



## **CONSTRUCTION METHOD STATEMENT**



**ARGOS SUBDIVISION**  
**BROAD STREET MALL, READING**

Date: July 2018

Ref: Argos - CMS

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Report Checked by:

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For and on behalf of:

**Inception Reading SARL**

c/o Moorgarth Group Limited

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**Revision History**

| Rev. No. | Description of Amendments | Date |
|----------|---------------------------|------|
| 1        |                           |      |
| 2        |                           |      |
| 3        |                           |      |

**Moorgarth**

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## 1. Description of Activity

The proposal includes for the subdivision of an existing vacant retail unit. The unit will be subdivided with stud walls with new access cores enabling movement across the floors and maintaining the existing basement level servicing arrangements. The scheme also proposes to replace the existing shopfronts as part of the installation of new units throughout the site. The proposed description of development is:

*Subdivision of three-storey retail unit (Class A1) and change of use to form: 1x retail unit (Class A1) at part basement / part ground floor; 2x flexible retail or restaurant units (Class A1/A3) at ground floor level; and 2x assembly & leisure units (Class D2) - 1 at part basement / part ground floor & 1 at part ground, part first floor level, together with shared access and means of escape; associated replacement shopfront works and associated external alterations on Oxford Road and Queens Walk frontages.*

The address is 47 Oxford Road, Reading, RG1 7QF.

## 2. Construction Method Statement

Artez Construction will be the Main Contractor and selected sub-contractors will fall under their direct control - Subject to CDM 2015 Client appointed. All works will be approved in accordance with related method statements and risk assessment of the associated trade. Hazard Directory to be developed and control measures built into the method of work under CDM roles and responsibilities

Construction works required to form the new units and subdivide to form common area and required plant area:

- Site operative visitor parking / reception
- Vehicle movement control
- Plant and materials storage and control
- Hoarding arrangements
- Road closures/Pavement closure

Environmental waste stream control towards ISO14001 standard incl. Wheel wash arrangements if required

## 3. Demolition & Preliminary Work

There are detailed surveys of the existing services which run through all levels of the existing Argos unit, this has helped with the demolition and strip-out with appropriate method statements establishing a safe working requirement through the demolition works.

All preliminary and proposed works will make use of the basement level service route and access via the existing lift / stairs to transport materials / waste to and from the construction site, this enables the majority of the scheme to progress without affecting pedestrian / customer areas.

Proposed works to the shopfronts will require external hoarding to secure the building prior to the removal of the existing units. The working area will be secured prior to the commencement of construction activities and security patrol will incorporate a check of the hoarding into their daily rounds, the daily check from security and contractors working in the area will help to identify graffiti and prioritise the removal by centre cleaning team who can also help with the removal of fly posters.

During the early stages of the project, the use of 'deconstruction' techniques and methodologies to prevent excessive noise, vibration and dust will be used to minimise disruption to the neighbours. Noise generation, particularly during any required demolition (not envisaged), is a key consideration. The management and use of main plant and machinery will be strictly controlled, well maintained, baffled and switched off when not in use.

Any hazardous substances such as asbestos containing material will be removed by a materials licensed contractor in a safe and controlled environment. Any demolition work in affected buildings will be commenced only after such materials are removed. Materials arising from demolition and excavation operations (not envisaged) will be reused wherever possible on the site or recycled for use elsewhere. Materials unsuitable for reuse will be disposed of at appropriate landfill sites. Existing Asbestos survey shows no asbestos is present within the unit.

All reasonable measures will be taken to ensure that deliveries to site and collection of materials from the site will be carried out in a controlled manner via the service yard / goods in entrance and no vehicles will be allowed to wait in surrounding roads.

Noise is to be reduced as far as is reasonably practical – vehicles must switch off engines use of horns are only allowed if circumstances require their use, these measures will be undertaken to all to keep all noise levels to a minimum.

#### **4. Logistics**

All vehicles arrival to security control room goods in barrier, contractor to make sure they are wearing appropriate PPE as agreed in method statement, be ready to display appropriate ID and have your valid works approval sheet. Company name to be checked off against Site Permission certificate and delivery booking/ window permit parking token will be issued as applicable.

Contractor to complete all access permit paperwork on arrival (if required) at site ingress sign in point, and if appropriate receive a site safety brief and proceed to designated marked contractor parking area over 1.83M agreed vehicles (private motor vehicles/motorbikes to utilise NCP BSM car park 1.83M restriction no concessions).

Material Delivery (incl. grab/skip vehicles max height restriction 12ft 8 Inches) Enter to the point of work / access point. Unload vehicle, drop to into site material storage area from LB1 area under direction of site

supervisor, while leaving no materials unattended at any time. Park vehicle in to marked loading bay ensuring no access / egress is blocked and the vehicle is displaying a valid parking permit.

The contractors head office will be notified in advance of their requirements by the site team and they will arrange for purchase and delivery in accordance with the times below. All materials are to be used immediately and/or stored within the unit ready for use.

24 hours' notice will be required before concrete, if required, is delivered 48hrs notice is required for all other consumables.

24 hour notice is required for waste disposal. The recycling system has worked well through the demolition phase with recyclable materials being taken off site for processing, especially where aluminium shopfronts or steel lift components are removed. Landfill to be avoided where feasible.

Delivery drivers will be required to phone the site manager at least 15 minutes before arrival so the site team can assist with loading/unloading.

The security desk will be informed of deliveries to allow access into the loading area and manage the combination of retail and construction vehicles entering the secure basement service yard area. Vans and delivery vehicles will only access macadam roads and service yard areas.

Materials are to be moved to the worksite location as per attached to plan (BASEMENT of Broad street Mall)

Must include method of, items / materials to be moved, from / to locations, how / transfer equipment / staff numbers, restrictions & parking

2.4b General Public-basement area off limit and controlled by Security NO access to members of public

Care shall be taken by contractor when entering the designated carpark/As above all deliveries of plant and materials or removal of materials shall be planned in advance and adequately supervised. Banksman shall be used where required to direct vehicles and persons. Temp barriers shall be made available for use and used if required .Contractors shall wear Hi Vis for all plant /delivery movement

Vehicular access – The contractor will be informed of height weight and dimensional restriction

General restrictions Vehicle Speed limit 10mph

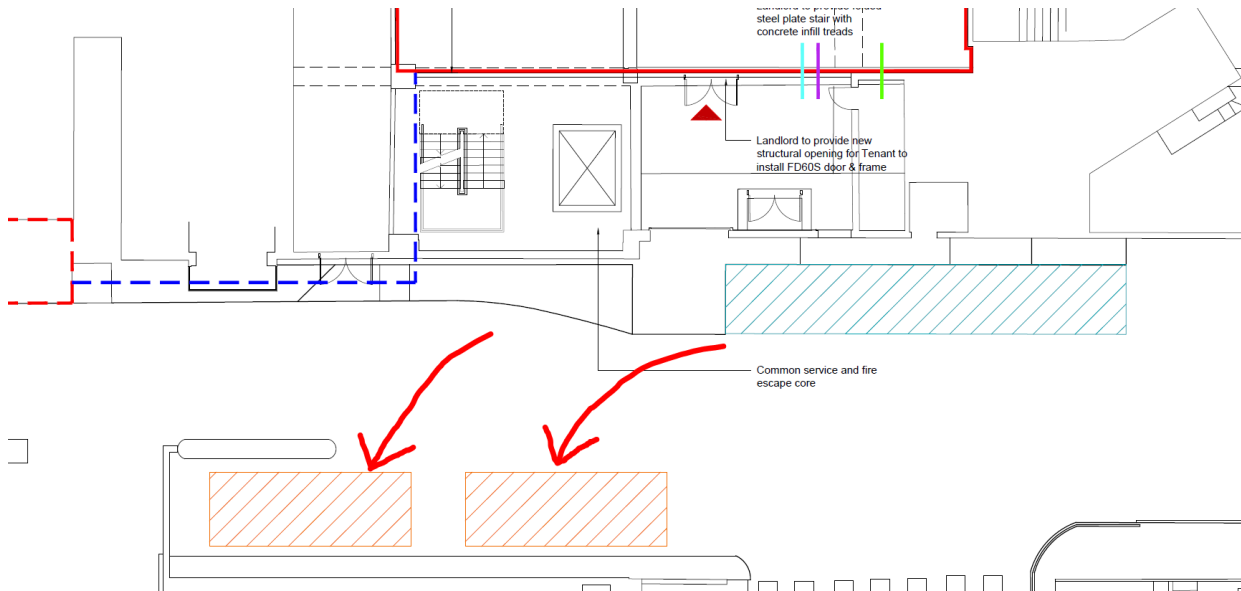
Damage Surfaces Avoid damage to existing car park surfaces approach roads and curb. Photo survey prior to movement for restitution of damages. All damaged logged on incident report for discussed at weekly meeting.

Deposition of debris from road vehicles . Roads and Paths shall be cleaned at a frequency commensurate with the works in progress necessary to prevent the spread of debris, waste and contamination

Car Parking –Any contractors wishing to bring private vehicles on the car park do so at their own risk

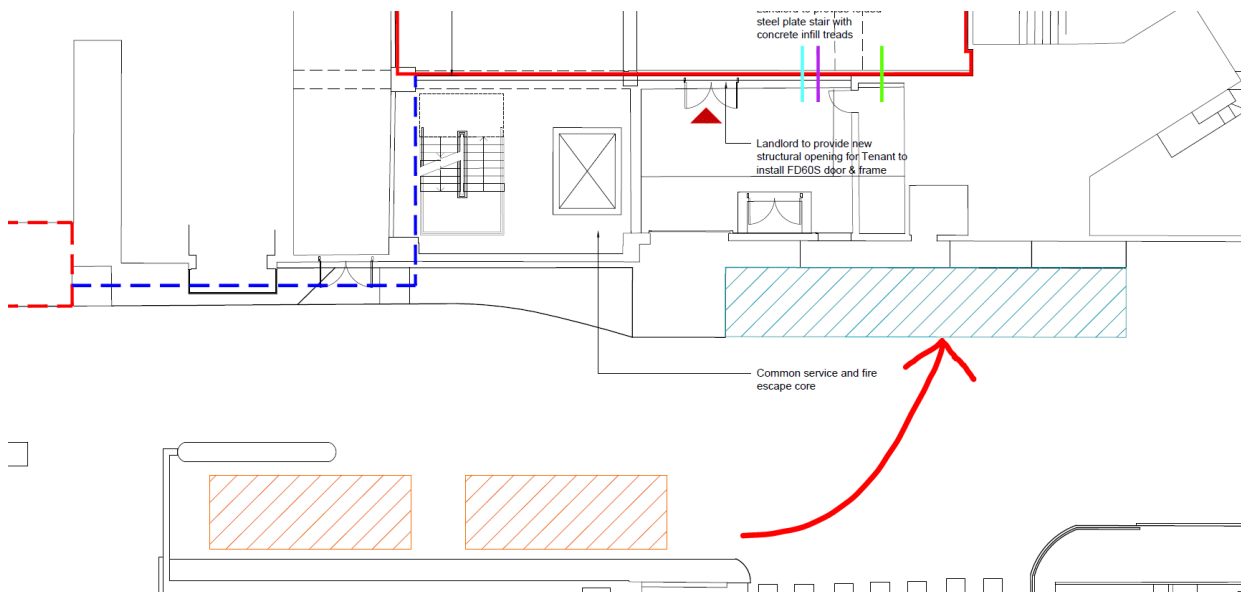
### a. Parking

Spaces have been allocated where vehicles and site operatives can park within the service yard, the parking area is located adjacent to the construction zone which helps to define a safe area. After signing in on arrival, visitors and site operatives can gain access via the security barrier.



### b. Storage of Plant & Materials

The location and storage of materials / skips are proposed adjacent to the construction zone within the service yard, the parking area is located adjacent to the construction zone which helps to define a safe area which is convenient to the main entrance and construction area.



## **Hoarding Specification - Basic**

All hoardings / worksite protection must meet the standards detailed here:

Temporary hoardings are only one means of demarcating and protecting a worksite i, the requirement for them must be based on suitable and sufficient risk assessment. The following issues must be considered where hoarding are to be used:

On smaller worksites (retail) access doors in hoardings must be able to facilitate the safe movement of all sizes of equipment and materials in and out of the worksite without having to move the hoarding itself;(N.A. for majority of project).

A safe system of work (taking into account the safety of the public) must be established if it remains absolutely essential to move hoardings to gain access for delivery of equipment and materials to larger worksites; (N.A. for Majority of project).

At the detail works site and hoarding design stage consideration must be given to the effect of the hoarding on pedestrian flows in the immediate vicinity. The guiding principle must be that the hoarding does not impede ped movements and does not block emergency evacuation routes or impede highways(see highways map

In large projects a formal 'ped-flow analysis' will be required to ascertain the projected effect of the hoarding on pedestrian flows and densities at various times. Where local effects are such that flows and densities are projected to become intolerable, robust alternative arrangements must be put in place.

## **Basic Construction Specifications for Temporary Hoardings**

The basic requirements for the construction of hoarding are detailed below. Alternative methods of construction may be used provided it can be demonstrated that the method is equally as safe as or better than the basic requirements

### **Wooden Frame and Panels (Kwik-Klik where applicable)**

Frame / Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm clear vision panel of 6mm polished GWG (Georgian Wired Glass) or fire retardant clear panels. All doors must be secured with a combination lock and the combination provided to Security Team

Minimum 75 x 50 sawn softwood frames consisting of head and sole plates with main vertical studs at max. 600mm centres and one row of central noggins.

Panels must be 12mm thick flame-retardant MDF - screw-fixed to frame with 40mm long wood screws at 300mm centres.

All panels are to be fixed together with three No. 12mm diameter coach bolts and square plate washers equally spaced, but at maximum 800mm centres.

All panels are to be scribed at junctions with the existing building, Diagonal braces at max. 1200mm centres and weighted with sandbags are to be used where hoarding cannot be fixed to the ground or braced back to the main building.

The gap between the top of the hoarding and the existing building must be infilled with sloped solid hoarding of similar construction on 'sub-surface' stations, unless agreed otherwise with the Fire Safety Engineer and fire retardant debris netting on 'surface' stations which conforms to LPS 1207 / LPS1215 as a minimum.

Hoardings must be free of snagging or sharp protrusions on both the worksite side and the public side.

External corners of hoardings must be marked with high visibility chevron solid corners to avoid persons with impaired sight coming to harm.

Any modifications to the hoarding must be undertaken in accordance with this specification.

All Hoarding boards must be painted to client specification

List every task to be covered in this proposal and state how you will be safely conducting the works. This should be site and job specific and go into as much detail as possible.

NOTE: Every worksite is required to be protected by physical entry barriers (not cones or tape) or isolated to prevent third party access.

### **Kwik-Klik Ultraspan Extra (and above where applicable)**

Panel construction must be a maximum of 1200mm wide x 2400mm high. Access doors must be constructed to open inwards to the site and be provided with a 400mm x 400mm vision panel of 6mm polished GWG (Georgian Wired Glass).

Baffles will be slotted (where required) to reduce noise pollution by 25dB.

### **Basic Functional Specifications for Temporary Hoardings**

Where hoardings include access doors, these must be kept securely locked when the site is unattended.

Where 'free-standing' temporary hoardings are being used, consideration must be given to prevent unauthorised access to the worksite (children at play, vandals and other persons with malicious intent).

Doors must be kept secure and no gaps must be evident between the edge of the hoarding and any permanent structure.

Basic Fire Safety Specifications for Temporary Hoardings

Hoardings must be Class 0 surface spread of flame.

Any door provided in the hoarding, including those provided for means of escape purposes, must be made and maintained self-closing and marked "Fire Door Keep Shut" on both sides.

The construction must allow safe means of escape with alternative exits at distances over 12 metres of travel.

### **Regulatory Reform (Fire Safety) Order 2005**

The project Fire Risk Assessment file must include amendment where/when hoardings are introduced

Any work that materially alters the means of escape from the building or any work that materially alters the fabric of the building must be notified to Client team CDM team for inclusion to fire plan and Construction Phase Environment Safety and Health Plan.

Any urgent work that is required for public safety must not be delayed but prior Street Works consent from RBC and full traffic Management plan must be in place for all planned phases of works

All cut edges of the hoarding must be treated with a coating of fire-retardant paint.

Any company logos on the outside of temporary hoardings need not be Class 0 rated as they only cover a relatively small area.

Fire extinguishers must be supplied by the contractor or tenant based on a fire risk assessment and positioned accordingly. The fire extinguishers must be inspected by a competent person.

The exact demarcation of the hoardings must be agreed at the pre start meeting.

All the bullet points in section above apply plus the following additional requirements: Work-site access and egress must not be from the areas that those Regulations

(See Highways Plan following page).

## Environmental Impacts

The information detailed in the environmental section of this plan demonstrates (insert Name) capabilities as Principal Contractor to identify and minimise environmental impacts during works. A suitable management team is assigned to the project and they are fully aware of the standards detailed in this plan. The Contracts Manager will be responsible for ensuring the site team is briefed and is aware of ALL environmental responsibilities. Comprehensive records will be maintained throughout the project and will be available for inspection at any time by the appropriate regulators. Such records will include, but are not limited to, general site records; duty of care waste transfer and consignment notes; photographs; incident reports; details of complaints and corrective action reports; inspection reports; and other records generated.

## Site Access Vehicle Movements

Traffic movements will be managed to ensure that the increased vehicle movements do not impact on the local businesses, local residents or the neighbouring community.(see 2.1-2.3)

## Road Cleanliness

Vehicle movements on site will predominantly be across existing internal roads and hardstanding's and therefore the ability to collect mud and debris will be limited, as well as the potential to deposit mud on the public highway. The Project Management Team will monitor the roads throughout the contract and additional mitigation measures such as wheel wash facilities or road sweepers will be implemented if the Contracts Manager deems necessary.

## Fuelling and Hazardous Liquids

The management of re-fuelling is critical to ensure that pollution does not result from poor re-fuelling operations. The re-fuelling of plant and plant equipment will be carried out using from a mobile diesel bowser; the diesel tank located on top of the mobile diesel bowser will be double bonded. A designated area on site will be identified for refuelling plant. The area will be on a hardstanding located away from drains. The site will have absorbent granules in case of accidental spillage. Any container containing hazardous liquids will be placed on top of drip trays.

## Dust and Air Emissions

Undertaking the main works and the associated vehicle movements during the project has potential to generate dusts and air emissions from the site. The following activities have been identified as being likely to cause these emissions;

## Mechanical works of Buildings

During the mechanical works process, damping down will be required to minimise the generation of dust. The Contracts Manager / Site Supervisor will continuously monitor the situation to ensure adequate dust suppression is being used. If dust suppression is required standpipes and fires hoses will be used to spray water onto the buildings during the mechanical works process.

## Vehicle Movements

Where possible vehicles will be restricted to hard standing and a speed limit of 10mph will be introduced to further reduce the potential for dust generation. Road going vehicles will be sheeted and inspected for mud/loose materials prior to leaving site.

## Vibration

Potential vibration impacts have been identified from plant based operations. In order to minimise these impacts, works will be carried out using machinery with the lowest vibration levels

## Water Management

Drainage runs will be identified on site and, where practicable, sealed to prevent any potential spills entering the drainage system. A copy of the drainage plans for the site will be located in CPESH

## Housekeeping

Housekeeping on site will be maintained to a high standard. A tidy site is generally a safer site. The Contracts Manager and Site Supervisor will regular monitor the site for cleanliness. Where necessary an individual or team will be detailed to clean areas should the need arise.

**Burning** No burning is allowed on site during this project.

## Waste Management

It is the aim of (Insert Name) to recycle, recover or reuse over 90% of the structure and its contents. In order to achieve this, waste generated during the soft strip and works process will be segregated at source to ensure the correct waste stream can be identified. The waste will either be loaded directly into skips or temporary stockpiled in small quantities on site prior to export off-site. All waste movements will be recorded by (Insert Name) and handled in accordance with duty of care and Hazardous Waste Regulations. A summary of material movements will be provided in the post works Health & Safety File.

## Waste Separation

The following waste generated during this contract will be segregated into the following waste streams;

### TYPE OF WASTE EWC WASTE STREAM

Metal (iron & steel) 17-04-05 Recycle (off site)

Metal (non-ferrous) 17-04-01, 17-04-02, 17-04-03, 17-04-09 Recycle (off site)

Brick 17-01-02 recycle (off site)

Concrete 17-01-01 Recycle (off site)

Concrete & brick 17-01-07 recycle (off site)

Wood 17-02-01 Recycle (off site)

Mixed demolition waste 17-09-04 Recycle (off site)

Asbestos (bonded) 17-06-05 Landfilled (off site)

Asbestos (fibrous) 17-06-01 Landfilled (off site)

Fluorescent light bulbs 20-01-21 Recovered (off site)

Waste Refrigerants 20-01-23 Recovered (off site)

Any additional waste found on site and not identified in the table above will be separated, identified and stored in a suitable location until removed from site using the correct carrier, consignment note and EWC.

### Waste Disposal

A registered waste carrier will be used to transport waste materials to a licensed facility for recycling, recovery or landfill. They will ensure that any other waste carriers being used to transport waste will be similarly licensed. They will only use licensed sites to dispose of waste materials. A summary of waste carriers and waste disposal sites used will be included in the post-works Health & Safety File issued to the Principal Designer on completion of the project.

### Wheel Wash:

While Wheel Wash provision should not be required due to nature of the specific site activities

However wash station arrangements have been considered as follows and a designated area identified next to on-site petrol interceptors Bay A basement

**What the contractor must do:**

Control run-off from vehicle cleaning

Surface run-off from washing areas can contain high levels of pollutants such as:

- detergents
- oil and fuel
- suspended solids
- grease
- antifreeze

You must not allow run-off to enter surface water drains, surface waters or ground waters. This will cause pollution and you could be prosecuted.

You should only wash vehicles in defined areas where the wash water and any rainfall run-off can be contained.

If possible, direct the surface run-off from your vehicle washing area to an on-site treatment system. You may be able to reuse the water. This will reduce your water use and your impact on the environment. You can also discharge surface run-off directly to a foul sewer or combined sewer. Contact your water and sewerage company or authority to find out if you need authorisation before you discharge run-off to a sewer. You must comply with any conditions of your authorisation.

Trade effluent - managing liquid wastes

Water UK: Water and sewerage operators

Scotland on Tap - water and sewerage providers in Scotland

Alternatively, you can collect your run-off in a sealed unit and send it to an authorised disposal site. Check that anyone who takes your waste away from your site is a registered waste carrier.

You can use sustainable drainage systems (SUDS) to drain run-off from washing areas. SUDS slow and hold back run-off from a site, so that pollutants can be broken down naturally. In Scotland you must use SUDS to drain run-off from all new built-up areas, such as yards.

See our guidance on sustainable drainage systems for more information.

Using water from surface waters or ground waters

If you use (abstract) water from surface water or ground waters for cleaning vehicles, you may need an authorization or license from your environmental regulator.

**Water use and efficiency**

Good practice - Use water efficiently

Use vehicle washing facilities and equipment that filter and reuse water, or set up a wash water recycling system.

Use trigger-operated spray guns. Make sure they have an automatic water supply cut-off.

Treat waste water from vehicle cleaning

Use collection systems to prevent contaminated water entering surface water drains, surface waters or ground waters, or draining onto the land.

Use settlement lagoons or suitable absorbent material such as flocculent to remove suspended solids such as mud and silt. Before using flocculent, contact your water and sewerage company or authority to make sure that you can still discharge to the sewer.

Use catchpots or silt traps on drains, and ensure that they are in place during cleaning. Empty them at regular intervals.

Remove oil, grease, petrol and diesel from wash water by passing it slowly through an appropriately sized oil separator. An oil separator will not work effectively if:

- it is too small
- the speed of flow is too great
- it is poorly maintained

Ensure that any discharge containing detergent cannot run to the oil separator, as this will stop it working.

If you use detergents, use a recycling system with no discharge or ensure that any run-off containing detergents is collected in a sealed unit. Contact your local water and sewerage company or authority for guidance on how to dispose of any of these materials to the foul sewer.

### **PPG 3 Use and design of oil separators in surface water drainage systems**

Cleaning chemicals

Minimize the amount of cleaning chemicals you use.

If you use detergents, choose biodegradable and phosphate-free products as they are less harmful to the environment.

Only carry out cleaning in a designated impermeable area that is isolated from the surrounding area by a roll-over bund, raised kerb, ramps or stepped access, for example.

Store all cleaning chemicals safely and in an area where you can contain spills. This should be within a secondary containment system (SCS) such as:

- An impermeable bunded area
- A bunded pallet or spill pallet
- A bunded storage unit

Train all staff to follow your vehicle cleaning procedures. Display details of the procedures in the work area so staff can check them easily.

## 5. Construction Noise Management

The potential for noise and vibration during the construction operations of the proposed development have been considered:

- **Site**  
Location in relation to nearby noise-sensitive premises
- **Noise & Vibration**  
Generated by plant and equipment being used for the construction operations, periods of operation of the plant or any potential noise/vibration source;
- **Distance**  
Between the noise/vibration source and the receptor
- **Reflections**  
Noise/vibration due to the presence of hard vertical faces such as walls
- **Working**  
Hours of some activities that might create nuisance to the neighbouring properties
- **Lack of training**  
Operatives to employ appropriate techniques to keep noise to a minimum
- **Banging**  
Sledgehammers and hammers; Cutting, grinding, drilling, etc. Filling waste contractor's skips;

The main contractors, Artez will implement the following measures to significantly control / reduce the noise / vibrating to general activities:

Noise/vibration reduction techniques will be given to operatives on a regular basis.

- **Smaller**  
Construction plant and equipment will be used to reduce noise and vibration levels.  
All construction plant and equipment will comply with EU noise/vibration emission limits.
- **Plant**  
Will be serviced regularly to minimise adverse noise/vibration impacts  
All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and maintained in good efficient working order.
- **Vibrating**  
Equipment, plant, will be located as far as practicable from sensitive properties

When necessary and practicable the working hours for potential noisy/vibrating activities will be restricted from 9:00 to 12:00am and 14:00 to 17:00pm from Monday to Friday.

- **Noisy**  
Vibrating works will be avoided on Saturday Mornings when necessary and practicable.
- **Selection**  
Inherently quiet plant where appropriate.

Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum;

- **Materials** Will be handled with care and be placed, not dropped;
- **Materials** Will be delivered during normal working hours;
- **Plant** Reversing near dwellings having banksmen in place of 'beepers'.

A dust and smoke plant emissions control programme will be implemented to keep a safe working environment, improve air quality levels, minimise nuisance for surrounding residential areas/dwellings and protect damaged to existing flora.

The potential sources of dust emissions and smoke plant emissions are outlined below:

#### Site Clearance

- **Wind**

Blowing on the site during dry weather

Cutting and grinding

Stockpiling of waste materials

Filling waste contractor's skips

Accidental spillage and loss of load from vehicles carrying loose material

We will implement the following measures to significantly reduce the potential for dust and smoke plant emissions generation:

Construction Traffic - All construction traffic will follow specifically designated routes, those routes will be agreed with all suppliers / waste contractors before the start of works, speed limits will be put into place around site for all vehicular movements, all vehicles carrying loose material will be covered, wheel wash facility to be used for vehicles leaving site, all vehicles to be used on site to have lower emissions.

- **Highways** Roads, pathways will be swept hand and washed down as necessary.

Dust and smoke plant elimination – Hoarding will be used to ensure reduction in dust migration and smoke plant elimination, cutting and gridding operations to be performed in ways to reduce risk of dust migration

## **6. Sequence of Operations:**

### **a) Scaffolding**

Sign in and induction

All operatives will arrive onsite and sign in at site office

All operatives will undertake a site induction

Delivery or removal of scaffolding from site

Ensure a safe, designated area has been provided for the parking and unloading of scaffolding materials for project

Where materials cannot be left on trailers, areas for storage will be provided

Install exclusion zones and display clearly all relevant signage

Where Public highway is affected, cones and signage to be in place with pedestrian management

Trained operators to use correct manual handling techniques at all times, conforming to SG6-10

Keep scaffold materials clear of buildings when lifting or lowering

Use guide rope on long loads when lifting or lowering

### **b) Erecting multi lift independent tied scaffold**

The base plates and sound soleplates shall be placed to form 4 + 2 board wide arrangement from the building line

Standards shall bear centrally onto a base plate & sound timber sole plates. The standards shall be placed to the designated bay spacing as required to the duty of use. They are selected and placed to provide a staggered joint arrangement between multi lifts A longitudinal ledger & transom are then secured to the uprights using double couplers to form a self- supporting frame. Fixed 150mm above the base plates

Alternate pairs of standards are secured into position and vertically plumbed using temporary brace suitable fixed. With the temporary braces in place, the first lift level of framework can commence.

Ledgers are placed in order to provide a staggered joint arrangement between bays & lifts connected to the upright by a load bearing couplers. The ledger & upright can be plumbed horizontally & vertically using the braced members

The main transom tubes are placed across the ledgers within 150mm of the braced uprights secured using single couplers

The outside uprights can now be vertically plumbed on the braced line. Intermediate transoms are required on a fully boarded lift at 1.2m centres secured with single couplers with a butt joint to support each of a fleet of boards. Non-working lifts minimum 3 number transoms per board

### **c) Dismantling multi lift independent tied scaffold**

All operatives will report to the Principal Contractor when entering site and request induction training

A Method Statement briefing will be given by the Scaffolding Supervisor and all persons present recorded in the site file

The area below the scaffolding will be secured against unauthorised entry by the Principal Contractor before work commences

Fall arrest harnessing will then be checked and worn by all operatives, and the rescue procedures checked for suitability

Dismantling will then commence in accordance with HSE Guidance SG4-10, always working from a boarded platform directly below the area being dismantled. Fall arrest harnessing will be worn at all times during dismantling.

Materials will be passed down to each boarded level to operatives and stacked and secured on the Loading Area, ready for removal by the relevant 3<sup>rd</sup> party.

As each section of scaffolding is removed, all remaining scaffolding will be secured so that it is in a safe condition at all times

All persons involved in the dismantling works will be issued with and wear fall arrest harnessing secured to a suitable anchor point at all times

At no time will any person dismantle the scaffolding platform that they are using, all works will be carried out from below:

- Materials will be removed as work progresses ensuring a clean working area at all times
- Materials will then be loaded to the Scaffolding Lorry and removed from site as works progress

#### **d) Steelworks**

Arrival onsite

All engineers will arrive onsite and sign in at site office

All engineers will undertake a site induction

Unloading of deliveries

Delivery vehicles will be guided into the unloading area by the designate banksman

The banksman will guide forklift truck operator during the unloading processes

All items that are to be unloaded will be double checked to ensure safe working load capacities are satisfied

All loads unloaded are to be laid down in a safe manner, and within a predesignated area

Setting out for new steel structural works

Set up and cordon off the working area, remembering to leave plenty of manoeuvring room to move the materials and equipment around in. It is essential that no other persons or equipment etc. are allowed in the working area, as this may restrict the works and prevent access to parts of the building where fixings need to be made, as well as causing additional hazards for anyone below the working area.

Under no circumstances must any members of the public, visitors or persons employed on the site be permitted within the working area unless accompanied and supervised. Safety helmets must be worn by all persons within this area whilst the works are being carried out.

To reinforce the hazards associated with the works, warning and safety signs must be erected around the working area, these must include 'Keep Clear', 'No admittance to unauthorised persons' and Warning Men Working Overhead'.

Floor areas to be marked out by supervisor to identify base plate locations

Holes will be drilled in floor using site 110v drills

Through bolt floor fixers will be inserted into the drilled holes

#### **e) Stone Masonry**

Sign in and induction

All operatives will arrive onsite and sign in at site office

All operatives will undertake a site induction

Delivery of materials. Ensure a safe designated area has been provided for the unloading of masonry materials

Safe method of manual handling employed and materials loaded out to designated areas of the project

Where mechanical means for lifting is employed, a lifting plan will be undertaken

#### **f) Mixing of Compounds**

Add compounds to mixer plant in safe area according to supplier specifications and use

Ensure safe use of plant at all times

#### **g) Joinery & Carpentry**

Delivery of materials

Ensure a safe, designated area has been provided for the unloading of joinery materials for project

Safe method of manual handling employed and materials loaded out to specific areas of work

#### **h) Joinery 1st Fix**

Refer to risk assessment for safe method of work

Set up cutting equipment in approved space by management and according to risk assessment

Fit ply groundings to wall for fixing points behind wall

Fit door frames according to manufacturer's spec and approved layout

Fit floorboards / scaffold boards according to engineer's spec and approved layout

Fit staircases according to manufacturer's spec and approved layout

Fit windows according to manufacturer's spec and approved layout

#### **i) Joinery 2nd Fix**

Fit skirting boards according to manufacturer's spec and approved layout

Install door surrounds / architraves according to manufacturer's spec and approved layout

Install doors according to manufacturer's spec and approved layout

Fit Intumescent strips to doors and frames

Install shelving according to manufacturer's spec and approved layout

Install door handles and locks according to manufacturer's spec and approved layout

Remove waste from site according to the site waste management plan

#### **j) Delivery of materials**

All materials and plant to be located in temporary and protected area onsite

Delivery of all materials

Delivery of plant

Using vehicles onsite risk assessment will be followed at all times

### **k) Training**

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

CSCS certification

The Construction Industry Scaffolders Record Scheme (CISRS)

Stepladder training

Working at heights training

Asbestos awareness training

Abrasive wheels training

## **7. Legislation**

Health and Safety Work Act 1974

The Management of Health and Safety at Work Regulations 1999, amendment 2006

Workplace (Health, Safety and Welfare) Regulations 1992

The Control of Asbestos Regulations 2012

Provision and Use of Work Equipment Regulations (PUWER) 1998

The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health Regulations 2002

The Work at Height Regulations 2005

The Personal Protective Equipment at Work Regulations 2002

The Manual Handling Operations Regulations 1992

The Construction (Design and Management) Regulations 2015

The Management of Health and Safety at Work Regulations 2006

## **8. Codes of practice**

### **a) Joinery and carpentry codes of practice**

BS 8000-5:1990 Workmanship on building sites. Code of practice for carpentry, joinery and general fixings

BS 1186-2:1988 Timber for and workmanship in joinery. Specification for workmanship, requirements for the fit of parts in various details of joinery.

BS 1186-3:1990 Timber for and workmanship in joinery. Specification for wood trim & its fixing. requirements for the species, moisture content, classification, quality and workmanship of fixings.

BS 5756:1997 Visual strength grading of hardwood. Specifies the grading requirements for one grade of structural tropical hardwood and four grades of structural temperate hardwood.

BS 8000-5:1990 Workmanship on building sites. Code of practice for carpentry, joinery and general fixings, recommendations on basic workmanship.

BS EN 336:2003 Structural timber - Sizes, permitted deviations

BS EN 338:2003 Structural timber - Strength classes. Characteristic strength, stiffness properties and density values are given.

BS EN 350-2:1994 Durability of wood and wood-based products - Natural durability of solid wood.

Guide to natural durability and treatability of selected wood species of importance in Europe.

BS EN 942:1996 Timber in joinery - general classification of timber quality.

BS EN 1313-1:1997 Round and sawn timber - permitted deviations and preferred sizes. Softwood sawn timber.

BS EN 1313-2:1999 Round and sawn timber - permitted deviations and preferred sizes. Hardwood sawn timber.

BS EN 1912:2004 Structural timber - Strength classes - Assignment of visual grades and species, lists the grades of timber from various national standards that satisfy the requirements of European standard strength classes.

### **b) Stone masonry codes of practice**

BS 8000-3:2001 Code of practice for masonry & Workmanship on building sites.

Steelworks codes of practice

BS 6173:1990 Specification for installation of gas-fired catering appliances for use in all types of catering establishments (1st, 2nd and 3rd family gases)

BS EN 203-3:2009. Gas heated catering equipment

### **c) Materials and parts in contact with food and other sanitary aspects**

BS EN 203-1:2005+A1:2008. Gas heated catering equipment, General safety rules

BS EN 161:2011+A3:2013. Automatic shut-off valves for gas burners and gas appliances

BS EN 60335-2-36:2002+A11:2012. Household and similar electrical appliances. Safety Particular requirements for commercial electric cooking ranges, ovens, hobs and hob elements

BS 7671 2008 - 2011 Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition

BS EN 61439 2009 - 2012 Low-voltage switchgear and control gear assemblies

BS 5424 Parts 2 and 3, and IEC 60158 part 3 1985 - 1988 Specification for low voltage control gear

BS 6423 1983 Code of practice for maintenance of electrical switchgear and control gear for voltages up to and including 1 kV

BS 7375 2010 Code of practice for distribution of electricity on construction and building sites

BS 7430 1998 Code of practice for earthing

BS 7909 2008 - 2011 Code of practice for temporary electrical systems for entertainment and related purposes

BS EN 50110 Parts 1- 2, 2004 - 2010 Operation of electrical installations

BS EN 60947 Parts 1-8 2001 - 2011 Specification for low voltage switch gear and control gear

BS 8000-13:1989 Workmanship on building sites. Code of practice for above ground drainage and sanitary appliances

BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale)

BS 6465-2:1996 Sanitary installations. Code of practice for space requirements for sanitary appliances

### **d) Scaffolding codes of practice**

BS EN 12811-1:2003 Temporary works equipment. Scaffolds. Performance requirements and general design

SG2:08 SG2 Asbestos Licences and Ancillary work Involving the Scaffolding Contractor

SG3:08 SG3 Earthing of Scaffolding Structures

SG4:10 SG4:10 Preventing Falls in Scaffolding

SG6:10 SG6:10 Manual Handling in the Scaffolding Industry

SG16:08 SG16 Management of Fall Protection Equipment

SG17:08 SG17 Fall Arrest Equipment and You

SG19:10 SG19 A Guide to Formulating a Rescue Plan

### **e) Other**

TG20:13 Good Practice Guidance for Tube and Fitting Scaffolding

Health risk management: a guide to working with solvents [HS(G)188]

Health and safety in construction [HS(G)150]

Health and safety in arc welding [HS(G)204]

Manual Handling [HS(G)115]

The safe use of compressed gases in welding, flame cutting and allied processes [HS(G)139]

Safety in pressure testing [GS4]

A competent electrician, who has successfully attended a 17th Edition conversion course, must supervise any electrical work

L114 – Safe use of woodworking machinery: ACOP and guidance (2nd edition)

British Woodworking Federation: Guide 5 COSHH and the joinery manufacturer 1998 revision

#### **f) Method of access**

All operatives will be inducted by onsite supervisor.

All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.

Waste will be kept to a minimum and removed from site each as agreed with client.

Any problems with access & egress routes will be reported to the Site Supervisor.

#### **g) Working from height**

When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.

#### **h) Tools and equipment**

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment. Refer to risk assessment specific control measures for any tools & equipment.

Hand tools

Sawing tools

Cutting tools

Holding and clamping tools

Power tools (battery or 110v)

Sawing tools

Cutting tools

Shaping tools

Drilling or boring tools

Holding and clamping tools

Step ladders/podium steps/access towers

Digital Volt/Ohm/Amp meter

Pipe Bender & Cutter

**Tools & equipment continued...**

Welding / Arc tools

Masonry power saw

Mixing tools and plant

Planing tools

Shaping tools

Drilling or boring tools

Chain saws

Cutters

Mowers

Wacker plates

Insulated hand tools:

**i) Special permits**

A hot works permit should be obtained from client before undertaking any hot works such as welding and will ensure that welding and flame cutting does not start until after the risks for that particular task are identified and measures to eliminate or control risk are in place.

Any cutting of MDF may require a permit to work from site management, ensuring all cutting undertaken in a well ventilated area.

Permit to work may be required to work on an sloped areas with plant or machinery

**j) General waste handling**

A suitable route to transport waste must be considered prior to the work.

Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.

If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.

Ensure the correct PPE is worn when handling waste.

Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.

Always dispose of waste in accordance with principle contractor' s environmental policy and waste management plan.

Report any environmental waste accidents or spillages immediately to the principle contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

### **k) Use of skips**

Waste is to be deposited into a skip.

Barrier fencing should be positioned around the skip with 'keep out' signage attached.

Skips will be covered and secured to reduce the risk of arson and theft.

Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.

Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.

Always use a banksman when skip vehicles are reversing.

Skips are to be emptied regularly to reduce the risk of arson and theft.

No hazardous material is to be deposited into skips.

Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.

Never climb into a skip.

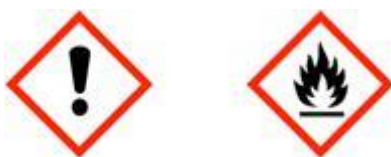
Hazardous waste

Hazardous waste such as asbestos must be collected by an approved licensed contractor.

Hazardous waste should not be put with non-hazardous waste or sent for landfill.

Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.

Hazardous Substances



Irritant                      Highly Flammable

Emergency procedures

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

## 9. First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

The number of appointed first aiders shall be dependent on the number of employees:

< 5: At least one appointed person.

- 5– 50: At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.

More than 50: At least one first-aider trained in FAW for every 50 people employed.

## 10. Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

Toilets

Washing facilities

Drinking water

Changing rooms and lockers

Heating

Rest facilities

PPE Requirements



Hard Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Hearing Protection



Dust Mask



Safety Glasses

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.