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WORKED EXAMPLE: METHOD STATEMENT

Tarmac resurfacing on a car park that stays partly open

Hollins & Reed Surfacing Ltd · 12 to 16 October 2026 · 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 Surfacing Ltd
Site and work area	Thornley Vale Retail Park car park, Stockport
Planned dates	12 to 16 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Five people: Dan Hollins leads and runs the paver; Priya Shah rakes and checks levels; Tom Ellis drives the roller; a shovel driver and a signaller work with them.
Work	Tarmac resurfacing on a car park that stays partly open
Risk assessment	Tarmac resurfacing on a car park that stays partly open: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Lay asphalt surfacing. Areas: Bay blocks A to D, one block at a time

Working arrangement

- Access: the floor or ground.
- Other people will be using the area.
- The old surface was tested for tar before planing: clear. The car park stays partly open; each bay block is closed with barriers while we work, to the phasing drawing, and shoppers are kept out. Hot mat is treated as a danger to people until it has cooled. Reversing areas are marked. Tippers tip on firm level ground with a signaller, never with the body raised near overhead wires.

Emergency arrangements

Bitumen burn: cool with water for at least 20 minutes, from the water containers kept at the work. Do not try to take the bitumen off on site; the burns card goes with the patient. Fuel or plant fire: everyone clear, shut the plant down if it is safe. Tipper touching an overhead line: stay clear and ring the line owner on the number on the site board. Ambulance route: the east entrance, kept open through every phase, plant never parked across it. The signaller rings 999 and meets the crew there. Fire routes for the shops stay open. First aider: Priya Shah, kit in the cab. The address to give is Thornley Vale Retail Park, Stockport.

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 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Test the old surface for coal tar**
Test before planing. Coal tar was used in all layers until the mid-1980s. A PAK marker is a screen, not a result. Where nothing is known, assume the arisings are hazardous.

4 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

5 **Check the weather before you start**
Stop handling signs, covers and loose materials when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning.

6 **Carry the cones, barriers and hand tools 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.

7 **Keep the delivery route safe**
Use a firm, even route suitable for the delivery vehicle and the work area. Separate drivers, pedestrians and surfacing plant before hot material arrives. Tip on firm, level ground with a signaller, not in high winds. No raised body near overhead wires.

8 **Plane or break out the old surface**
Keep the dust down. Cut-off saw work needs water and an APF 20 mask (FFP3 or P3), fit tested and clean-shaven. Sweep and clear it, and remove standing water before anything is laid.

9 Check and prepare the base

Check the base, levels, drainage, cleanliness and moisture before asphalt is delivered. Do not lay on a wet, contaminated or damaged base; put it right or stop the job.

10 Reset covers and ironwork on a sound bed

Find every cover, gully and fixed feature, and reset each on a sound bed before laying.

11 Apply the bond coat

Apply bituminous emulsion to the cleaned surface.

12 Control the paver and delivery gap

Keep the paver, delivery vehicle and roller moving in the agreed sequence. Use clear signals and keep people out of the paver and reversing zones.

13 Assess vibration from the pedestrian roller or plate

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.

14 Spread the specified asphalt course

Lay the specified mix to the agreed line, level, thickness and course sequence. Keep the mat free from contamination and keep people clear of the paver and hot material.

15 Compact the asphalt in sequence

Compact uniformly with the agreed roller type, load and sequence while the mat is at the specified temperature. Keep the roller route separate from people and other plant. Wear ear protection on or near the roller.

16 Cool, inspect and release the route

Keep vehicles and pedestrians off until the fresh surfacing has cooled and passed the project check. Remove barriers only after the customer or site contact accepts the route and defects are corrected.

17 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.