

Construction Method Statement

Project Name: **Development of 2 Storey 3 Bedroom Dwelling House**

Site Address: **Land Adjacent 2 Lesford Road Reading RG1 6DX**

Prepared By: **J Sanni**

Date Prepared: **June 2018**

CONTENTS:

- 1 INTRODUCTION
- 2 DESCRIPTION OF PROJECT
- 3 OUTLINE METHOD OF WORKS
- 4 CONSTRUCTION MANAGEMENT ACTION PLAN
- 5 SITE WASTE MANAGEMENT PLAN

1 INTRODUCTION

The purpose of the Construction Method Statement is to outline our approach to managing the construction works for new dwelling on land adjacent to 2 Lesford Road Reading. 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 works cause the minimum disruption to the adjacent residents with a safe working and living environment maintained. 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. The information provided in this document is an overview of the key project activities at 2 Lesford Road Reading. 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.

2 DESCRIPTIONS OF PROJECT

Proposal on land adjacent 2 Lesford Road is a two storey end terrace property comprising ground and first floors. The building is situated on the northern end of Lesford Road.

The works comprise the construction of a 3-bedroom dwelling house with front pedestrian and vehicular access and construction of 2 no. parking bays to the front of existing building at 2 Lesford Road.

3 OUTLINE METHOD OF WORKS

GENERALLY

The proposed site plan is as per the application drawing, anticipated construction period of construction is 9 months from commencement of works.

REVISIONS TO THE CONSTRUCTION METHOD STATEMENT

This CMS has been developed and will continue to be updated having regard to the requirements of Reading Borough Council and the concerns of adjoining owners.

Outline details of the proposed Construction Method are set out below:-

SITE ESTABLISHMENT

A solid hoarding will be erected to the front elevation and sides of the site and along the boundary with a personnel site entrance gate at the front. It will be painted and kept in a clean and tidy condition throughout the works. All hoardings/fencing will be regularly checked and maintained in a clean and tidy condition and signage will be positioned so it is clearly visible to warn members of the public of any potential hazards surrounding the site.

The site accommodation will be located within the site adjacent the boundary wall towards Wensley Road. The site will be maintained in a safe and tidy manner with the implementation of good housekeeping procedures regularly checked by our Health and Safety Advisor on fortnightly site inspections and be set up with temporary power, water and drainage throughout the duration of the works.

SCAFFOLDING

All scaffolding will be erected within the development site.

DEMOLITION

Before any work commences on site an asbestos survey will be undertaken and if any asbestos is found this will be removed following the guidelines set out in Parts 1, 2 and 2 of BS 8520.

The works will be undertaken in accordance with the Reading Borough Council hours of permitted working as below:

Monday to Friday – 8am to 6pm
Saturday – 8am to 1pm
Sunday and Public Holidays - no working

Throughout the demolition works we will endeavor to comply with the guidance provided in BS 5228: Parts 1 and 2 (1984) and part 4 (1986) with regard to noise control during construction and wherever possible use methods to minimize disruption to our neighbours.

Demolition material will be removed via skips situated in the parking bays within the property for the duration of the works.

4 CONSTRUCTION MANAGEMENT ACTION PLAN

The following sections outline the key elements for consideration. This document demonstrates our commitment to manage, control, and where possible mitigate our impact on the local community and infrastructure.

Many of the issues identified will be further developed and dealt with in our more detailed site based method statements. Method statements will be prepared and agreed for all major site operations in advance of the relevant works commencing. This will be particularly important for excavation and structural works.

PROJECT SPECIFIC HEALTH AND SAFETY

	Hours of Working	Normal construction site hours: 8.00 am to 6.00 pm - Monday to Friday 8.00 am to 1.00 pm - Saturday No working on Sundays and Public Holidays
	Noise and Vibration	Work in accordance with the recommendations of BS 5228-1, Control of Noise at Work Regulations 2005 and the Noise Service. The contractor will consult with adjoining neighbours and agree, if possible, certain times of day when noisy work is minimized.
	Asbestos	An asbestos survey will be carried out and any asbestos contaminated materials will be removed prior to commencement of any works on site.

	Existing Services (Under-ground,Over-ground)	All existing services will be serviced prior to commencement of any works on site.
	Deliveries/ Storage/ Removal of Materials	Please refer to the Construction Traffic Management Plan
	Existing Occupancy	The existing property at 2 Lesford Road will be occupied throughout the duration of the works.
	Work with Ionising Radiation	We do not anticipate any hazard from ionising radiation; however any activity involving the release of ionizing radiation will be notified and carried out in accordance with the HSE approved code of practice.
	UV protection	UV protection from the sun is provided indirectly by the site rules requiring safety helmets and appropriate clothing with no shorts or bare tops. If necessary additional guidance will be provided in accordance with the HSE approved guidance.
	Control of lifting operations	Specific lifting operations will be controlled through risk assessments and method statements
	Work in excavations and poor ground conditions	Our health and safety procedures for work in excavations and poor ground conditions will be controlled through risk assessments and method statements appropriate to the specific situation and will be in accordance with the HSE approved guidance.

H & S OBJECTIVES/STANDARDS FOR THE PROJECT

The main contractor will aim to achieve the following objectives/standards while carrying out the construction work for this project.

Prevent accidents and ill health to our staff, client, (sub)-contractors, third parties and members of the public.

Achieve all works are carried out in accordance with all relevant legislation and Codes of Practice.

Provide a place of work that is safe and without risk to health, safety and welfare to all those involved in the and third parties.

Consult and communicate to all those involved in the project and listen to given feedback.

Subscribe to and maintain the standards set out under the Considerate Contractors Scheme.

Project Specific Objectives / Standards

No RIDDOR reportable accidents.

Keep possible disturbance to local residents, businesses and general public to absolute minimum.

LIASON BETWEEN PARTIES

Liaison with Parties Involved in the Project

Staff members of the main contractor and the sub-contractors are required to co-operate fully with other parties involved in the projects for issues that affect health and safety arrangements on the project.

Regular project progress meetings will be held with the Client, Designers and other parties involved in the project to ensure liaison between the parties involved in the project. Meeting minutes and any other relevant information will be circulated to the relevant parties involved in the project.

Liaison with Parties Outside the Project

The main contractor will ensure that regular liaison is carried out between the site and local residents and local businesses.

CONSULTATION WITH WORKFORCE

The main contractor recognises that workforce consultation plays a key role in the effective health and safety management on site. At the site induction the main contractors staff members and the sub-contractors will be encouraged to make suggestions, report any unsafe situation, near misses and communicate their concerns and ideas regarding health and safety to the site manager. The company will take into account any reasonable request made by the staff member or the sub-contractor regarding health and safety matters on site.

The main contractors Health and Safety Committee will include representatives from site staff. Site staff can approach their representative to identify or flag up any issues relevant to site health and safety.

SELECTION OF (SUB-) CONTRACTORS

The main contractors recognises the legal requirement to ensure that sub-contractors appointed directly the company have the necessary health and safety competence and resources to carry out their work in a safe manner.

The main contractor will maintain an Approved List of Sub-contractors (works contractors and designers), from which the sub-contractors are selected and appointed.

Any prospective sub-contractor not already approved by the company will complete an appropriate Sub-contract Health and Safety Questionnaire which will

be appraised by management. This requirement relates to the first application to be included on the Approved List, thereafter re-submissions will be at the company's discretion.

Sub-contractors are prohibited from further sub-contracting any work without the written authority of the main contractor and only then to contractors who meet the pre-qualification criteria.

H&S INFORMATION FOR (SuB-) CONTRACTORS

Sub-contractors have been issued with relevant health and safety information during the tender process to allow them to resource and plan their works accordingly.

The Health and Safety Conditions for Sub-contractors have been issued to every sub-contractor and is applicable to this project.

Every sub-contractor will attend a pre-start meeting at which the sub-contractor Quality and Safety Summary is completed to identify duty holders, allocate responsibilities, record common facilities and identify high risk activities and associated controls.

Everyone prior to starting work on site will receive Induction Training at which time all appropriate health and safety information will be given.

In addition to the daily management and monitoring of site activities there will be specific Progress Meetings where health and safety will be discussed, Health and Safety Meetings where Sub-contractors and the workforce will be consulted and there will also be briefings for all personnel engaged in high risk activities.

SITE SECURITY

Visitors will be requested to identify themselves, and they will not be allowed on site until a main contractors' member of staff has greeted them.

All other entrances and exits to the site will remain secured at all times.

Security and staff will make regular inspections of the site boundary to ensure no suspect packages have been left.

The Site Manager is responsible for ensuring the site is secure at the end of each working day, including the removal or locking down of any access ladders/ stairs to scaffolding and the gantry areas. The scaffolding will be alarmed.

TRAINING FOR PEOPLE ON SITE

INDUCTION

Prior to any person commencing work on site they will receive Health and Safety Induction Training. The main contractor will conduct training for all employees under their control plus for subcontract management/supervision who are

thereafter required to induct their workforce. The main contractor will maintain a record on site of all Induction Training.

RISK MANAGEMENT

All persons associated with site activities which create significant risk of injury will be specifically briefed in the hazards and control measures applicable to the safe system of work. A record will be maintained of the briefing/training.

SPECIFIC TRAINING

All persons employed as plant operators, scaffolders, etc. will be trained to an appropriate training standard, either a CITB Certificate of Training Achievement or equivalent scheme.

TOOL BOX TALKS

Tool Box Talks will be given to instruct and train employees and sub-"contractors on specific site tasks as and when necessary. These Tool Box Talks will be recorded and a record maintained on site.

WELFARE FACILITIES

Welfare arrangements for this project are as follows:

- * Mess room
- * Boiling water
- * Washing facilities
- * Toilets
- * First Aid

Where sub-contractors provide their own facilities they are in line with the conditions brought to their attention by issue of Health and Safety Conditions for Sub-"contractors. The welfare arrangements are explained to all personnel at Induction Training.

FIRST AID

A suitably equipped First Aid Box, with eye washing solutions, will be available on site at all times together with a trained First Aid provider. If and when a contractor is required to work on site when the main contractors First Aider is not available, enquiries will be made with those contractors to ensure the availability of a First Aider or an Appointed Person (EFAW). First aid facilities will be assessed and provided as per the Health and Safety (First Aid) Regulations 1981 and a suitable First Aider to remain available throughout the contract.

If for any reason the appointed First Aider is not available on site, the Site Manager will make enquiries with the other contractors on site to ascertain if they have any qualified First Aiders.

FIRE AND EMERGENCY PROCEDURES

The main contractors arrangements for dealing with emergency situations are detailed as follows:

Site notice board displayed at appropriate locations will be provided with an Emergency Contacts notice which will provide details of:

The person responsible for emergency contingencies.

The procedure for calling Emergency Services.

The telephone number of the local Hospital, Doctor, Police Station, Gas Board and Electricity Board.

The name and location of First Aiders.

The Site Manager responsible for Emergency Arrangements and Muster Point arrangements will bring this to the attention of all persons at Induction Training.

Proposed Fire Escape Routes will be identified and how to raise the alarm. Fire Extinguishers will also be provided on site.

ACCIDENTS REPORTING

The main contractors procedures for investigation and reporting of accidents are detailed in the 'Accident and Incident Reporting and Investigation Procedure'.

All accidents will be investigated and action taken to prevent a recurrence. This includes accidents or incidents involving injury, ill-health and property damage. The depth of the investigation and nature of the report will depend upon the severity and complexity of the accident.

Accident investigation and reporting will be carried out by Site Management; however, the Company Safety Advisers will assist if required and will always investigate and report of serious accidents.

Through Induction, Pre-Start Meetings and by issue of Health and Safety Conditions for Sub-contractors, all persons on site are informed of the procedures for accident reporting.

The main contractor will provide an Accident Book (81 510) within the site office and within which all accidents must be recorded.

Sub-contractors are responsible for investigating and reporting accidents under their control. They will submit to the main contractor a copy of all RIDDOR Reportable Accidents (F2508 and a full report if requested).

Sub-contractors will notify the main contractor immediately of any major injury, dangerous occurrence or accident to a third party and they will in conjunction inform the Health and Safety Executive.

RISK ASSESSMENTS (RA)

For the usual activities involved in the construction projects the company has carried out Risk Assessments for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and safety risks, which are not covered in the main contractors Risk Assessments for Site Based Activities, the company will develop specific Risk Assessments and Method Statements. All sub-contractors are required, prior to commencing work on site, to provide Risk Assessments for their activities on site. Their Risk

Assessments are included in the File available on site. These risk assessments will be checked by the site and contracts manager for compliance with the main contractors procedures, and monitored by the director responsible for health and safety.

METHOD STATEMENTS (MS)

For the usual activities involved in the construction projects the company has carried out Method Statements for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and safety risks, which are not covered in the company Method Statement for Site Based Activities, the company will develop specific Risk Assessments and Method Statements. All sub-contractors are required, prior to commencing work on site, to provide Method Statements for their activities on site. Their Risk Assessments are included in the File available on site. These method statements will be checked by the site and contracts manager for compliance with CONTRACTOR procedures, and monitored by the director responsible for health and safety.

SITE SPECIFIC RA AND MS

The specific Risk Assessments (RAs) and Method Statements (MS) are proposed to be developed as the project progresses. The currently envisaged list of site specific Risk Assessments (RAs) and Method Statements (MS) is provided in Appendix 1. Please note that this is in addition to company site based Risk Assessments and Method Statements (as mentioned in section 18 and 19 above).

COSHH ASSESSMENTS

Where harmful substances cannot be substituted with less harmful substances, each sub-contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the sub-contractor responsible shall produce a task specific COSHH Assessment and issue a Material Data Sheet for the substance. These will be maintained within the project office.

When using hazardous substances, the sub-contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

For the usual activities involved in the construction projects the company has carried COSHH Assessments which are included in the Site File. External Health and Safety Advisors will be engaged and will be responsible for carrying out further COSHH Assessments as required for any additional substances used on the project.

ARRANGING FOR MONITORING

CONTRACTOR arrangements for monitoring site health and safety are as follows:

Site Management and supervision are responsible for ongoing monitoring of health and safety.

The site based Management Safety Representative is responsible for monitoring health and safety and in particular he will conduct a weekly formal inspection.

The Company's Health and Safety Advisers will visit site on a regular basis and will conduct formal audits and inspections.

All accidents and incidents will be investigated and recorded as per the detail in the Health and Safety.

Progress meetings will be held at which the health and safety performance will be reviewed.

At contract completion a review of the Safety Management System and performance of Subcontractors will be undertaken.

Site safety inspections procedures will be implemented and managed on each site by the site manager and monitored by the director responsible for health and safety.

In addition to in-house procedures, we employ an independent health and safety advisor to perform site-based inspections on a fortnightly basis. The advisor will be shown around site by the site manager or an appointed company representative. Should the advisor see fit, then any unsafe practices or unsafe equipment observed may result in works being suspended until rectified.

Following inspection of site, documentation systems will be inspected and all results recorded on approved forms. This information is collated and monitored through a meeting of our health and safety committee every three months to ensure we continue to meet and improve on our targets in practice. Copies will be provided to Client, Contract Administrator and CDM coordinator.

HEALTH AND SAFETY FILE

CONTRACTOR will liaise with the Client/Employers Agent on the content and compilation of the Health and Safety File for those aspects of the project under its control with reference to the tracking schedule.

Sub-contractors will be consulted and instructed on the compilation of those aspects for which they are responsible.

Appointed external Health and Safety Advisers will ensure the Health and Safety File information for those aspects of the project under the principal contractors control is completed in accordance with the Pre'-construction Information and Employers Requirements and store all necessary information for inclusion in the Health and Safety File.

We confirm that the CDM Coordinator will prepare the Health and Safety File. Information for the Health and Safety File shall be issued direct by CONTRACTOR to the CDM Coordinator (i.e. not via a third party).

5 SITE WASTE MANAGEMENT PLAN

A Site Waste Management Plan (SWMP) will be prepared that covers the requirements of the Site Waste Management Regulations 2008.

A brief description of what the SWMP includes is listed below:

MANAGEMENT

The Contracts Manager is the Environmental Co-Ordinator of the project and as such is responsible for ensuring the instruction of workers, implementation and overseeing of the SWMP.

The Contracts Manager will monitor the effectiveness and accuracy during the routine site visits.

Independent audits will also be carried out by our health and safety advisers via site health and safety inspections.

DISTRIBUTION

The Project Surveyor shall distribute copies of the SWMP to the CDM Co-Ordinator, Client; Site Manager and each sub-contractor where relevant/applicable. This will be undertaken every time the plan is updated.

INSTRUCTION AND TRAINING

The Site Manager will provide on-site briefing via induction of project environmental consideration, risks and actions, appropriate waste separation, handling, recycling, re-use and return methods to be used by all parties and at appropriate stages of the project where applicable.

Toolbox talks will be carried out regularly on environmental and waste issues and all sub-contractors will be expected to attend. This will ensure that everyone feels they are included and that their participation is meaningful.

WASTE MINIMISATION

Action	Responsibility	Date when action completed
Exploring possibility of reusing the existing and excavated materials on site.	Site Manager	
Materials particularly timber procured from renewable source (FSC) approved.	Buyer	
Tyres of lorries leaving the site to be washed (where and when required) to avoid contamination of nearby roads.	Site Manager	
Where possible, plasterboard sheets are to be made to	Site Manager	

standard sizes to suit in order to reduce the amount of off cuts		
--	--	--

All of the above act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfill. We are continually identifying waste minimisation actions and these will be updated in the above table.

SEGREGATION

A specific area shall be laid out and labeled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labeling systems shall be the Waste Awareness Colour Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. Skips for segregation of waste identified currently are:

Wood
Metal
Brick/rubble
Canteen waste

As works progress and other trades come to site other skips will be placed to enable certain waste to be removed from site.

This is likely to include:

Plasterboard
Paper and cardboard (bagged up)

WASTE MANAGEMENT

Waste materials fall into three categories for management, these are:

Re-use
Recycle
Landfill

Re-used

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for reuse.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling such as 50x50 timber to make chipboard.

Landfill

If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. However, landfill is always a last resort.

WASTE MANAGEMENT PROCESS

TABLE FOR WASTE TYPES AND WASTE MANAGEMENT PACKAGES

Waste Types	WASTE-MANAGEMENT Contractor Contact Details	WM Package
Demolition		
Concrete		Re-use on site / landfill
Masonry		Re-use on site / landfill
Timber		Recycle
Subsoils		Landfill
Metals		Scrap value
Plasterboard		Recycle / landfill
Construction Works		
Metals - reinforcement		Scrap value
Metal – off cuts		Scrap value
Timber		Re-use
Paper / Cardboards		Re-use
Canteen Waste		Landfill

MONITORING

The skips will need to be monitored to ensure that contamination of segregated skips does not occur. Therefore, we will advise regularly on how the waste management system is working.

We will continually review the type of surplus materials being produced and where we can change the site set up to maximise on re-use or recycling and the use of landfill will be the last resort.

The plan will be communicated to the whole project team regularly. Updates will be communicated and discussed at Management and Health and Safety Committee meetings.