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WORKED EXAMPLE: METHOD STATEMENT

Core drilling a flue hole through a cavity blockwork wall

Hollins & Reed Diamond Drilling Ltd · 24 November 2026 (one morning) · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Diamond Drilling Ltd
Site and work area	6 Alma Road, Stockport: rear extension
Planned dates	24 November 2026 (one morning)
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two people: Dan Hollins fixes the rig and drills; Tom Ellis stays outside by the cones until the outer core is down, on the phone to Dan from the first cut, then helps carry out.
Work	Core drilling a flue hole through a cavity blockwork wall
Risk assessment	Core drilling a flue hole through a cavity blockwork wall: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Core one 125 mm flue hole from the inside, wet. Areas: Inside face of the rear extension wall, with the floor below the hole; Paving outside under the hole

Working arrangement

- Access: the floor or ground.
- What the hole goes through: A cavity blockwork wall.
- Coring machine: On a stand fixed to the structure.
- The work area will be kept clear of other people.

- The tenant stays in the house with the door to the extension shut; nobody else goes in the extension. The wall is the 2018 extension's external wall: 100 mm dense block inside, a 100 mm cavity with mineral wool batts, 100 mm rendered block outside. The heating engineer's drawing puts the hole centre 1.6 m above the floor, reached from the floor, 900 mm below the lintel line and clear of the cavity tray. The extension's socket circuit runs in the wall 600 mm from the hole on the electrician's drawing. A cable detector on both faces agrees, and a CAT scan along the foot of the wall outside shows nothing rising up it near the hole. The heating engineer's drawing shows no gas or water pipe in this wall. The landlord's electrician locks that circuit off at the consumer unit while we drill, and puts it back on when the rig is off the wall, so the transformer runs from a hall socket on the house circuit, with the lead taped down under the door. One hole takes under an hour with the door to the garden open, so water does the work and no mask is needed. Each core is 125 mm across, 100 mm long and about 2.5 kg, taking a dense block at about 2,000 kg/m³. Both are lifted by hand once the bit has stopped. The heating engineer sleeves and seals the hole when the flue goes in.

Emergency arrangements

Anyone hurt, or an electric shock: stop the rig and switch off at the transformer, then Tom Ellis rings 999, or Dan Hollins if Tom is the one hurt, and gives 6 Alma Road, rear extension. Whoever rings stays with the casualty. Dan Hollins is the first aider, and the kit is in the van on the drive. The tenant meets the crew at the front gate and brings them round the side path, which stays clear. Fire: leave by the door to the garden, go round to the front gate, and ring 999.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Confirm the hole on the drawing**
Take the hole position and size from the drawing, and record who authorised it. Keep the hole away from lintels and the cavity tray. If it has to move, stop and go back to whoever drew it.

3 **Find and isolate the socket circuit**
Find the cable before you disturb anything: the drawing, then a detector on both faces of the wall. Mark what you find. Have the circuit locked off and proved dead before the rig goes on. If the detector and the drawing disagree, stop.

4 **Carry the materials and equipment safely**
Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

5 **Clear the outside before coring**
Cone off the ground under the hole outside, and stand a catch box of sand under it to take the outer core. Keep one person outside by the cones. Nobody goes inside them until the driller says the core is down.

6 Fix the rig to the wall

Fix the rig to the inner leaf with an anchor suited to dense block, as the rig's manual and the anchor maker say. This is a horizontal hole, so add the second fixing the manual asks for, such as a chain to an anchor. Check it cannot move before starting.

7 Assess vibration from the core drill

Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this.

8 Keep the water on and collect it

This job is wet coring: keep the water on from the first cut to the last. Fit the water collector to the wall and keep a wet vacuum beside it. Sheet the floor before the water goes on. Bag the slurry and the catch box sand for disposal. It does not go down a drain.

9 Keep the electrics out of the water

Run the rig at 110 V from a transformer plugged into an RCD-protected socket. Test the RCD before each use. Stand the transformer away from the water. Check the leads, keep connections out of the slurry, and run the lead back from the machine. Isolate before you clear a fault.

10 Drill the core

Turn the water on before the bit touches, and keep it on for the whole cut. Wear eye, hearing and hand protection. Stop at the cavity, draw the bit back, and take out the inner core and the piece of batt behind it, in gloves, before you drill on. Tell the person outside before break-through. The outer core drops out into the catch box.

11 Stop a jam safely

Stop feeding the bit and turn off the rig before you look at a jam. Remove the cause before restarting.

12 Leave the hole safe

Take out the cores, vacuum the slurry and dry the floor. Cover the hole on both faces with taped board until the flue goes in.

13 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.