

METHOD STATEMENT

This procedure should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. The specifications below are those of Utility Support Solutions Limited, however, the specifications of the adopting authorities shall have precedence where they differ from those indicated

Method Statement Title	Backfilling Excavations and Removing Spoil		
Scope	To provide a safe and efficient method of backfilling trenches and pits to required specifications. The procedure covers works in both public highway and private land.		
Procedure Reference	MS01	Issue Number	02
Issue Date	02/08/24	Review Period	Annually
Originated By	Robin Wilkes	Approved By	Ian McDonald

This method statement has been developed, and must be read, in conjunction with the risk assessment manual. Particular attention should be given to the following risk assessments:

RA #1 – Underground Services	RA #26 – Manual Handling
RA #2 – Overhead Services	RA #63 – Loading and Unloading
RA #22 – Lorry Mounted Loaders	RA #79 – Lifting Equipment
RA #24 – Use of Vibrating Hand Tools	RA #90 – Working with Grabs / Hiabs

Relevant Documentation

New Roads and Street Works Act 1991
HAUC Specification for the Reinstatement of Openings in the Highway 1992
Safety at Street Works and Road Works – A Code of Practice

Emergency Arrangement Details

 Fire/Evacuation	 First Aid	 Pollution/Spill	Other
SP08 – Emergency Preparedness & Response	HSEI01 - Emergency Information	MS04 – Spill Response	SP08 – Emergency Preparedness & Response

Personal Protective Equipment (PPE) Requirements

							
Head (EN397)	Foot (BS EN345-1)	Protective Clothing	Hi-Vis Jacket	Hand (BS EN388)	Eye (EN166)	Hearing (EN 352-1)	Dust Mask (EN149)
✓	✓	✓	✓	✓	✓	✓	✓

Other PPE Requirements: Based on risk assessment (PAM's)

Construction Dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)

Will the work create dust or fumes?	Yes, during loading/unloading and compaction
Identify control measures to minimize dust/fumes:	Where deemed necessary in dry conditions utilize water suppression.
If dust cannot be avoided, identify required RPE:	EN149 dust mask during dust creating operations

Hazardous Materials

Are hazardous materials to be used?	No
Are COSHH/DSEAR data sheets available?	Yes

Relevant COSHH Risk Assessments

COSHH #2 - Aggregate	

Permit to Work

Identify any Permit to Work required for this activity?	Confined spaces (if excavation deeper than 1.2m)
Description of Safe Working Method	

All team leaders must have Operative qualifications under New Roads and Street Works Act for Backfilling.

All plant operators must have suitable training for the equipment being utilized (NPORS or similar)

All operational supervisory staff must have Supervisory qualifications under New Roads and Street Works Act for Backfilling. Additionally, all supervisory staff will be provided with a copy of the appropriate documentation detailed above to enable the appropriate advice to be provided if required.

This method statement is aimed at providing a safe and efficient method for the application of Backfill materials within the confines of a Gas compound to assist in the refurbishment of the reinstated surfaces within the specified areas of work. This Method Statement covers works in both public highway and private land.

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1. Each day all vehicles, plant, tools, materials and equipment (including lifting equipment) will be checked for safety, soundness and fitness for purpose prior to commencement of work.
2. Ensure that the flashing beacon on the grab wagon is in operation well in advance of entering the site and at all times during operations on site. Park the vehicle safely within the working space. Hiabs should not straddle an open trench or work at the edge of a trench.
3. Before any work is commenced on site a Site Specific Risk Assessment should be carried out.
4. The SSRA must account and plan for safe lifting considerations in line with the generic Risk Assessment for Grabs and Hiabs. Overhead services must be considered and work must not take place within 15m of non-insulated power cables on steel towers and 9m on wooden poles without permission from the electricity distribution company.
5. Barrier off and establish a safe working area to ensure that no person enters the swing radius of the hiab during lifting operations, particularly the banksman.
6. No person may be allowed under a suspended load.
7. The hiab's safe working load must be clearly displayed on the equipment and must not be exceeded.
8. All stabilising devices must be fully deployed during all lifts. Where necessary pads must be used to prevent stabilisers from sinking in potentially soft ground or to prevent damage to the road/ footpath surfaces.
9. Inspect Sign, Lighting and Guarding to ensure the site is in accordance with Chapter 8 and any permit conditions. Ensure the works are safely barriered off and remain so for the duration of works.
10. An inspection of the excavations to be backfilled should be carried out to ensure that they are suitable for backfilling.
11. Water in the bottom of the trench must be removed using environmentally friendly methods prior to placing any materials into the excavation.
12. Any trench protection installed must be removed in a staged manner such that the safety of the excavation and any personnel working in or near it are maintained at all times.
13. Where pipework is installed in the trench, a fine fill layer free of sharp stones must be placed around and to a compacted depth of 75mm above the pipe. Care must be taken to ensure that the fine fill below and at the side of the pipe is adequately compacted. Consider hand compaction when in close proximity to cast iron pipes.
14. Suitable marker tape/tracing mesh as specified by the relevant Network operator (Gas, Water, Electric, Telecoms ETC) should be installed at least 150mm above the pipe.
15. Wherever possible consideration should be given to utilising suitably excavated materials in the backfill layers subject to the requirements of HAUC specification for Reinstatement of Openings in Highways 1992.
16. Where pipes and ducts are crossing the trench, care must be taken while backfilling round them to ensure that they are not damaged during compaction and that the material surrounding them is adequately compacted.
17. The selection of materials, the correct depths of the backfill and surface courses and compaction layers and methods should be those specified in HAUC specification for Reinstatement of Openings in Highways 1992.
18. Materials should be selected so as to replace as far as possible the stiffness and density of the existing carriageway. Completed interim and permanent reinstatements should be flush with adjacent surfaces and should show no significant deviation from the profile of the adjacent surfaces.
19. Materials which are organic, perishable, hazardous, frozen, combustible or highly plastic should not be used.
20. In flexible roads imported granular materials may be used to form a unified sub base and road base. The moisture content of such materials must be strictly controlled.
21. Materials should be laid in the layer thicknesses appropriate to the material type and compacted using equipment suitable for the job with the correct number of passes for the equipment. Compaction equipment should be used in line with the risk assessment for vibrating handheld tools. Rotate the work, keep hands and

arms warm, rub hands to promote circulation, don't smoke during operation and observe maximum usage limits.

22. If foam concrete is used, consideration must be given to preventing employees, members of the public and animals from becoming trapped in the uncured material. Protective measures could include covering the trench with heavy-duty mesh or plastic sheeting firmly fixed either side of the trench.
23. Materials shall be disbursed to laying areas by mechanical means i.e. hiab clamshell or mechanical shovel or by manual means i.e. wheelbarrows.
24. If spoil is located out of reach of the hiab clamshell it shall be transported to a suitable lifting location via mechanical means ie. Mechanical dumper or by manual means ie. Wheelbarrows.
25. The controls within the risk assessment for manual handling should be observed during all manual handling tasks.
26. Spoil shall be deposited directly, with the use of the hiab clamshell, into the tipper body in order to prevent spillage over the sides of the body into pedestrianised or carriageway areas.
27. Under no circumstances should any item be offered up to the clamshell bucket manually for gripping.
28. Ensure the deposited load is distributed evenly throughout the body of the vehicle at all times and that overloading does not occur.
29. Surrounding areas to be cleared and areas to be swept clean at the end of each job.
30. Before leaving site ensure that all Sign, Lighting and Guarding is compliant, and the site is left in safe condition.

Risk Assessment No		RAMS-01		Activity		Backfilling and removing spoil		Location		NGN Governor sites		
Assessment Undertaken by		R. Wilkes		Assessment Date		Aug 2024		Review Date		Aug 2025		
Risk Ratings												
Persons at risk (PAR)		Severity / Harm Rating (S)				Likelihood (L)						
E	Employees /Contractors	1	Negligible injury or no injury				1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid				2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury				3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death				4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries				5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating												
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.										
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.										
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution										
NB. Full PPE will be utilised as a matter of course during any works undertaken												
Initial Assessment No controls						Risk Mitigation Measures						
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable		
1	Pedestrians & vehicles - Inadequate clearance between equipment and individuals , causing cuts, lacerations, bruising, entrapment loss of	E,P,V,C	4	4	16	Operatives to wear high-visibility clothing and hard hats. Signing and guarding to comply with Chapter 8 and Method Statement and Risk Assessment for 'Signing and Guarding'. Use lookouts / banks men to ensure that vehicles and the public are kept away from the working area Substantial guard rails must be provided to prevent falls into the excavation, e.g. Heras fencing. Where there is a risk of children gaining access ensure that the area is either backfilled, guarded with Heras fencing or securely covered.	4	1	4	Yes		

	digits and limbs. Death.					Walkways must be provided for pedestrians Vehicle parking to be planned and vehicle doors that may obstruct pedestrians and traffic kept closed Working area to be arranged to provide sufficient width for pushchairs and electrically powered scooters for the elderly – secured ramps are to be provided on kerbs. Areas where the customers and the public may walk must be kept free from tools and materials Work is to be stopped and supervisor consulted when customers/public are violent or aggressive				
2	Other Contractor Employees, Members of the Public, Vehicular Traffic.	E,P,V,C	4	3	12	Operatives to wear high-visibility clothing. Signing and guarding to comply with Chapter 8 requirements Use lookouts / banksmen to ensure that vehicles and the public are kept away from the working area when setting out. Utilise Beacons on Vehicles when undertaking all works. Backfill excavations, however where this is not possible place skid-resistance footway board over excavations in the footway. Where road plates are used, they must have a skid resistance surface, they must also be rigidly secured into position. Road plates must be either sunk into the surface of the road or a suitable bitumastic material should be used to provide a ramp to the plate level. Ramp signs must be positioned to warn drivers.	4	1	4	Yes
3	Poor lighting.	E,P,V,C	4	4	16	Place Road Danger lamps next to signs which are on, or partially on the footway. Operatives must wear long sleeve high-vis clothing. Hazard warning lights and flashing beacons must be in use.	4	1	4	Yes
4	Excavation / Deep Excavations - Excavation collapse causing crush injuries asphyxiation and death	E,P,V,C	4	5	20	Excavations deemed deep will require Confined Space control measures All excavations of 1.2 metres or deeper must be shored. If working in poor ground conditions it may be required to shore excavations shallower than 1.2m. The excavation must be securely guarded with scaffold guarding or crowd control barriers Ensure safe access and egress is maintained via ladders that are footed and secured at the top.	4	1	4	Yes

						Prior to the commencement of any work a risk assessment must be carried out in relation to each excavation If poor ground conditions are experienced then appropriate shoring must be installed. Ensure that a continuous atmospheric monitoring takes place and the results recorded. Inspection of the excavation must take place, in accordance with the inspection schedule. All excavated areas must be protected with a suitable barrier. Safe digging practices must be observed. Works to be Supervised at all times Spoil from the excavation must be stored away from the edge of the excavated area				
5	Use of Plant and Equipment	E,P,V,C	3	4	12	Training in equipment to be utilised No untrained personnel to use equipment	4	1	4	Yes
6	Hazardous substances Contact, Skin contact over a long period can lead to severe dermatitis and skin cancer.	E	4	4	16	A material Health & Safety Datasheet is obtained for every substance prior to it being used within the business. Data Sheet transposed into COSHH assessment outlining the correct use of the substance. No employee will undertake any work liable to expose him or her to hazardous substances unless a suitable and sufficient assessment of the risk has been prepared and the steps needed to comply with the regulations has been implemented. Where risks can not be avoided or engineered out suitable and adequate personal protective clothing will be provided as a last resort. Appropriate equipment and maintenance procedures will be implemented with records being kept. Where required appropriate medical surveillance will be provided undertaken by an appointed occupational Doctor. Employees exposed to substances hazardous to their health will be provided with such information, instruction and training as is	4	1	4	Yes

						suitable and sufficient for them to know the health risks associated with the substances they are using.				
7	Noise - Lack of concentration caused by noise possibly causing injury, Deafness.	E,P,V,C	3	3	12	Ensure equipment has been maintained in line with manufacturers recommendations Ensure the correct cutting drill is utilised for the materials being cut Any canopies / Mufflers must be closed when the equipment is in operation Operatives must wear suitable ear protection when noise levels exceed 85db.	3	1	3	Yes
8	Hand / Arm Vibration Causing VWF or carpal tunnel syndrome	E	3	3	9	Operatives are advised not to grip controls too tightly. Operatives must keep their hands and arms warm i.e. wear gloves and suitable clothing to maintain blood supply to the hands, fingers and arms. Periodically rotate the use of vibratory equipment with other operatives by carrying out other operations. Monitor vibration levels daily and report any excessive exposure. Ensure guidance on Vibration assessments is followed.	3	1	3	Yes
9	Working at Height, falls and falling material	E,P,V,C,	3	4	12	Avoid the need to work at height whenever possible. Ensure access ladders are secure at top of excavations. Ensure securing mechanisms are in place when working on the highab step. Ensure access steps/ ladders are free from debris and detritus.	3	1	3	Yes
11	Manual Handling - Strains and Sprains to back and muscles.	E	3	3	9	Manual handling to be avoided or reduced as much as possible. Consider the use of mechanical lifting aids before carrying out any lifting activity. Keep any carrying distances to a minimum. Undertake a Manual Handling assessment before lifting. Two operatives or mechanical means must be used if the equipment is assessed as too heavy for one operative Manual Handling training for all site personnel	3	1	3	Yes

12	Electricity and Electric shock activation of Strike alert. Shock and Burns, Death.	E	5	4	20	Contact with underground / overhead apparatus can cause an electric shock if an electric cable has been struck or damaged. Do not touch the equipment. Vacate area immediately.	5	1	5	Yes
13	Excavated spoil Falling into excavations trip hazards	E	3	4	12	Ensure that all excavated spoil is stored at a safe distance from excavation, e.g. if the excavation is 1 metre deep, the leading edge of the spoil must be 1 metre away from the top of the excavation, if the excavation is 2 metres deep, then the leading edge of the spoil must be 2 metres away from the top of the excavation etc. Ensure Excavations are inspected on a daily basis any movement in the excavation must be documented on the excavation inspection from	3	2	6	Yes
14	Materials, plant or equipment falling into the excavation. Lost time injuries head injuries	E	4	4	16	Do not store materials close to the excavation. Do not park or operate vehicles or plant close to the sides of the excavation. Position stop blocks where vehicles or plant must operate close to the excavation Ensure poling boards are protruding over the top of the excavation in order to prevent objects falling into the excavation	4	1	4	Yes

15	Fumes – Asphyxiation Death	E	5	4	20	Do note site petrol or diesel-engine equipment such as generators or compressors in, or near the edge of an excavation unless fumes can be ducted away or the area can be ventilated. Prior to working in excavation do tests for toxic gases or oxygen depletion. This test should then run continually whilst working in the excavation.	4	1	4	Yes
16	Slips, Trips and Falls	E,P,V,C	4	4	16	Access to the working area to be kept clear of tools and materials at all times Working area to be maintained in a tidy condition as work progresses Mud to be cleaned from boots when leaving the working area and mud swept off footpaths Check the condition of stairs or places slips or trips may occur Take extra care in wet or freezing conditions Footwear must fit well - soles to be in good condition and kept clean – Boots must provide ankle support Steps into the vehicle to be kept clear and free from mud. Extra care to be taken if there is no step	4	1	4	Yes

