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|  | <b>Method Statement</b>       |                                      |
| <b>Issue Number: 01</b>                                                           | <b>Issue Date: 06.02.2026</b> | <b>Document Ref: JB/MS/002/rev 0</b> |
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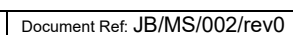
|                                            |                                        |
|--------------------------------------------|----------------------------------------|
| <b>Method Statement Title</b>              | Soakaway Tanks Excavation and Backfill |
| <b>Method Statement Ref</b>                | JB/MS/002/rev 0                        |
| <b>Proposed Date and Duration</b>          | As per construction programme          |
| <b>Contract Title</b>                      | Aldi – Haywards Heath                  |
| <b>Client/Principal Contractor Details</b> | DSP Construction Management Group Ltd  |
| <b>JB Construction1 Site Manager</b>       | TBC                                    |

#### Document Amendment & Record of Amendments

| Issue No. | Date     | Index Ref.      | Brief Description of Amendment |
|-----------|----------|-----------------|--------------------------------|
| 1         | 06.02.26 | JB/MS/002/Rev 0 | First document issue           |
|           |          |                 |                                |

#### 1.0 Scope of Works

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Full description of the scope of works to be outlined, including a basic programme of works and materials required for operation.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Before any works on site take place, <u>ALL</u> 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.</p> <p>A permit to dig will be in place, and service drawings made available before any excavations are carried out.</p> <p><b>Vivax V scan Utility Avoidance Tool Use</b></p> <p>A full service location scan of the whole works area using the Vivax and Transmitter, will also be required before any excavation operation begins. Only fully trained operatives can use this equipment, any located services will be marked and trial holes excavated, to visually identify the “type, depth etc, of all services.</p> <div data-bbox="206 1404 745 1654">    </div> <p>Full-service plans/drawings must be obtained from the PC, and a copy kept with the excavator driver prior to any excavation works taking place.</p> <p>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.</p> <p>All Method Statements, Risk Assessments and excavation procedures to be read, signed and understood before any procedures begin</p> |



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### **Excavation of Soakaway tanks**

JBC engineer will mark out the perimeter of the soakaway tanks on the floor and electronic distant meter (EDM) will be set up to control the excavation level.



The excavation will continue with excavators loading the sub soil on to the dumpers where they will deposit the soil on to a stock pile ready for removal from site.

Where possible excavator will load sub soil directly on to wagons for immediate removal from site.

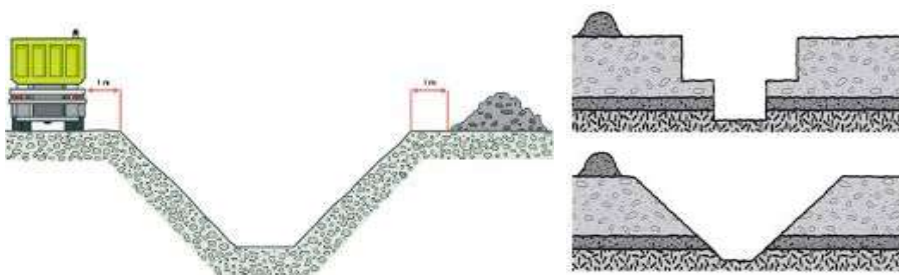
When the excavation depth is reached there will be a bed of 100mm granular material to bed the soakaway tanks on.

### **Stepped or battered excavation procedures.**

The excavation sides will be stepped or battered, depending on ground conditions, 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.



The excavation will be lined with the soakaway wrapping material "as noted in contractors Method Statement". This Method Statement will be read in conjunction with the detailed Method Statement for the construction of the soakaway tanks (Contractor).

|                                                                                   |                        |                               |
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### **Backfill of soakaway tanks**

Once the Soakaway tanks has been laid and completely wrapped with the membrane there will be 20mm granular material placed around and over the top of the tank.

This will then be backfilled with selected backfill material up to a level of the underside of the car park formation.

Each layer will be compacted at no more than 300mm layers, and until there is at least 1m of backfill over the tank no traffic will be allowed to track over the tank.

Above this level will be the construction car-park level including tarmac surfacing, and areas of permeable paving.



### **Thumbs Up – Procedure:**



### **Plant must not move unless the operator has:**

- Clear eye contact with a banksman or ground worker
- Received and returned a 'Thumbs Up' or verbal signal
- Confirmed the exclusion zone is clear

|                                                                                   |                               |                                      |
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What the 'Thumbs Up' Means

The 'Thumbs Up' is the final confirmation that:

- Both parties are fully aware of each other's presence
- The intended movement is understood
- The area is safe to proceed
- No unauthorised personnel are in the exclusion zone

Maintain the Exclusion Zone

- Only authorised personnel may enter exclusion zones, and only when the plant is stationary and safe

Personnel must never assume they've been seen confirmation is mandatory

## 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

|                              |            |          |           |          |                                   |            |          |           |  |
|------------------------------|------------|----------|-----------|----------|-----------------------------------|------------|----------|-----------|--|
| <b>Clients Employees</b>     | <b>Yes</b> | <b>•</b> | <b>No</b> |          | <b>JB Construction1 Employees</b> | <b>Yes</b> | <b>•</b> | <b>No</b> |  |
| <b>Visitors</b>              | <b>Yes</b> | <b>•</b> | <b>No</b> |          | <b>Contractors</b>                | <b>Yes</b> | <b>•</b> | <b>No</b> |  |
| <b>Members of the Public</b> | <b>Yes</b> |          | <b>No</b> | <b>•</b> |                                   |            |          |           |  |

## 4.0 Foreseeable Hazards & Risks Associated with Works

| <b>Hazard</b>              | <b>Risk</b>                       | <b>Risk Control</b>                                                                                                            |
|----------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Mobile Plant               | Striking Operatives/Overturning   | Trained Drivers & Banksmen.<br>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 much as possible, 2 men lift when possible. |

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|                                  |                                                            |                                                                                                                                                                                                                                                           |
|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working at height                | Falls from height<br>Slips Trips and Falls                 | Stop blocks for plant and vehicles,<br>Edge protection i.e. pedestrian<br>fencing, banks man always.<br>Access ladder to be used to get<br>in/out excavation or access ramp.                                                                              |
| Mobile Plant                     | Whole body vibration                                       | Vibration assessments must be<br>conducted daily.                                                                                                                                                                                                         |
| Extension cord, submersible pump | Electric shock                                             | Submersible pump to be inspected<br>before use.<br><br>Valid PAT testing certificate<br>required.                                                                                                                                                         |
| Generated Dust                   | Dust inhalation                                            | If there is excessive dust generated<br>from mobile plant, dust suppression<br>units must be utilized.                                                                                                                                                    |
| Contaminated Soil, Ground Gas    | Exposure to dust and contaminated soils<br>and ground gas. | The appropriate RPE, PPE to be<br>used at all times. Adequate welfare<br>facilities to be provided.<br>Contaminated PPE & RPE to be<br>double bagged and disposed of as<br>hazardous waste. Plant Operators<br>to ensure they worked in enclosed<br>cabs. |

## 5.0 Protection of Third Parties from Works

| <i>Detail specific control measures for the prevention of exposing third parties to risks from works</i>                                                                                                                                                                                                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Site Boundary Fencing (with safety signage)</p>  <p>2m High Anti Climb panels and signage at entrances around site boundary.<br/>Fencing of excavations<br/>2m High Anti Climb panels when excavation not in use.<br/>Lightweight pedestrian barrier to segregate works area when needed</p> |  |

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## 6.0 CoSHH

| <i>Detail all substances, materials and biological organisms applicable to the works</i>                                                                                           |                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Material/Substance/Biological</b>                                                                                                                                               | <b>Control Measure</b>                                                                                                                                                                       |
| Diesel/Oil<br>                                                                                    | Correct PPE always.                                                                                                                                                                          |
| Silica Dust<br>  | Correct PPE always.<br>Dust Suppression always.<br>FF3 Dust masks for clean shaven operatives<br>Powered full face masks for bearded operatives<br>Follow all control and safety procedures. |
| Concrete<br>     | Reading of Data Sheet and correct PPE to be worn always                                                                                                                                      |

## 7.0 Personal Protective Equipment

| PPE  | High vis<br>BS EN<br>471                                                            | Head                                                                                | Eye<br>BSEN<br>166B                                                                 | Feet                                                                                | Hearing<br>BS EN<br>352                                                             | Face Mask<br>BS EN 136                                                              | Notes | Date: February 2026 |
|------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|---------------------|
| Type |  |  |  |  |  |  |       |                     |
|      |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     |       |                     |
| PPE  | Overalls                                                                            | Harnes<br>ss                                                                        | Hygiene                                                                             | Glove<br>s                                                                          | Permit                                                                              | Notes                                                                               |       |                     |
| Type |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     |       |                     |
|      |  |  |  |  |  | Follow all safety procedures at all times.                                          |       |                     |

## 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.<br>Operatives to have been briefed on Site Emergency Plan<br>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

| <b>Hazard</b>   | <b>Risk</b>                                    | <b>Risk Control</b>                                      |
|-----------------|------------------------------------------------|----------------------------------------------------------|
| 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

|                                 |            |          |           |  |
|---------------------------------|------------|----------|-----------|--|
| <b>Permit to Dig</b>            | <b>Yes</b> | <b>•</b> | <b>No</b> |  |
| <b>Permit to Work At Height</b> | <b>Yes</b> |          | <b>No</b> |  |
| <b>Hot Work Permit</b>          | <b>Yes</b> |          | <b>No</b> |  |
| <b>Confined Space Permit</b>    | <b>Yes</b> |          | <b>No</b> |  |
| <b>General Permit to Work</b>   | <b>Yes</b> | <b>•</b> | <b>No</b> |  |
| <b>Other Permit (Specify)</b>   |            |          |           |  |

### 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<br>Site Personnel<br>Setting Out Engineer<br>General Foreman (Supervisor)<br>Site Manager (Supervisor)<br>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<br>CPCS Card – Plant Operators<br>NPORS Card – Plant Operators<br>CAT & Genny |

### 13.0 Plant & Equipment To Be used During Works

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Detail all plant &amp; emergency equipment</i>                                                                                                                                                               |
| 360° excavators (various sizes)<br>Cable Avoidance Tool (Vivax)<br>Site Dumpers<br>Electronic Distant Meter (EDM)<br>Adjustable Tilt Rotating Laser (if needed)<br>Electric Breakers<br>Generator<br>Pipe laser |

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#### 14.0 Traffic Management

|                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Detail requirements for traffic management restrictions and controls</i>                                                                                                                             |
| All delivery drivers to report to the site team for induction<br>Site Transport Plan available in Site Office.<br>Operatives and Plant Operatives to be briefed at induction and following any changes. |

#### 15.0 Waste Disposal Considerations

|                                                                                |
|--------------------------------------------------------------------------------|
| <i>Detail all Waste Disposal Considerations</i>                                |
| Unacceptable materials are to be removed by site dumpers to skips in compound. |

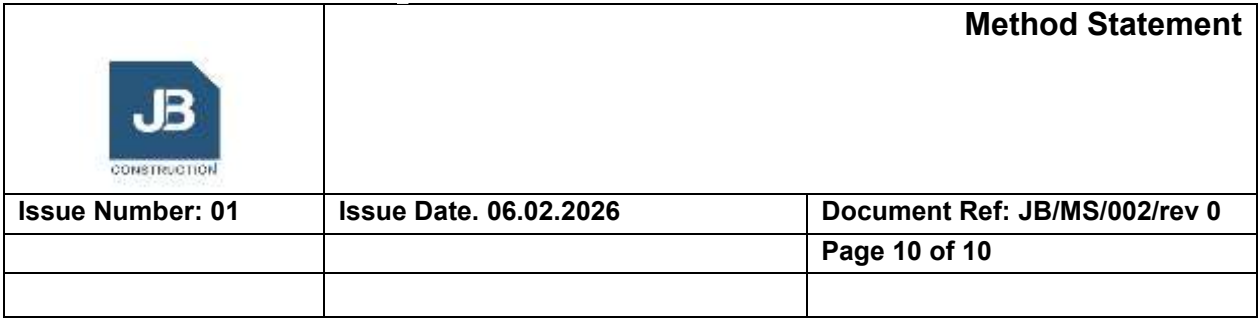
#### 16.0 Specific Emergency Contact Numbers/Procedures and arrangements

|                                                                              |
|------------------------------------------------------------------------------|
| <i>Detail all Specific Emergency Contact Numbers or Procedure references</i> |
| Environment Agency 0800 807060                                               |

#### 17.0 Specific Co-operation with Third Party Activities

|                                     |
|-------------------------------------|
| <i>Detail specific requirements</i> |
| TBC                                 |

|           |                       |            |                           |
|-----------|-----------------------|------------|---------------------------|
| 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                |

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