

Construction Method Statement

For the demolition of existing Reading Scout Hut and Guide Shop (Prepared in accordance with the Construction (Design and Management) Regulation 2015

Regulation 12 – The principal contractor’s duty (in relation to the construction phase plan)

Scout and Guide HQ

RECORD OF ISSUE / ADMENDMENTS

Rev No	Date	Index Ref	Issued by	Checked by	Brief Description of Amendment	Issued to	Status
Rev 01	13-05-2024		Greg SC		Additional reference		
Rev 02	30-05-2024		Greg SC		Minor amendments		

<u>Distribution</u>	<u>Number of Copies</u>
Principal Designer & Client	one
Project Manager/Site	one
SHEQ Consultant	one

POLICY STATEMENT

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety Policy Statement of Intent

Alcema Limited's Integrated Management System Manual sets out the organisation and arrangement of the company's Health & Safety system in accordance with ISO 45001 (2018) requirements.

This Health and Safety Policy Statement recognises Alcema Limited's obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy relate to Alcema Limited's operations.

This Policy is intended to be our company's documented intention to meet legal compliance, prevent injuries and bad health, and to continually improve. Alcema Limited is morally and legally obligated to safeguard, so far as is reasonably practicable, the health, safety and welfare of our employees and anyone who may be affected by the actions of the Company, its employees, or as a result of Alcema Limited activities. Alcema Limited fully accepts our obligations and responsibilities, which will be achieved by:

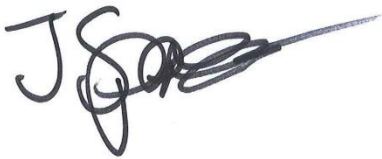
- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, sub-contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or stakeholders, or sub-contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that sub-contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the sub-contractors' legal responsibilities to comply with statutory requirements.
- Provide adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to clients, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by Alcema Limited.

All Directors, Managers and Supervisors will enforce this Policy. The Managing Director, Mr Jason Spencer is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.



Managing Director

Review Date: 17th August 2023

Next Review: 16th August 2024

PROJECT MAIN EMERGENCY CONTACT

COMPANY NAME	CONTACT DETAILS
CLIENT	Contact: Nigel Phillips Email:nigelrtphillips@btinternet.com
PROJECT MANAGER	Contact: Gregory Szymanski-Crisp Telephone: 07428784440 Email:gregszymanski-crisp@alcema.co.uk

General information about the project.

DESCRIPTION OF THE PROJECT

The works involve the demolition of the existing structures and design and build of a New Scout and Guide Hut.

SCOPE OF WORKS

The project comprises of the demolition of existing building and the construction of an enlarged and enhanced replacement. Enabling Works for the next 4 weeks are as below:

- Storage containers for existing contents or the client will take away recovered items from the old building.
- Ecological survey was completed by the client and no mitigation works was needed.
- Statutory Undertaker's service disconnection (electric) was by the client, were Principal contractor to locate and secure the other utilities before works commence. The electricity was disconnected by the PC with the confirmation letter, no gas located on the premises and the wate lock off valve is located by the south / west boundary line by the 163 Northcourt avenue, with is in control by the main contractor site team.
- Demolition of existing buildings include the identified asbestos in the old buildings and the site clearance are scheduled for the end of April.

The groundworks package will commence as scheduled and include : Excavations - Below ground drainage, trenching. The contractor yet to be confirmed.

The following packages to commence after the first phase finished and as follows:

- Steelwork frame
- Cladding
- Roof works
- Full height Glazing
- External landscaping and car park works.

KEY PROJECT DATES

- Contract award – 21-02-2024.
- Start construction works – 02-04-2024.
- Forecast Practical completion - 35 weeks (December 2024)

INTERFACE WITH ADJOINING PROPERTYs

Works to the perimeter to enable and setup the boundary fence/hoarding as per the red boundary drawing approved in the planning application. Alcema Limited will ensure effective communication with all parties affected prior to the commencement of the works.

1. INTRODUCTION

This Construction Method Statement outlines the proposed methodology for the demolition of the existing structure and the subsequent erection of a new Scout and Guide building at the specified location in Reading. This document aims to ensure that all works are carried out in a safe, efficient, and environmentally responsible manner, in accordance with the requirements of Reading Borough Council.

2. Project Overview

- **Scope of Work:** Demolition of the existing structure (Scout Hut, followed by the construction of a new Scout and Guide Hut.
- **Project Duration:** Start: Tuesday 2th April 2024 – Completion: Friday the 29th November 2024
- **Contractor Details:** Alcema Ltd,
- **Contact Details:** HQ Tel: 0203 195 6778

3. Site Management and Access

The location of the project is at 163 Northcourt Avenue, RG2 7HG, Reading.

Access for vehicles is directly off Northcourt Avenue. This will be the main route for delivering equipment, and materials, and for skip placement, with a designated area on-site for these activities. Vehicles must enter via Controlled gated access from the Northcourt Avenue, head straight to the site's waiting area at the entrance, unload or load materials, reverse for exiting under a stricken supervision from the Alcema accredited gatemen/traffic marshal and then leave via Northcourt Av.

Alcema Ltd commits to preventing unauthorized site access during work hours and will secure the site each evening. As the Principal Contractor, we are responsible for managing pavement and road cleaning operations, ensuring nearby footpaths remain clear, and maintaining a clean and orderly site through all stages of construction.

Please see attached construction phase traffic management plan which describes how our site will be secured. We are a member of considerate contractors and our site appearance is also subject to internal auditing and governance. Any graffiti or fly posters will be removed immediately, the site hoarding will be regularly maintained and re-decorated as required.



The project will adhere to a strict "Good Housekeeping" policy. This will be emphasized during site inductions, ensuring all workers are well-informed about ongoing tasks, proficient in their duties, aware of their responsibilities towards others, and understand site regulations.

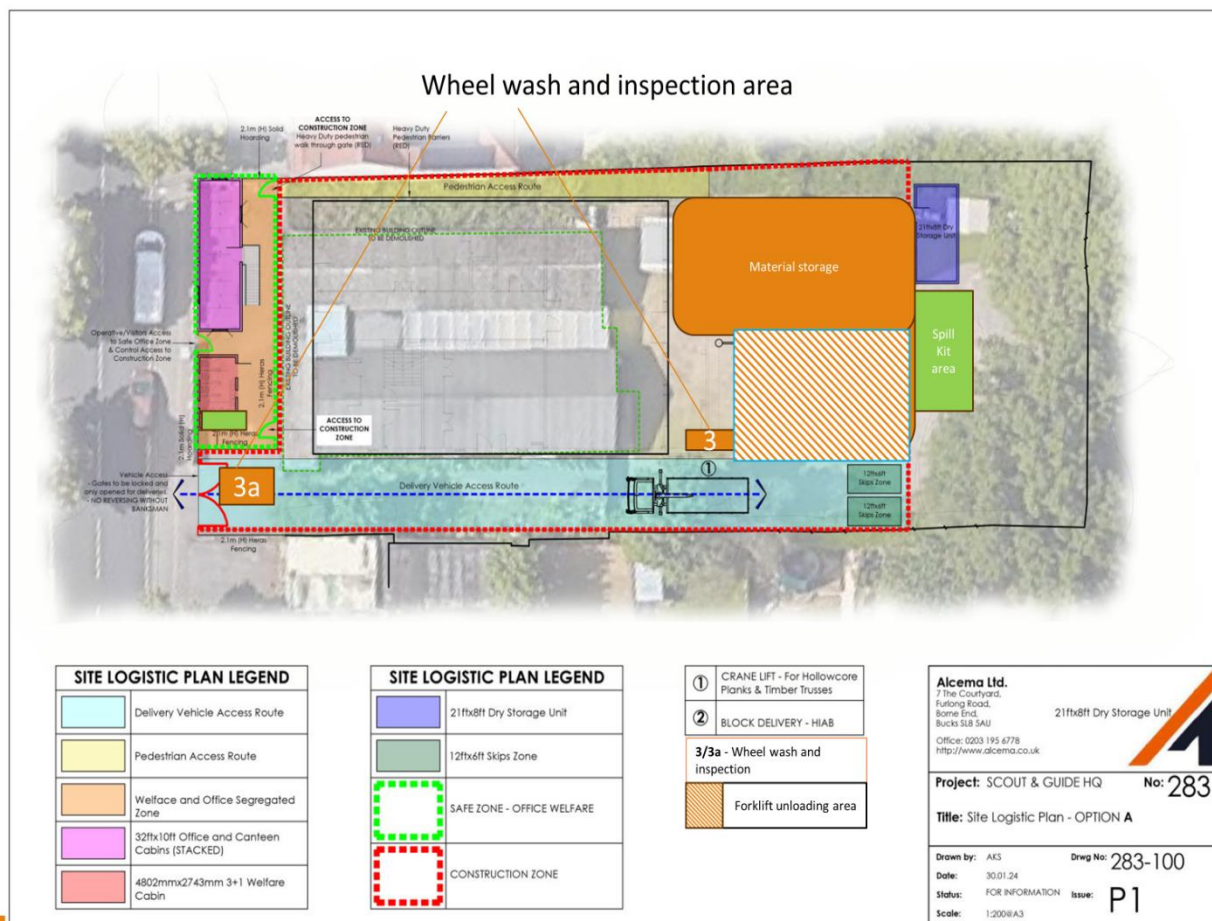
Appropriate safety signs will be displayed to indicate ongoing construction activities. We do not anticipate the need for any road closures. The Employer will liaise with various utility providers to manage the disconnection, termination, or rerouting of existing utility services as necessary.

Materials from the site will be regularly collected and disposed of in skips. These skips will be removed using Skip loader Lorries and/or Tippers, which will be covered to prevent debris from scattering. All waste from the site will be transported to a certified waste disposal facility.

3.1 Wheel Water Spraying upon Exit from Site

The Alcema Ltd is committed to maintaining cleanliness by ensuring that all vehicle wheels are thoroughly washed or cleaned prior to leaving the site. To facilitate this, wheel washing stations, specifically pressure washing facilities, will be established at the site's exit, as outlined in the construction site management plan. Every vehicle exiting the site will undergo inspection, and wheels will be washed as necessary to prevent the spread of mud or debris onto public roads. Additionally, the roads will be subject to daily inspection and monitoring. If deemed necessary, a road sweeper will be deployed to maintain road cleanliness.(ref. TMP attached).

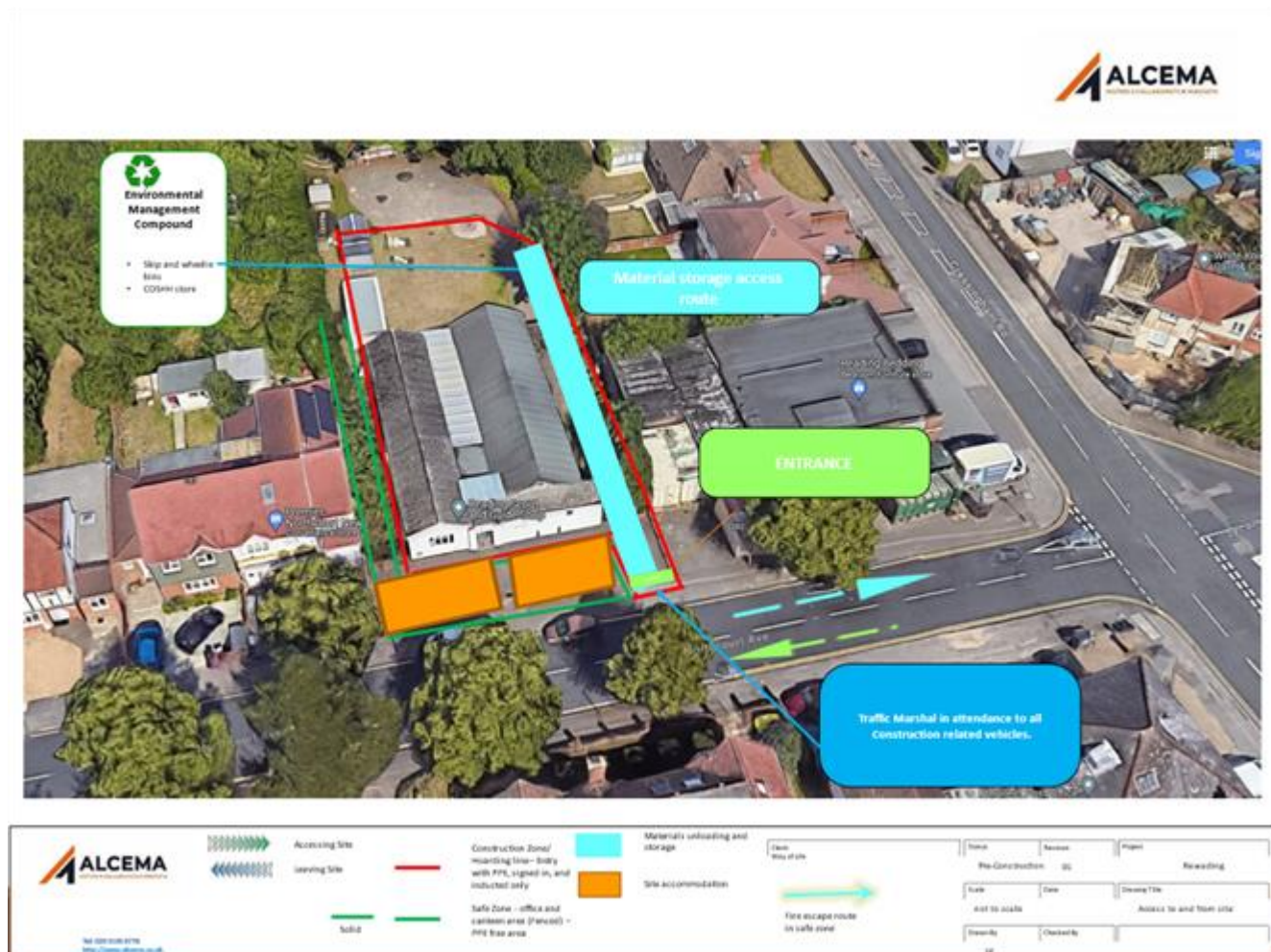
Site Office and Welfare area – Tender Plan



3.2 Site Working & Delivery Hours

The working hours for the site are scheduled from Monday to Friday, 08:00 to 18:00, and on Saturdays from 08:00 to 13:00. There will be no work conducted on Sundays or Bank Holidays, except with prior approval obtained jointly from the contractor and Reading Borough Council. The Alcema Ltd will strictly adhere to these designated working hours set by Reading Borough Council, ensuring that neither deliveries nor construction activities occur outside these specified times. Furthermore, no deliveries or work activities are to be carried out on Sundays, as well as on Statutory, Bank, or Public Holidays.

Please see attached construction phase traffic management plan. Deliveries will be directed via our logistics manager and banked to the unloading area at the hard standing in the back of the site as the below drawings. The footpath will be closed and manned as vehicles drive across to ensure segregation from pedestrians. Access for vehicles is directly off Northcourt Avenue. This will be the main route for delivering equipment, and materials, and for skip placement, with a designated area on-site for these activities. Vehicles must enter via Controlled gated access from the Northcourt Avenue, head straight to the site's waiting area at the entrance, unload or load materials, reverse for exiting under a stricken supervision from the Alcema accredited gatemen/traffic marshal and then leave via Northcourt Av



4. Demolition Phase

4.1. Site Preparation

- Erect secure fencing around the site perimeter.
- Conduct a thorough removal of asbestos and other hazardous materials.
- Disconnect all utilities (Gas, Electricity, Water)
- Implement necessary measures for dust, noise, and vibration control.

4.2. Demolition Method

- Use of mechanical equipment such as excavators and bulldozers.
- Segregation and disposal of materials in accordance with local regulations.
- Regular monitoring for any environmental or structural impacts.

4.3. Safety Measures

- Ensure all operatives are equipped with appropriate PPE.
- Regular safety briefings and training.
- Installation of appropriate signage and barriers.

4.4. Waste Management

- Segregation of recyclable and non-recyclable materials.
- Use of licensed waste carriers for disposal.

5. Construction Phase

5.1. Construction Methods

Special consideration will be paid to operations conducted in proximity to adjacent or neighbouring properties. Before any work commences on the site, the Principal Contractor and each subcontractor will be required to submit work package-specific method statements. These documents will detail the planned approach and procedures for their respective tasks, ensuring that all activities are conducted with due regard for the surrounding environment and properties.

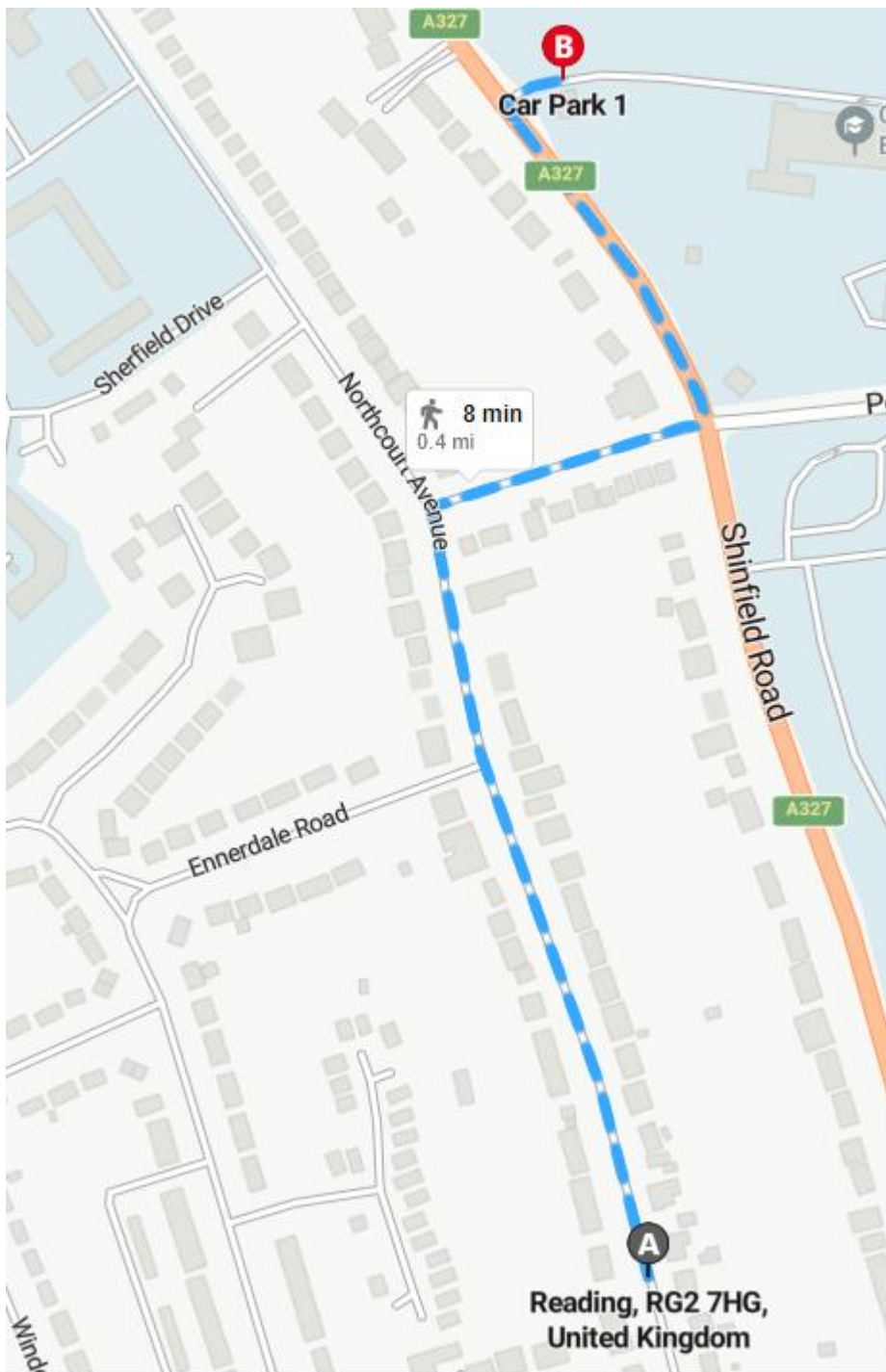
5.2. Site Setup

- Establishment of a site office, storage areas, and welfare facilities.
- Layout of site access and egress points.
- Implementation of a site traffic management plan.

5.3. Locations for the Storage of Building Materials

- All Building Materials will be stored in a designated site compound to enable safe site operations.
- The site supervisor/banksman will assist in the safe unloading of deliveries.
- Material will be unloaded by means of mechanical lifting equipment where possible.
- Material will then be manually transported by site operatives.

Please see attached construction phase traffic management plan. All subcontractors are notified about the parking restrictions in the tender stage and reminded about it before work commences. There is to be no parking on site due to limited space available. Page 4 of our CPTMP, in the control measures section states that operatives will deliver tools to site for drop off only, where our banksman will be in attendance. They will then direct them to park at the nearest public car park: in this instance Car park 1, Green Parking, 8-10 Church Street, Reading RG1 2SQ. Also, additional parking at Car Park 1, RG2 7BN please see attached or map below.



There are also paid for a day in advance options in private parking locations near by.

5.4. Foundation and Structural Work

- Excavation for foundations, followed by concrete pouring.
- Construction of structural framework for the new house and outbuilding.

5.3. Building Works

- External and internal wall construction.
- Roof installation and weatherproofing.
- Installation of windows, doors, and external finishes.

5.4. Services Installation

- Installation of electrical, plumbing, and heating systems.
- Connection to external utility services.

5.5. Finishing Works

- Internal finishing including plastering, painting, and flooring.
- External landscaping and finishing.

6. Environmental Management

- Implementation of measures to minimise environmental impact.
- Regular monitoring and compliance with environmental regulations.

6.1. Noise & Vibration Mitigation Measures

The Principal Contractor is committed to ensuring that neighbouring properties are not negatively impacted by noise from the construction site. In accordance with the Control of Pollution Act 1974, local authorities have the authority to regulate noise and vibration from construction sites. To proactively address these issues and minimize the impact on nearby properties, the following noise and vibration mitigation measures will be implemented:

1. **Timing of Noisy Operations:** Noisy activities will be scheduled within times agreed upon with Reading Borough Council, Monday to Friday. Any noisy work required outside these hours will proceed only with prior approval from the council/employer.
2. **Sub-contractor Responsibilities:** Sub-contractors must employ the "best practical means" to minimize noise from their operations.
3. **Restriction on Radios and Music:** The use of radios or music equipment on site will be strictly prohibited.
4. **Maintenance and Silencing of Equipment:** The Principal Contractor will ensure all plant and equipment are properly maintained and silenced whenever possible. Stationary noise sources will be shielded with acoustic barriers if necessary.
5. **Selection of Appropriate Plant:** Sub-contractors are required to provide details regarding their choice of plant for specific tasks. Equipment that is poorly maintained or not using built-in noise control features can lead to excessive noise.
6. **Encouragement of Electric Equipment Use:** The use of mains or battery-powered electrical equipment will be encouraged over generators to reduce noise levels.
7. **Compliance with British Standards:** All work will adhere to the British Standards Institution BS 5228-1:2009 + A1:2014, which focuses on noise and vibration control on construction and open sites.

In the event of a noise complaint or concern, an immediate review will be conducted to address and rectify the issue, and to determine the levels of noise emitted from the site. Remedial actions may include adjusting operating hours, relocating equipment, altering work methods, or installing temporary barriers.

6.2. Dust Mitigation and Suppression Measures

The Principal Contractor will adopt several strategies to effectively manage and control the spread of dust, odours, and other emissions during the construction process. These measures include:

1. **Machinery and Activity Placement:** Positioning machinery and activities that generate dust as far from the public as possible and dampening down areas prone to dust creation.
2. **Physical Barriers:** Establishing a physical distance and/or barriers between dust or emission-generating activities and the public.
3. **Installation of Screens or Barriers:** Erecting solid screens or barriers around areas where dust is generated. These barriers should be at least as tall as any stockpiles on the site.
4. **Covering Stockpiles:** Ensuring that stockpiles are covered to prevent dust from being picked up and dispersed by the wind.
5. **Prompt Removal of Loose Materials:** Quickly removing loose materials from the site to reduce dust.
6. **Regular Cleaning of Structures:** Regularly cleaning hoardings, fencing, barriers, and scaffolding using wet methods to minimize dust.
7. **Off-Site Cutting, Grinding, and Sawing:** Whenever possible, conducting cutting, grinding, and sawing off-site, and using prefabricated materials and modules.
8. **On-Site Cutting and Grinding Protocols:** In cases where on-site cutting and grinding are necessary, implementing water spraying over the material being cut, using a water-efficient spray pump.
9. **Covering Skips, Chutes, and Conveyors:** Ensuring that skips, chutes, and conveyors are fully covered to prevent dust escape.

6.3. Pest Control

1. Capping of Drains

During the construction and demolition phases, we will make sure all drains and foul sewers are capped off to stop vermin entering or exiting the construction site. We will maintain the capping until the new drainage is installed and ready for commissioning.

2. Vermin Control

We will have regular inspection of the whole site for signs of vermin. We will maintain some vermin traps on site and have them regularly checked. We will make sure the site is always tidy so there are few places for vermin to hide, and make sure the construction site is free from waste. Any waste waiting to be removed from site will be stored in secure bins.

10. Minimising Drop Heights: Reducing the height from which materials are dropped to control dust dispersion.

The effectiveness of these dust mitigation measures will be regularly reviewed as part of the weekly site meetings to ensure their ongoing efficacy and to adjust as needed.

8. Community Liaison

- **Regular Communication:** The Alcema Ltd will provide regular updates to local residents about upcoming works that may impact them.
- **Designated Contact:** Gregory Szymanski Crisp will serve as the designated contact person for community inquiries and concerns.
- **Complaints Procedure Accessibility:** The Principal Contractor will make their complaints procedure readily available to both the employer and maintain copies on the construction site.
- **Complaints Investigation:** All complaints will initially be addressed following the Principal Contractor's complaints procedure. Should a complaint remain unresolved to the client's satisfaction, it will then be escalated to the employer for further review.
- **Record Keeping of Complaints:** A detailed record of all lodged complaints, along with the outcomes of investigations and any measures taken or changes in work practices, will be maintained on site. These records will be accessible to the employer and/or local authority upon request.
- **Staff Briefings:** All site staff will receive regular briefings on the complaint procedure to ensure they are informed and can appropriately direct any queries or concerns from the community.

8. Emergency Procedures

- The Alcema nominated site manager will be responsible for dealing with any emergency that may occur.
- Regular drills and safety checks.
- All emergency equipment, first aid equipment, firefighting equipment, and PPE will be stored in the site office. There may be some additional equipment such as fire extinguishers and first aid kits stored in contractor's vehicles.
- Only staff trained in firefighting will be allowed to tackle a fire. A suitable range of fire extinguishers will be available in the site office and carried in contractors' vehicles and throughout the site with locations being added as the works progress.
- Clear instruction sheets for any spill kits, drain blockers and any other pollution control equipment considered appropriate will be stored with the equipment.
- A list of emergency contact numbers will be pinned to the site office notice board.
- Any accidents should be recorded on an incident report and if necessary, follow the requirements of RIDDOR 2013. In the unlikely event of a major pollution incident, the incident will be reported to the local Environment Agency office

9. COSHH

COSHH regulations will be always observed on site

10. Flammable Liquids

All fuel, oil and chemicals will be stored in a locked, bunded and in a flameproof storage container and will be located on an impermeable surface with controlled drainage, away from stormwater sewers, grids, channels, watercourses, and construction facilities. All funnels, buckets, containers, brushes, and other associated equipment will be kept in the bunded area when not in use.

11. Conclusion

This Construction Method Statement is a live document that will evolve as the project progresses to address any issues that are identified. Alcema Ltd is committed to ensuring that the demolition and construction activities are carried out in a manner that prioritises safety, efficiency, and environmental responsibility. Adherence to this plan will ensure compliance with the requirements of Reading Borough Council and other regulatory bodies.