhole and compacted in layers, lifting the manhole boxes as this operation continues.
- Step by step the excavation will be backfilled, and the boxes can be lifted from the excavation once a safe level has been reached with the backfill material.

The compaction equipment used will be either trench rammer or o-pac fitted to the excavator.



Both systems ensure the correct compaction is achieved.

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DRAINAGE CHANNEL DETAIL

All drainage channel works will be done according to specification and construction drawings. Excavation of the drainage channel to be completed with the area barriered off, subsoil excavated into dumpers, a banksman in attendance at all times, soil to be stored in an area agreed on site. Concrete delivered and placed into the excavation, the lightweight channel sections will be laid by 2 operatives ensuring the manual handling operations are adhered to at all times. Concrete surround to be placed around the units following completion, thus leaving the channels encased and protected.

PIPE LAYING PROCEDURE

- Before any pipes are laid the bottom of the trench will be kept clean of all debris and the correct pipe bedding or granular fill is placed into the trench at the correct thickness (as of drawing specification)
- The pipes will then be laid to the correct gradient set by a pipe laser by JB Construction engineer.
- We will ensure that the full length of pipe is adequately supported by the pipe bedding and that there are no voids under the barrel of the pipes.
- All pipes and fittings will be checked for damage and all joints will be cleaned before laying.
- Following the laying all pipes will be tested using an air test before backfilling commences.
- When lifting, lowering and placing pipes using manual handling, clear communication processes to be in place, operatives to ensure they adhere to safe manual handling techniques.
- Lifting and lowering pipes into excavations must be done safely and the load must be secured at all times.
- Pipes to be slinged and lifted and lowered into excavations using an excavator.
- Operatives to stand clear of the load whilst it is being lowered at a safe distance.
- If any pipes need to be lowered into excavations by hand, this needs to be planned and done under strict supervision of a supervisor at all times.



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FALLS FROM HEIGHT

Preventing people from falling into excavations will always be our aim.

Edges of excavations will be protected with substantial barriers where people are liable to fall into them. To achieve this:

Guard rails inserted into/onto the ground immediately next to supported excavation sides or fabricated guard rail systems / assemblies that connect to the sides of trench boxes. Using trench box extensions or trench sheets longer than the trench depth will also form an edge protection.

Another operation would be to reduce the sides of the ground alongside the inserted trench box to form an edge protection with the box.

Regular daily trench inspections will be completed during the works if the trench is left open for any large amount of time.

Should the need ever arise and someone falls into an excavation we would set up an immediate exclusion zone preventing any movement of plant or people. A trained first aider would enter the excavation and check the condition of the injured party, administer any required first aid keeping the victim warm and reassured whilst waiting for the emergency services

No attempt will be made to remove the injured party from the excavation because of unforeseen injuries, back, internal etc.

SAFE SYSTEMS OF WORKS

All appropriate Personal Protective equipment will be used always, before entering any live manhole or Confined Space.

Manhole covers will be removed 1 hour before any entry into existing manholes, good ventilation will be maintained always, and gas monitoring will take place prior to entry and whilst work is carried out.

All operatives will wear a full harness and be attached to a tripod via a winch system, they will also have a 10-minute escape set with them at all times.



Operatives within any live manhole and above will be Confined Space medium entry trained, and one operative will hold First Aid Training Certificates.

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No operatives will be left alone whilst working in a confined space and good communication will be maintained between the operatives within the confined space and the winch man on top of the manhole always.

All excavated material will be kept back from the battered edge "at least 1m" and no no transport to travel within 1m of the excavation edge.

The edges of the trench should be clearly identified using pedestrian fencing preventing anyone entering the works area if they are not involved with the operation.

2.0 Location of Works

Full location description including not only the working area but also the positioning of compounds/welfare facilities and plant

Aldi – Haywards Heath

Compound location

Fuel Storage and Refuelling Area TBA on inspection of surface drainage contours

3.0 Parties Affected by Works

Clients Employees	Yes	●	No		JB Construction1 Employees	Yes	●	No	
Visitors	Yes	●	No		Contractors	Yes	●	No	
Members of the Public	Yes	●	No						

4.0 Foreseeable Hazards & Risks Associated with Works

Hazard	Risk	Risk Control
Bad Ground Conditions	Ground collapsing during excavation operations.	Always follow Method Statement procedures, always use ground support within excavations, always wear correct PPE.
Mobile Plant	Striking Operatives/Overturning	Trained Drivers & Banksmen. Adhere to Thumbs Up procedure.
Manual Handling Operations	Back strains due to heavy lifting	Mechanical lifting as much as possible, reduce twisting and stooping with slabs as

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		much as possible, 2 men lift when possible.
Working at height	Falls from height Slips Trips and Falls	Stop blocks for plant and vehicles, Edge protection i.e. pedestrian fencing, banks man always.
Dust	Possible dust exposure from excavating & backfilling operations.	Wearing of correct PPE. Dust Suppression to be in place.
Entering Live Man-Hole	Falls from heights, gas, explosion	Gas detector to be prior to entering any live man-hole. Only operatives who have had confined spaces training (medium entry) may enter a live man-hole. All operatives will wear a full harness and be attached to a tripod via a winch system, they will also have a 10-minute escape set with them at all times. Work to be supervised at all times.

Protected trees / roots	Tree roots / trees being damaged	Tree Protection to be in place. Excavation works near these areas to be supervised, if any excavation work falls within protected areas, vac-ex excavation to be used.
Buried Services	Contact with existing buried services	Full cat scan of works area before mechanical excavation begins, hand excavation on location of any services, ensure full service drawings are available before work begins. Vac-Ex to be used if required.
Generated Dust	Dust inhalation	If there is excessive dust generated from mobile plant, dust suppression units must be utilized.

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Possible Contaminated Soil, Ground Gas, Hydrocarbons, Asbestos.	Exposure to Asbestos, dust and contaminated soils and ground gas.	The appropriate RPE, PPE to be used at all times. Adequate welfare facilities to be provided. Contaminated PPE & RPE to be double bagged and disposed of as hazardous waste. Plant Operators to ensure they worked in enclosed cabs.
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5.0 Protection of Third Parties from Works

Detail specific control measures for the prevention of exposing third parties to risks from works

Site Boundary Fencing (with safety signage)



2m High Anti Climb panels and signage at entrances and around site boundary.

Fencing of excavations

2m High Anti Climb panels when excavation not in use.

Lightweight pedestrian barrier to segregate works area when needed

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6.0 CoSHH

<i>Detail all substances, materials and biological organisms applicable to the works</i>	
Material/Substance/Biological	Control Measure
Diesel/Oil 	Always wear the Correct PPE. Ensure spill kit is available at all times. Ensure a fire extinguisher is available at all times.
Silica Dust Hydrocarbons Asbestos  	Always wear the correct PPE. Always use the correct dust suppression. FFP3 dust masks to be worn Powered full face masks for bearded operatives.
Concrete  	Reading of Data Sheet and correct PPE to be worn always

7.0 Personal Protective Equipment

PPE	High vis BS EN 471	Head	Eye BSEN 166B	Feet	Hearing BS EN 352	Face Mask BS EN 136	Notes	Date: February 2026
Type	✓	✓	✓	✓	✓	✓		
								
PPE	Overalls	Harness	Hygiene	Gloves	Permit	Notes		
Type		✓	✓	✓	✓			
								

8.0 Emergency Response Equipment/Arrangements

<i>Detail all emergency response equipment and arrangements</i>
One supervisor and first aider is to be on site at all times when works are underway and in possession of a mobile phone for emergency communication with project management team. Operatives to have been briefed on Site Emergency Plan In the event of a spillage the spill kit is to be utilised immediately

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9.0 Environmental Risk Factors & Control Measures

Hazard	Risk	Risk Control
Fuel/Oil	Spillage/Entry to Water Course or Ground Water	Refuelling in designated areas with appropriate controls
Hydraulic Fluid	Leakage/Entry to Water Course or Ground Water	Regular maintenance of hydraulic systems

10.0 Permit to Work Requirements

Permit to Dig	Yes	•	No	
Permit to Work At Height	Yes		No	
Hot Work Permit	Yes		No	
Confined Space Permit	Yes	•	No	
General Permit to Work	Yes		No	
Other Permit (Specify)				

11.0 Personnel Involved in Task & Contact Details

<i>Detail personnel involved in the task either in persons conducting job or overall numbers. Also include levels of supervision.</i>	
Construction Plant Operators Site Personnel Setting Out Engineer General Foreman Site Manager Sub-contractors (TBC)	

12.0 Specific Training Requirements for Task

<i>Detail all training requirements/restrictions, including any licences required for persons conducting task</i>	
CSCS Card – All Personnel Involved in Task CPCS Card – Plant Operators NPORS Card – Plant Operators Confined Spaces (When entering live man-holes) Manual Handling CAT & Genny	

13.0 Plant & Equipment To Be used During Works

<i>Detail all plant & emergency equipment</i>	
360° excavators (various sizes) Cable Avoidance Tool (C.A.T.)	

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Site Dumpers
 Adjustable Tilt Rotating Laser (if needed)
 Trench / Manhole protection Boxes
 Lifting equipment
 Water Pumps
 Escape kit (if required)

14.0 Traffic Management

Detail requirements for traffic management restrictions and controls

All delivery drivers to report to the site team for induction
 Site Transport Plan available in Site Office.
 Operatives and Plant Operatives to be briefed at induction and following any changes.

15.0 Waste Disposal Considerations

Detail all Waste Disposal Considerations

Unacceptable materials are to be removed by site dumpers to skips in compound.

16.0 Specific Emergency Contact Numbers/Procedures and arrangements

Detail all Specific Emergency Contact Numbers or Procedure references

Environment Agency 0800 807060

17.0 Specific Co-operation with Third Party Activities

Detail specific requirements

Client
 Council

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Author	Graeden Muller	Checked by	Steve Cole
Signature	<i>Graeden Muller</i>	Signature	<i>Stephen James Cole</i>
Date	06.02.2026	Date	06.02.2026

All operatives to sign to say they understand the operations set in this Method Statement

Name	Signature	Date