

CONSTRUCTION MANAGEMENT AND METHOD STATEMENT

**DEMOLISHING OF EXISTING STORE AND CONSTRUCTION OF A 3 BEDROOMS NEW
DWELLING AT PLOT NO 6 (BETWEEN 4 AND 8) NORFOLK ROAD, READING, RG30 2EE**

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1.0 INTRODUCTION AND PROJECT DESCRIPTION

1.1 ABOUT THE SITE

This document is a construction management and method statement developed for construction of a new dwelling at above address.

This document will be superseded by the Construction Phase Plan (CPP) which will be produced by the Principal Contractor prior to the commencement of works.

However, this construction management and method statement will form a key part of the Pre-Construction Information issued by the Principal Designer for consideration in the production of the CPP. The site location is PLOT NO 6 (BETWEEN 4 AND 8) NORFOLK ROAD, READING, RG30 2EE.

1.2 PROJECT TEAM

Client Details

Name: Mr Tushar Parmar
Company: Akshar Corporation Ltd
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Principal Contractor / Project Manager / Contract Administrator / Builder

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Mechanical & Electrical Services Designer

Main Contractor
Tel:
Email:

Quantity Surveyor

Main Contractor
Tel:
Email:

Other Designers TBC

Tel:
Email:

2.0 MANAGEMENT OF THE WORKS

2.1 MANAGEMENT STRUCTURE

The project team: Akshar Corporation Ltd has the overall responsibility for this project.

The Principal Contractor will:

- Ensure that all operative have suitable and adequate method statements and risk assessments to cover their activities for this project;
- Ensure that the operatives are adequately trained and resourced;
- Ensure that the project is managed effectively and that Health, Safety and Welfare arrangements are maintained throughout the project.
- Ensure that adequate resources are available to complete the project safely and effectively.
- Ensure that a Construction Phase Plan is prepared and maintained throughout the Construction Phase of the project.
- Ensure that project communication and co-ordination is effectively managed.
- Arrange for contractors with appropriate skills, knowledge and experience are appointed to construct the project.

The Site Manager will have overall responsibility for the site security and safety, ensuring all safety inspections/surveys are carried out and to collate the information for the building operation and maintenance manuals to be handed over to the Principal Designer as the project progresses.

The Site Manager is responsible for:

- Ensuring that all operatives and contractors working on the site sign in and out each day;
- Ensuring that all visitors to the site sign in and out at each visit and are accompanied at all times whilst on-site;
- The management of day-to-day activities, daily inspection of welfare facilities, first aid provisions etc.;
- Providing site inductions;
- Ensuring that all relevant documents are kept on site and all necessary documents, notices and signs are displayed on site;
- Ensuring that all site operatives are consulted on all aspects of site safety and management procedures;

- Ensuring that all Design and Construction Phase Plan changes are notified to and discussed with the relevant persons and brought to everyone's attention.
- Ensuring that the site is kept tidy with a good housekeeping regime;
- Providing or arranging statutory inspections and tool box talks etc;
- Ensuring that all variations in design are recorded and that everyone concerned is notified of these variations and recorded on as built drawings if required;
- Ensuring that contractors supply all the information required for the Health and Safety File before they leave site;
- Consulting with the Principal Designer, design team, Client and any other parties involved on a regular basis.

3.0 ABOUT THE SITE

3.1 SITE LOCATION AND DESCRIPTION

The site (Plot no 6 (between 4 and 8) Norfolk Road, Reading, RG30 2EE). It is an empty plot between 2 residential dwellings. The property has dropped curb vehicular access from the Norfolk Road.

Building is presently empty.

3.2 THE DEVELOPMENT

The development is construction of a new dwelling similar as surroundings.

3.3 PRELIMINARY PROGRAMME

It is envisaged that the duration of works described will be 24 weeks. See Work plan attached Appendix B

3.4 SITE ESTABLISHMENT

The space available within the existing will be utilised for the site office and welfare facilities. The existing incoming power and water supply will be utilised. All areas to be utilised for site office and welfare facilities will be protected.

3.5 ACCESS TO SITE

Access to the site will be from Norfolk Road. There is a footpath along the frontage of the property. The site has dropped curb access. The necessary permit and/or licence will be obtained from Reading Borough Council if required.

3.6 WORKING HOURS Working hours are:

8.00am – 6.00pm Monday to Friday

8.00am – 1.00pm Saturdays

No working on Sundays or public holidays.

3.7 ASBESTOS SURVEY

An Asbestos Survey will be carried out on the property and the results, when published, will be taken into consideration by the Principal Contractor when planning the works.

3.8 TEMPORARY STRUCTURES

There are no plans to have any temporary structures beyond standard site office, welfare accommodation and materials storage containers within the bounds of the site.

Welfare accommodation will be in strict compliance with the requirements of Schedule 2 of the Construction (Design & Management) Regulations 2015.

3.9 SECURITY

An existing fence on side of the plot will be used as a site compound. Hoarding will be installed next to the front footpath to secure the space for material storage and access. All site personnel will have to sign in on arrival and sign out before leaving the site. This will be incorporated into the Site Rules and included as part of the site induction process.

The side hoarding at front will be provided and regularly inspected to ensure that it remains secure. The access door to the site will be fitted with a combination security lock to only allow access for authorized personnel. The name and contact details of an appropriate member of staff will be provided in case of emergencies.

3.10 HOUSE KEEPING

The site will be kept in a clean and safe condition. The site area, both inside and out, will be regularly inspected and any rubbish or litter removed. Roads and pavements will be kept clean. Perimeter hoardings will be repainted from time to time and will be kept in a neat and tidy condition. Any graffiti will be quickly removed from the hoardings.

Offloading will generally be direct from vehicles into the site. Materials will not be stored on public footpaths or roads. Waste and rubbish will not be allowed to accumulate so as to cause a safety or fire hazard and will be regularly removed from site.

Activities that have the potential to cause dust will be carefully monitored and dust reduction methods employed. This will include water spray, dust extraction and localized screening where appropriate. Welfare facilities will be provided within the site to discourage operatives from frequenting the interface between the site and public areas. Site operatives will not be allowed to congregate or loiter on the footpath or road adjacent to the site.

3.11 TREE PROTECTION MEASURES

There is no tree on site which has been noticed, so no specific measures are required for tree protection. However, if the main contractor notices any neighbouring tree which is to be protected then he must inform to the principal designer and a clear and comprehensive Risk Assessment will be carried out and a Tree Protection Plan including Method Statements will explain the necessary tree protection measures required during the demolition and construction process. These methods will include where necessary tree protection fencing, temporary ground protection and other site-specific protection measures. The Tree Protection Plan will form part of the project Construction Phase Plan. See Drawings at Appendix B and C

4.0 TRANSPORT ISSUES ASSOCIATED WITH THE SITE

4.1 MANAGEMENT OF DELIVERIES AND TRAFFIC TO AND ON SITE

Working hours are 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturdays.
All deliveries will be timed so as to cause the least disruption to traffic at peak periods

There will be no vehicular access within the site. The space next to dropped curb will be used for delivery area. Deliveries to the site will only be carried out with the Site Manager's approval and at a designated time and no vehicles are left standing in delivery areas longer than absolutely necessary. All deliveries will be carried out with extreme caution with all vehicles under banksman control from the access control point at the main gates. Care for other road users and pedestrians and residents adjacent to the site will be paramount.

The site will be controlled during working hours and that gate will remain closed when not in use..

Following deliveries to site, any debris left will be removed so that no hazard is caused (systematic cleaning of muddy or dirty tyres) to other delivery area users and pedestrians around the site.

Similarly, the project site and the surrounding area will be maintained to ensure its tidiness at all times as debris could cause harm to passing pedestrians or vehicles. If the road is left in a dirty condition the road will be swept taking care that any debris does not enter the drainage systems.

The Site Manager will communicate with immediate neighbours on a daily basis to inform them of any works that may directly affect them i.e. (noisy works).

4.2 TRAVEL PLAN AND CAR PARKING

The site will have no parking for site staff. Subcontractors and visitors therefore operative will need to utilise local paid parking which allows them to park., alternatively the contractor will arrange pick and drop services for all the workers.

All charged will be strictly observed.

All personnel will be inducted prior to commencing work on site. The site induction is the primary means of communication the project travel plan and supporting information. The site induction will be carried out by the site manager, and the majority of staff will be encouraged to travel to the site by public transport.

4.3 VEHICLE TYRE CLEANING

There is no access within the site for the vehicles. All deliveries will be carefully managed from the road ride space next to dropped curb access. Two persons will observe safety measures and will control the pedestrian movement during the delivery unloading. The road will be cleaned and washed if there are any dirt or debris left after each delivery.

Moreover, we will not wash the tyres of vehicles but instead of water we will use mats for the vehicles to stand. We will place the mats before the entering of the vehicle into the site so no debris/mud etc will be taken out of the site. Hence there will be no need for the drainage system for that.

4.4 TIMINGS AND TYPES OF VEHICLE

The number of deliveries and collections envisaged during the project will be kept to a minimum with an 'as needed' timed delivery schedule.

As part of the procedure for the allocation of delivery times to suppliers, care will be taken to reduce the number of vehicles travelling to the site within peak periods.

- Where possible deliveries will be taken on site early to allow the vehicles to be offloaded during the peak period and then leave the site once peak period has ended.
- Similarly, latest deliveries to the site will be scheduled to occur after 4.00pm to ensure that it can be offloaded and the vehicle leave the site before the evening peak traffic and after school peak hours.

5.0 ENVIRONMENTAL ISSUES

5.1 WASTE AND MATERIAL MANAGEMENT

A site waste management plan will be prepared prior to the works commencing. All waste materials will be removed from site by a licensed waste contractor.

All waste from this site will be dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection (Duty of Care) Regulations 1991.

Materials will be handled efficiently, and waste managed appropriately. We aim to minimize waste and to recycle as much material as possible.

Due to the limited space on site, waste will generally be sorted for recycling at the waste transfer station. This element of the works will be carried out by one of our licensed sub-contractors specializing in waste management.

5.2 NOISE AND DUST MANAGEMENT

NOISE

On site, where construction work is in progress, all personnel will have the responsibility to see that activities are carried out in the quietest practicable manner. Where noisy activities are unavoidable the disturbance shall be minimized or attenuated. This will be achieved by the appropriate choice of technique or timing, or the shielding or protection of equipment as necessary. Best practice will be adopted, in particular adhering to BSI Code of Practice BS5228- 1 2009 for noise and vibration control on construction and open sites. Points of action include: -

- (a) Turning off equipment when not in use.

- (b) No combustion engine equipment to be used on the site.
- (c) The fitting of silencers to electric and pneumatic machinery
- (d) The site hoarding acting as a barrier to noise.
- (e) Ensuring good relations with tenants and occupants of surrounding area.

No work will be carried out outside the permitted hours.

The building work shall be carried out in a way that inconvenience to the public will be minimised. Working hours will be Monday to Friday 08.00 to 17.30. Saturdays 09.00 to 13.00, No working on Sundays, Bank holidays or holidays.

Where any person is liable to be exposed to noise levels greater than 80 dB (A), he will be informed and provided with suitable ear protection. Methods of ear protection, in ascending order of attenuation, include ear plugs, earmuffs and noise attenuation helmets. Noise will be kept to a minimum at all times and any further restrictions imposed under the terms of the contract will be adhered to.

VIBRATION

Vibration in construction is mainly propagated in the ground. When the vibration exceeds the threshold of perception it can become an annoyance. A vibration level, however, that causes annoyance will be well below the damage threshold for normal buildings. Construction methods that involve ground-borne vibration will be kept to a minimum.

The types of operation where vibration will occur might include:-

- The breaking out of concrete or brickwork.
- The excavation of soil.
- The drilling of and fixing to brickwork.

Where possible these operations breaking out undertaken by hand with small tools. Otherwise, the smallest machinery will be employed if necessary. It should be noted that vibration can be accumulative and so where possible vibration sources shall be operated separately. Exposure to vibration will be identified in RAMS. Adequate control measurements will be put in place to eliminate the effects of vibration and to reduce exposure to it by having suitable breaks.

DUST AND AIR QUALITY

A building project may affect the air quality in around the construction site. This usually takes the form of dust created during construction activities. Dust can be dirty and it can cause a nuisance. There are a number of routine tasks that are capable of producing levels of dust. These might include:-

- Breaking out or cutting or chasing concrete and brickwork.
- Cutting roofing or other types of tile.
- Mixing mortar or concrete on site
- Demolition work in general.
- Sawing and sanding timber and plasterboard.
- Preparing internal finishes such as rubbing down during decorating and the sanding of floors.

A number of factors might contribute to increased levels of dust.

- High-energy tools like grinders, drills and cut-off saws can produce a lot of dust.
- Prolonging the duration of a task will enable the build up of dust.
- Working in enclosed areas.

Site personnel will be instructed on the risks of dust and how it can be a nuisance to the public and how in the extreme case how it can harm their health. Dust control measures will be in place. There are a number of important principles / methods to consider when controlling the level on of dust during construction activity:

- Undertake the activity in well ventilated areas.
- Use on-tool dust extraction systems, such as collection bags, fitted to the equipment creating the dust.
- Use water to dampen down the dust, for example when cutting accrete or brickwork.
- The use of barriers, screens or tarpaulin.
- Clean down the areas of work after dust-creating activities.
- Delivery vehicles and skip lorries should have their loads fully sheeted.
- Site tools and equipment, such as compressors, to be well maintained so that dirty fumes are kept to a minimum.

The contractor will need to undertake regular inspections of the equipment and the cleanliness of the site to help ensure that there is minimal dust pollution and that air quality is maintained.

6.0 HEALTH AND SAFETY COMPLIANCE AND REPORTING

6.1 HEALTH & SAFETY.

A Construction Health and Safety Plan will be prepared for the works in accordance with the CDM Regulations. Risk Assessments will be developed and agreed. Sub-contractors' detailed method statements will also be produced, and safe methods of work established for each element of the works. Site inductions will be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures. These will include any relevant neighbour issues.

6.2 PROACTIVE MONITORING

The selection of contractors (except those directly appointed by the client) will be made by the Principal Contractor in accordance with CDM Regulation 4 and standards will be continually monitored.

Periodic audit inspections by the Client's CDM Adviser will be carried out of the arrangements for health, safety and welfare. This will include ensuring that the contractors are complying with all their statutory requirements and that the Construction Phase Plan is being developed and adhered to.

Regular planned checks will be carried out and spot checks by the Principle Contractor will take place to ensure that on site standard are maintained. On site standard achieved will be compared to the standards set for the project. Any lessons learnt will be carried forward to the monthly site meetings / management reviews.

6.3 REACTIVE MONITORING

Thorough investigations will be undertaken following an incident, or complaint, with the findings used to further develop the project's Health and Safety Plan and to prevent similar incidents taking place further.

6.4 SITE RULE

All on site staff and contractors will be required to adhere to the project site rules:

1. All Hot Works subject to a Hot Works Permit.
2. 'Live' Electrical and Mechanical work, testing or commissioning are subject to a Permit to Work.
3. All Permits to Work are to be issued by the Site Manager
4. NO SMOKING is permitted on site.
5. NO RADIOS or Headphones are permitted on site.
6. ALL TOOLS must be maintained safely and in compliance with the law.
7. All ELECTRICAL EQUIPMENT must be PAT tested and 110 volts.
8. ALL Operatives must be competent to operate their tools safely.
9. All Plant and Machinery must only be operated by an appropriately certified operator.
10. All operatives to clean and tidy their work areas at the end of each shift or when finished work in that area.
11. No one is to interfere with any equipment/ tools provided for safety purposes.
12. All operatives must ensure that they maintain good washing and cleaning regimes before consuming any food whilst on the site.
13. Food can only be consumed with the designated eating area.
14. All operatives and Visitors must wear full Personal Protective Equipment (PPE) as defined in this plan.
15. All areas of the project must be clean and tidy with good dust controls in place.
16. All operatives will have to sign in on arrival and sign out before leaving the site.
17. No visitors will be allowed on site without signing the visitors book/ site log

18. All visitors will be accompanied by the Site Manager (or a representative of his), and kept within eye and voice contact at all times.
19. All personnel entering site but wear appropriate PPE (Personal Protective Equipment) (Hard Hat, Safety Foot Wear, Hi-Vis, suitable eye protection).
20. All operatives and site visitors must attend a site INDUCTION prior to commencing work/visit on site.
21. All operatives must be familiar with their method statements and Risk assessments related to their work activities.
22. All workers must ensure that they are competent to carry out their work safely; if not then they must immediately advise the Site Manager. The same rule applies to operating plant/machinery.

7.0 CONSULTATION REGARDING ACTIVITIES RELATED TO THE SITE

7.1 NEIGHBOURLY RELATIONS.

The site is within a residential area. Neighbours and third parties' relationships will be effectively maintained by clear and regular communications of information regarding the works activities which are likely to impact on adjoining residents etc i.e. by newsletters and face to face briefs etc.

Project Manager have found that listening to reasonable concerns and demonstrating a considerate and professional approach will always maintain a well-balanced relationship. Regular newsletters will be produced to keep neighbours advised of future events, general progress of the works and the requirements for any abnormal works.
Appropriate signage and information boards will be displayed on site hoardings.

8.0 GROUND PROTECTION FOR VEHICULAR CROSSING

Although there is no such area on the site which require ground protection. However, if the main contractor notices ground protection area at any stage then, ground protection will be used within the areas shown with blue diagonal lines on the TPP.

Type 1: In some cases, existing hard surfaces (such as concrete paths and driveways) provide an adequate level of ground protection. Any hard surfaces that are to be used as ground protection must remain in situ throughout the duration of development.

Where there are no hard surfaces, or if the hard surfaces require supplementary protection, the following guidance shall be followed:

Type 2: In the event that only pedestrian access is required over the protected areas, then a geotextile membrane (e.g. Terram -<http://www.terram.com/products/geotextiles/weedguard.html>), will be laid and then topped with a minimum depth of 100 mm of wood chip. Exterior grade (marine) ply boards (usually 2.4 x 1.2m in size) will then be laid on top of the wood chip.

Type 3: In the event that vehicular access is required over the protected areas, then a geotextile membrane (e.g. Terram -<http://www.terram.com/products/geotextiles/weedguard.html>), will be laid

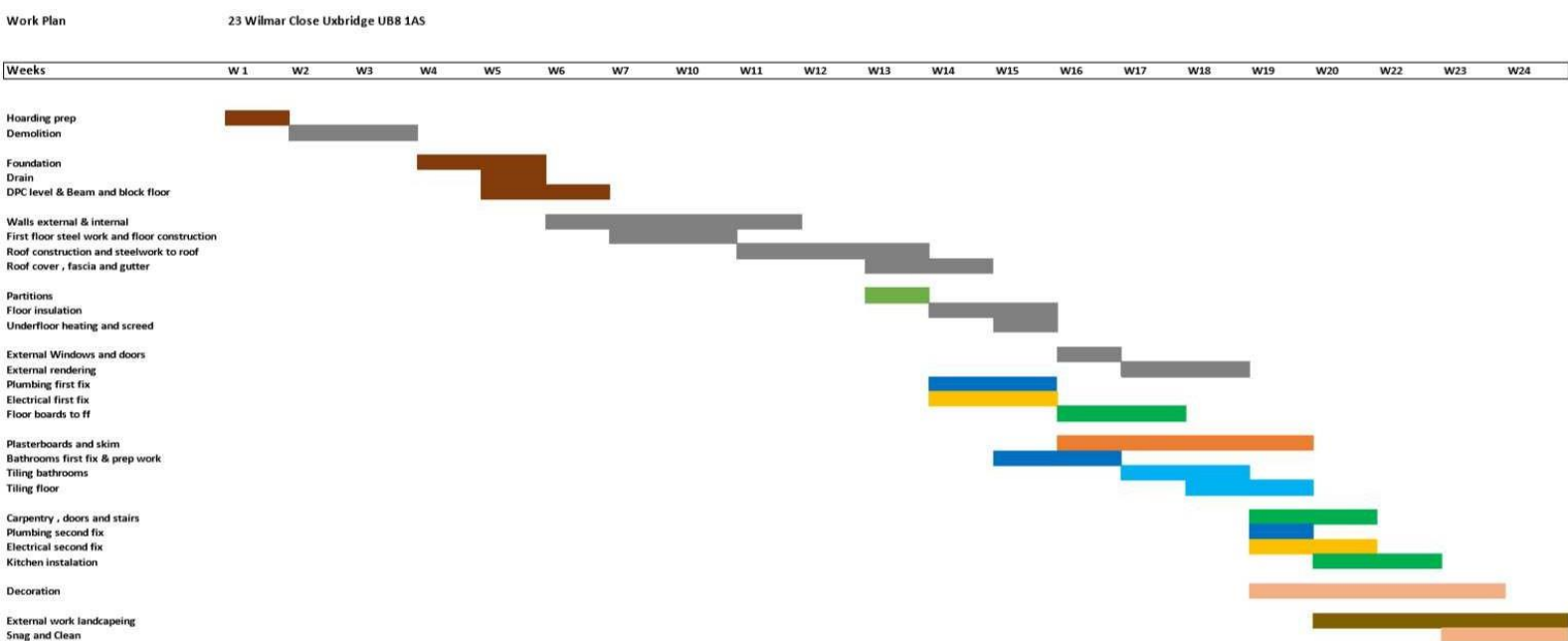
and then topped with a minimum depth of 100 mm of wood chip. A proprietary ground protection product such as Greentek 'ground guards' (<http://www.ground-guards.co.uk/products/multitrack/>) will then be laid on top of the woodchip.

Moreover, we will not wash the tyres of vehicles but instead of water we will use mats for the vehicles to stand. We will place the mats before the entering of the vehicle into the site so no debris/mud etc will be taken out of the site. Hence there will be no need for the drainage system for that.

Skips will be placed in the front small garden.
The skip size is 12 yd (3.7 meters X 1.78 meters)

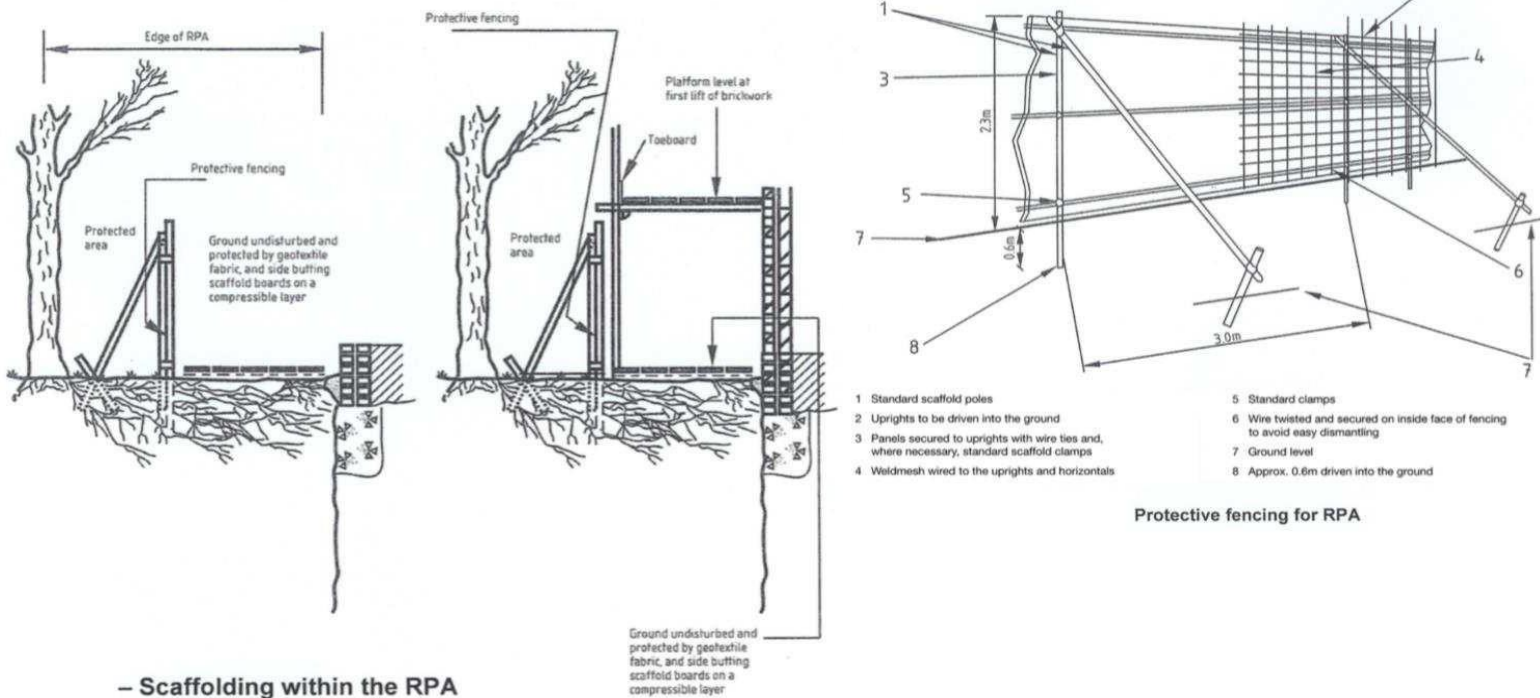
9.0 **APPENDIX A**

9.1 OUTLINE PROGRAMME



10.0 **APPENDIX B**

10.1 TREE PROTECTION DRAWINGS



Site hoarding will be provided around the site to control noise and dust. Similar hoarding will be installed as shown in the below pictures.



