

CONSTRUCTION METHOD STATEMENT

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The purpose of the Construction Method Statement is to outline our approach to managing the construction works for 8-9 Union Street, Reading, RG1 1EU. This document includes specific comments on the site establishment, logistics, and the process of managing the overall environment surrounding the property. It will also ensure that the construction work causes the minimum disruption to the adjacent residents with a safe working and living environment maintained. The agreed contents of the Construction Method Statement will form part of the development plan and will be agreed with the Reading Council. The Plan will constantly be reviewed, and any changes or improvements will be added and agreed with the Council and the Plan revised and re-issued. These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development. This Construction Method Statement is subject to third party approvals and therefore amendments are likely. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the design team and the Client. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops. Particular attention will be paid to ensure that the neighbours are kept apprised of progress and future works on the project. Generic statements herein are to be further developed into plans, procedures, and detailed method statements as the project develops. This Plan is to inform interested parties. It will be used as the background for the detailed construction method and risk assessments and will be included in all specialist trade contractor portions of the works.

1. INTRODUCTION

The site is a two-storey building with commercial retail shop on the ground floor and vacant first floor offices. It is these offices that have been granted planning permission by Reading Council to be converted into residential flat under ref # 181158. The following statement will outline the way the appointed contractor would execute work within the tender

2. TIME SCALE

Project duration is expected to be 1-2 weeks. The number of people on site will be a maximum of 4, although this may vary as work progresses. This will include a trained and competent supervisor and operatives.

3. PREPARATION

3.1 Prior to commencement of work all relevant documents will be raised and prominently displayed or available on site including, but not limited to:

- a. Health and Safety Law -Poster
- b. Method Statement
- c. Risk assessments

- d. Plans
- e. Drawings
- f. Liability insurance

3.2 The contractor will be entirely responsible for organising labour, plant, equipment and materials to start work on site. The method and sequence of the works is to be carried out so as not to cause danger, nuisance or undue inconvenience to local residents and the general public.

3.3 Access routes will be agreed with the Client. All external areas must be kept free from rubbish, or any waste material.

3.4 These controlled work activities will be conducted to ensure that the general day-to-day operations of adjacent premises / occupiers and pedestrian / vehicular access are not impeded.

3.5 The contractor is deemed to have priced for the provision of all facilities and temporary works or services required for the proper execution of the works.

3.6 The site will be under the control of a full time Supervisor.

3.7 An assessment of site risks and substances used will be carried out at the outset of work.

3.8 Where necessary a licensed Waste Contractor will dispose of all waste materials in accordance with Current Hazardous Waste Regulations.

4. CONTROL MEASURES

- 4.1** Method of work.
- 4.2** Risk assessment.
- 4.3** Trained and competent supervisors / operatives.
- 4.4** Personal Protective Equipment.
- 4.5** Demarcation of the work area including screens, barriers and signs
- 4.6** Traffic and Pedestrian Management
- 4.7** Compliance with relevant Health and Safety Legislation

5. WORK SEQUENCE

- 5.1** Site set up and demarcation of work area including delivery of materials and work equipment.
- 5.2** Provision of site services where not in place.
- 5.3** Assembly of materials, tools and equipment.
- 5.4** Carry out controlled demolitions (if any)
- 5.5** Dispose of waste material in accordance with current Waste Regulations.
- 5.6** Remove plant, tools, and equipment
- 5.7** Leave site in a clean and tidy condition.

6. WORK METHOD

- 6.1** Arrive on site; liaise with the client / client representative

- 6.2** Issue method statement to employees, ensure all are aware of the works and understand the sequence of works and hazards on site.
- 6.3** Carry out tool box talks where necessary (asbestos, live electricity etc.)
- 6.4** Install Heras fencing and suitable signage to perimeter of the site
- 6.5** Take delivery of plant and welfare
- 6.6** Soft strip internal fixtures and fittings i.e. kitchens, carpets door frames etc.
- 6.7** All arisings will be placed in designated waste containers and cleared from site
- 6.8** Drawings provided by the client will be checked to ensure work is carried out according to their requirements. The architect/engineer will be consulted if there is doubt about the scope of work or additional clarification is required. Tasks will be carried out in the order required by the client.
- 6.9** Tools and equipment to carry out the tasks will be checked for safety. Any damaged or faulty equipment will be repaired or replaced. Electrical equipment will be tested and checked for correct operation before and after use.
- 6.10** Waste material will be removed from the work area
- 6.11** All operations involving Plant or equipment will be properly planned and carried out by trained operators assisted by a trained and designated banksman wearing hi-visibility clothing.
- 6.12** Operatives will always work in pairs and must wear appropriate, hi-visibility jackets or waistcoats, hard hats, safety footwear and gloves. Mechanical lifting equipment or correct manual lifting and handling techniques must be used.
- 6.13** For personal protective equipment that may be required see section titled Personal Protective Equipment.
- 6.14** Completed works should be inspected and approved and signed off by the client
- 6.15** After completion of the works, the areas will be left in a clean and tidy condition to the client's satisfaction. All tools and equipment will be taken away from site.

7. PERSONAL PROTECTIVE EQUIPMENT

7.1 All personnel working on this project will wear a selection of the following personal protective equipment:

- a. Protective Footwear
- b. Hard Hat
- c. Safety Goggles / Glasses
- d. Harness with fall arrest
- e. Suitable Gloves
- f. Hi-Visibility Vest/Jacket
- g. Disposable dust mask / Respiratory protective equipment

7.2 The Supervisor will assess the suitability of all personal protective. Operatives will be instructed what type of personal protective equipment to wear and when it must be used. The contractor will provide all necessary personal protective equipment to their employees. Visitors will be required to wear Hi-Viz jackets or waistcoats, hard hats and safety footwear.

8. GENERAL HEALTH AND SAFETY RULES

8.1 *Training, Competence and Supervision*

The contractor will ensure that all persons employed on the contract are trained and competent to carry out their duties and provided with comprehensible information on the risks to health and safety. All operatives to be instructed in the use of personal protective equipment, fully consulted on all matters relating to the project that may affect their Health and Safety. Any relevant issues will be monitored and updated as necessary throughout the project.

8.2 Communication

The Site Supervisor will communicate working method statements to all operatives and ensure that the work is carried out safely according to written procedures. All site personnel will be given site induction training covering all aspects of Health and Safety, relating to the relevant tasks being undertaken. All personnel undergoing this training will sign to confirm that they have received the induction. Induction records will be held on site. All Visitors will receive a basic safety induction including site specific rules and emergency procedures.

8.3 Control of Substances Hazardous to Health Regulations (COSHH)

Before work commences a COSHH assessment will be carried out on any hazardous substances used, and a COSHH Register maintained on site. Material Hazard Data Sheets will be held on site throughout the work period. Appropriate safety equipment to control any health risks will be used.

8.4 Manual Handling

All tasks will be assessed and Manual Handling Risk Assessments completed and made available to employees before starting work.

8.5 Equipment Inspections

All plant and equipment will be examined for safety before being used and at regular intervals thereafter. Statutory inspections will be carried out when required. Defective equipment will not be used until repaired or replaced.

8.6 Lone Workers

No lone working will be allowed on this site.

8.7 Daily Checks

The following will be carried out on daily basis:-

All areas will be inspected to check for any equipment or materials that may have been left in a position that may create additional hazards. This includes but is not limited to – tools, access equipment and other materials necessary for the work.

8.8 Working at Height/ Rescue Plan

N/A

8.9 Welfare

The contractor will supply all necessary welfare for the duration of the works

8.10 Warning Signs

Signs will be displayed where necessary to warn third parties that works are taking place.

8.11 Vermin Infestation

Appropriate controls should be agreed and communicated to all site personnel if required.

8.12 Emergency / Fire Evacuation

A suitable means of sounding the alarm will be provided. All site personnel will evacuate to a designated fire assembly point in the street.

8.13 First Aid

A fully stocked first aid box and eye wash will be kept on site for the treatment of minor injuries. Injuries must be treated immediately and recorded in the accident book.

8.14 Training

The contractor will ensure that all operatives are specifically trained and competent to carry out their work in a safe manner. Training certificates will be available on site.

8.15 Important Documents

The method statement, risk assessments; public liability insurance certificate; booking-in / booking-out register; accident book will be available at all times. The 1974 Health & Safety at Work poster will be completed and displayed in a prominent place.

8.16 Emergencies / Evacuation

On hearing the alarm everyone must evacuate to the assembly point immediately. Emergency telephone numbers for the local Hospital, Police, Fire and Ambulance Services must be available on site.

8.17 Waste Disposal

All rubbish and debris from site will be cleared regularly. All waste will be disposed of in compliance with current Hazardous Waste Regulations 2005.

8.18 Burning

No fires are permitted anywhere on site.

8.19 Site Security

Any unauthorised person found on the site will be requested to leave immediately, and the Police notified.

8.20 Monitoring

The Company's Health & Safety Advisors will carry out Health & Safety audits on a regular basis with a written report. The Supervisor will carry out Tool Box Talks.

8.21 Site Specific Health and Safety Induction

Everyone working on the site and the visitors will be given a Health and Safety Induction covering general risks, controls, safe procedures and emergency procedures. Failure to comply with site rule will result in the offender being removed.

8.22 Risks to the General Public and Third Parties

The site will normally be locked which reduces the risk of unauthorised access but a determined individual could gain access to the site.

8.23 Traffic Management

Where possible, vehicular movements will be segregated from pedestrian areas using physical barriers and suitable signage. Banksman will be used for vehicles entering and leaving site.

8.24 Amendments

If circumstances change since the original Method Statement / Risk Assessment, it will be amended by senior management before work commences. Where this would interfere with work in progress, work will cease until action has been taken to eliminate or reduce the risk

9. SCAFFOLDING

9.1 Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.

9.2 Users must ensure the scaffold is not interfered with e.g. removal of ties, guardrails or platform boards, overloaded with materials, modified e.g. by sheeting a scaffold that is not suitable for extra wind loading this imposes on the structure.

9.3 Any modifications to the scaffold must be carried out only by our competent trained scaffolders.

9.3 Every user of a scaffold must check the structure before use

- a. Regulation 13 The Work at Height Regulations 2005"
- b. All scaffolds will be erected in accordance with: -
- c. The Work at Height Regulations 2005.
- d. NASC TG20:08.
- e. Manufacturer's Instructions.

9.4 The scaffold will be unsheathed.

9.5 The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders and ancillary equipment.

9.6 All materials will be in accordance with a relevant British Standard or its equivalent i.e. scaffolds tube to EN 39 Type 4, scaffold boards BS2482 (VG), scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131 etc. Materials will be free from visual damage that will foreseeably affect its performance whilst in use.

9.7 Materials to be visually inspected prior to issue from the depot. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent damages to the property

9.8 All materials will be raised and lowered in a controlled manner by: -

- a. Using goods hoist.
- b. Using a gin wheel and or rope.
- c. Chaining from person to person

9.9 The following PPE will be worn during our activities: -

- a. Safety Helmet
- b. Safety Boots

- c. Safety Harness
- d. Overalls
- e. Hi-visibility Vest
- f. Gloves
- g. Eye Protection

9.10 All materials to be removed from site on completion of works and recycled.

- a. Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
- b. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- c. Noise, may be an issue if work is outside of the agreed site working hours.
- d. Where plant or equipment is serviced or fuelled on site, COSHH assessments will be available for the substances in use.
- e. Plant refuelling will be undertaken in agreed areas, spill kits will be available.
- f. No other substances that are subject to the COSHH regulations will be used on site.

9.11 Erection process

- a. The dismantling will be the sequential reverse of the erection process.
- b. Operatives will be briefed on the work to be carried out and will acknowledge the briefing by signature to confirm their understanding.
- c. If required access to a raised load bed will be by ladder and using the common site loading/unloading provision.
- d. Scaffolders will assist the HGV driver when common provision is not provided, Scaffolders follow SG4:10 to install single guard rail protection to the raised load bed, use fall arrest equipment provided.
- e. Operatives must be aware of their surroundings and must work safely. They must ensure they are looking where they are walking and working, and must not step onto or over debris. Tripping or slipping hazards must be avoided where possible. Access routes should be chosen to be those that are free from obvious hazards. Operatives should refrain from entering poorly lit areas until adequate lighting is provided. They should be aware of plant and lifting movements and maintain a safe distance. Any uncontrolled hazards must be reported to Supervision immediately.
- f. When the 1st bay of the scaffold is erected an "incomplete" scaffold sign or similar will be displayed on the scaffold.
- g. As the means of access onto the lifts is erected an "incomplete" scaffold sign or similar will be displayed adjacent to the point of access, 3rd party access will be restricted by physical barriers.
- h. Whilst erecting further lifts, operatives will work from a minimum of a four board wide fully transformed working platform that is protected by a single guardrail, when working outside of this protected platform i.e. when establishing the protected platform or moving the protected platform, operatives will work in accordance with NASC SG4:10.
- i. Ladder access and ties are to be erected progressively with the scaffold.
- j. On completion of the scaffold all spare materials will be cleared from the work area and stored in an agreed position or removed from site.

- k. The location where the scaffold is to be dismantled, the method statement and risk assessment will be shown to the operatives by supervision and the relevant hazards and preventive/control measures will be explained.
- l. The operatives will sign the method statement to confirm the adequate transfer of information to enable them to work safely.
- m. The chargehand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.
- n. Once satisfied that the scaffold is safe to dismantle the work area will be segregated by the specified means and an "incomplete" scaffold sign or similar will be displayed on the scaffold adjacent to the means of access which will be restricted by physical barriers
- o. Ties and braces will not be removed from below the lift being dismantled.
- p. The scaffold will then be dismantled methodically.
- q. Scaffolders and Supervisors would ensure that the structure remains stable and that it does not become overloaded with dismantled materials.
- r. No materials will be bombed, all fittings will be bagged or passed by hand to ground level.
- s. In general scaffolds will be dismantled in the reverse order to the erection procedure.
- t. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.
- u. A final visual check will be made by the chargehand prior to leaving site.