

Construction Method Statement

Project:	25 King Street, Reading, Berkshire, RG1 2HE
Client:	Sahana Enterprises Ltd.
Job No:	17.25
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Author:	JCGS
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Revision:	Summary of Changes:	Date:

Hours of Construction:

The site working hours shall be as follows:

Monday to Friday	8.00 a.m.	–	6.00 p.m.
Saturday *	9:00 a.m.	–	5:00 p.m.
Sunday *	10.00 a.m.	–	4:00 p.m.

* Saturday & Sunday works may be necessary to minimise disruption to the retail shop which will remain trading during the works (Note there are no known residential properties in the immediate vicinity of the site that would be affected by weekend working). Weekend works will be kept to the minimum practicable, and prior to weekend works being undertaken the Construction Manager shall contact neighbouring businesses to agree the hours of weekend works being undertaken.

Erection & Maintenance of Site Enclosure:

The works to the existing building are located to the rear of the property. The terraced arrangement of the existing building is such that there is no public access to the rear. It is not considered that a site hoarding is therefore necessary or practicable.

The existing retail shop will remain trading during the works and an internal partition within the building will be erected to separate the retail area in the front of the building from the works being undertaken to the rear.

Scaffolding to the rear of the building will be erected. Any 3rd party agreements with the adjoining landowners required for the erection of the scaffolding shall be obtained by the Construction Manager prior to the erection of the scaffold.

Deliveries into the building will be either via the existing side door at the corner of King Street & Duke Street (adjacent to M & A Convenience Store) or via the main entrance into the retail shop from King Street.

Site Accommodation:

Site operatives will use the existing building facilities for their site accommodation requirements (office, welfare, toilet).

Parking of Vehicles for Site Operatives:

There shall be no parking on site, or on the Highway adjacent to the site (other than temporary parking for deliveries of plant and material).

As necessary Contractors shall utilise public off the road 'pay and display' car parking facilities (Queen's Road multi storey). Contractors will also be encouraged to make arrangements to share vehicles and utilise local public transport, where practicable, to alleviate any potential problems with car parking.

Loading & Unloading of Plant & Materials:

Loading and unloading will be undertaken from the Highway adjacent to the site, with plant and material transferred directly to/from the delivery vehicle into/out of the site. No plant or materials will be stored on the Highway at any time.

Vehicles undertaking loading and unloading shall be parked within the designated loading bay in King Street (located adjacent to the site). The loading bay restrictions shall be observed, and vehicles will be parked for a maximum 20 minute period. The bus stop adjacent to the loading bays shall not be impeded at any time.

Delivery vehicles shall approach the site from King's Road and shall exit via King's Road or London Street (observing the bridge weight restriction). The Highways restrictions in Minster Street and Market Place shall be observed.

All deliveries to the site will be pre-agreed and no waiting will be permitted within the Highway. All deliveries will be on rigid short wheelbase vehicles or vans. Vehicles will be removed from the Highway immediately following loading and unloading.

All deliveries are to be pre-scheduled with site. Proposed delivery times are as follows:

Monday to Friday	Morning	10.00 a.m.	-	12.00 noon.
	Afternoon	2.00 p.m.	-	4.00 p.m.
Saturday	Morning	10.00 a.m.	-	12.00 noon.

No skips will be used unless otherwise agreed through a Skip Licence, all waste shall otherwise be transferred to vehicles by hand.

The Highway/footpath is to be swept clean of any debris following all loading and unloading operations, and as and when required to keep the Highway clean.

A dedicated banksman will ensure the safety of the general public as deliveries are made from the Highway.

Wherever practical the architect will design and specify smaller components to ease delivery and handling of material on site. Wherever feasible, arrangements will be in place for correctly sized and pre-cut materials; therefore utilising smaller vehicles.

Appropriate warning signage will be clearly displayed adjacent to the site entrance, warning the general public of any potential construction hazards.

Storage of Plant & Materials:

A designated area for the storage of plant and materials will be provided on site within the existing building.

No plant or materials will be stored on the Highway at any time.

Materials will be delivered to site as required for each work stage to minimise the quantity of materials stored on site.

Before the project commences, access routes will be planned and deliveries programmed to ensure excess materials are not stored on site. The storage area will be clearly defined and all employees will be made aware of the requirements with regards to access, storage, tidiness, etc.

Times, Routes & Means of Access for Delivery Vehicles:

All deliveries are to be pre-scheduled with site. Proposed delivery times are as follows:

Monday to Friday	Morning	10.00 a.m.	-	12.00 noon.
	Afternoon	2.00 p.m.	-	4.00 p.m.
Saturday	Morning	10.00 a.m.	-	12.00 noon.

Delivery vehicles shall approach the site from King's Road and shall exit via King's Road or London Street (observing the bridge weight restriction). The Highways restrictions in Minster Street and Market Place shall be observed.

Suppression of Dust:

Site procedures to minimise air/dust pollution will include the following:

- The construction site is to be kept clean and tidy (high level of housekeeping) to minimise the potential for dust.
- Damp down the site and suppress any dust during dry weather.
- Potentially dusty spoil and other waste materials damped down on a regular basis.
- Dust screens and debris netting will be fixed to external scaffolding as necessary and around cutting areas when working close to sensitive receptors.
- Operations such as cutting and grinding used with appropriate dust suppression techniques.
- Dusty spoil being transported onto/off site to be transported in sheeted vehicles and dampened down as necessary.
- Activities found to be generating dust on site to be rescheduled, mitigated or stopped as necessary to prevent the spread of dust.

Site Construction Noise:

Site procedures to minimise noise pollution will include the following:

- In all cases, the best practice shall be used following the guidance given in British Standard BS 5228: Parts 1 and 2 (1984) and Part 4 (1986) entitled 'Noise control on construction and open sites'.
- For any task, the quietest plant and/or machinery shall be used. Where appropriate plant/machinery shall be constructed to meet the requirements of EEC directives.
- All equipment shall be maintained in good mechanical order and fitted with the appropriate silencers, mufflers or acoustic covers.
- Stationary noise sources should be sited as far as possible from sensitive receptors and where necessary, acoustic barriers should be used to shield them.

- The movement of vehicles to and from the site shall be controlled and shall not take place outside the permitted hours unless with prior approval.
- Vehicles and equipment will be switched off when not in use (no idling vehicles or equipment).
- Vehicle reversing alarms are to be switched off or white noise type used.
- Any unavoidable noisy construction activities shall be undertaken only during sociable hours.
- Excessive noise from radios will not be permitted.
- No dropping of materials/waste from height will be permitted (use a suitable chute or lowering platform as necessary).
- Workers are to be informed not to shout/keep noise levels to a minimum as far as is possible.
- Letter drops to residents shall be undertaken prior to undertaking particularly noisy works, including the relevant site contact details.

Recycling of Waste:

All waste resulting from the works will be transferred to a waste transfer station and will be segregated for recycling or will be segregated on site.

No burning will be allowed on site.

In Knowledge of Method Statement:

This Method Statement will be distributed and/or displayed so that sub-contractors and material suppliers will be aware of their obligations.