



**New Development at
Dwyer Road, Reading**

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REVISION RECORD

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1.0 General Note

This method statement has been prepared on the basis of the information available to date and gives a good indication of our approach to the construction and management of the project.

Certain areas of operation will be subject to specialist considerations, thus more specific and detailed method statements relating to these individual operations will be produced and kept on site as the project proceeds.

These additional key method statements will comply with the requirements of the relevant regulatory bodies and will be prepared by the specific sub-contractors involved.

The works consist of a development of 30 new residential social housing properties, constructed on behalf of Reading Borough Council.

2.0 Planning

A project Construction Programme will be developed utilizing the computer based Asta Power Project software and project management system.

The system is a critical path network based system which has the capability to produce bar chart programmes that incorporate design, co-ordinated trade contractor design, design reviews, procurement, equipment/ material orders, deliveries and site installation, all as standard procedures and activities.

Utilising the programme, critical operations will be identified.

The construction programme will be monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

The Contract Programme will be prepared as an abstract of the construction programme and issued to all parties and will be utilized as the reporting document for all site construction progress.

Prior to commencement of site works, an external survey will be carried out to confirm the extent of any existing services and the condition of the existing environs.

These will be plotted on a drawing and a photographic record will be taken, which will be maintained as a record throughout the stages of the contract.

Notification of the project commencement will be issued to all Statutory Authorities, advising them of the construction works and advising them of the Francis Construction Limited proposed programme of works.

3.0 Site Management

The site management for the project will comprise a visiting Contracts Manager who will lead the site team and administer the contract.

The Contracts Manager will be assisted and supported by the following site based construction management personnel, responsible for the management and supervision of the site-based operations.

A Project Manager responsible for the overall construction works on site, during the construction cycle.

A visiting Quantity Surveyor will be responsible for the commercial and procurement resource.

The site team will be supported and assisted by our head office based, site visiting, planning, safety and temporary works engineering departments.

4.0 Security and Site Establishment

The site is located on the corner of Burghfield Road and Dwyer Road, Reading with Appleford Road to the West of the site.

The works consist of full strip and grading of existing land. The existing site hoarding will be removed and replaced with a new site specific 2.4m high hoarding designed by the temporary works engineer. Formed from timber posts in concrete bases with ply panels. The main site entrance will be off Appleford Road where metal security entrance gates will be installed.

Please refer to the logistics plan to show boundary fence locations, entrance gates and welfare establishment along with proposed material storage. All vehicles would turn into the site and be met by a banksman before being escorted to the office or work area.

The site has adequate parking to ensure operatives do not obstruct other highways, we have also included a holding area inside the compound to ensure concrete lorries etc can be brought straight off the highway.

The site hoarding will be decorated in blue exterior emulsion with Reading Borough Council branding and project information. The hoarding will be inspected on a weekly basis for defects graffiti and fly posters -if any of the above occur then the site hoarding will be made good to its original state.

5.0 Site Hours

Site Hours will be are typically 0800hrs to 1800hrs Monday to Friday and 0800 to 1300hrs Saturdays and not at any time on Sundays, bank holidays or statutory holidays without prior written approval from the planning authority.

6.0 Personnel

All personnel will be inducted prior to gaining access to the site. They will be informed of the specific site rules required in the preliminaries relating to this project as well as the Francis Construction site rules and their own companies method statements.

7.0 Site Access and Deliveries – Loading & Unloading of Plant & Materials

The unloading of all vehicles will take place within the site boundaries to ensure safety to the public. The delivery of materials, plant and equipment will be strictly controlled and co-ordinated to prevent congestion and disruption to the surrounding highways. All Delivery constraints will be identified to all suppliers and trade contractors.

Wheel wash will be at the site entrance for when vehicles enter and leave site.

Road sweepers will be used as required to keep surrounding Highways clean and tidy.

8.0 Delivery Times

Prior to commencement, we will review any planning constraints relating to traffic movements and deliveries and incorporate these into the traffic management plan. We will also where possible avoid peak travel times of 8-9am and 4-5pm so as not to add to the congestion on the surrounding roads.

9.0 Parking Arrangements

Parking for operatives and visitors will be on site. A hard standing parking area will be constructed in the area of the apartment block on phase 2. Access for all site vehicles will be through the only entrance to site via Appleford Road. A pedestrian route will be formed with safety barriers to access Site, Welfare and parking area.

10.0 Signage

Adequate safety signage will be installed around the perimeter fence identifying the construction site. Around the site entrance we shall increase awareness with both additional safety signage and informative signage.

A main construction signboard will be positioned in agreement with the Client. Site signage will be provided within the site to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival. Such signage will include:-

- Accommodation / Access requirements
- Speed Limits
- Overhead / Underground Services
- PPE Requirements
- Noise
- Danger Construction Site, etc.
- Local amenities and businesses

11.0 Storage, Movement and Hoisting of Materials

All materials will be stored within the confines of the site and as near to the work place as possible, to minimize traffic movement and double handling.

More vulnerable materials/ equipment will be stored in secure containers if required, however due to the constraints of the site and limited storage space, wherever possible, they will be programmed on to site to be incorporated directly into the construction.

All concrete and mortar deliveries will be proposed as 'ready mixed' and will be delivered to site in appropriate vehicles.

Concrete and mortar placement techniques will be changed and adapted to suit the location and suitability of the equipment for its placement.

A fork lift will be used for distributing materials around site. Having reviewed the site and materials involved we would be lifting all plant/materials to and from the roof using a mobile crane, however to minimise manual handling and aid the progress of the works we would propose to erect a loading bays with a landing platform and gate at each floor.

These loading bays will allow waste to be removed more efficiently and also to get material into the building such as plasterboard and longer materials removing the need to carry materials upstairs, this also allows works to the staircase to progress unhindered and also the internal lifts.

12.0 Waste Disposal & Recycling

A Site Waste Management Plan will be produced during preconstruction where an estimate on the waste we are anticipating from the project is predicted, this enables us to target minimization and highlight local markets / companies that can be used to re-use, reprocess, recycle or dispose of the waste streams identified.

During the construction phase, the sites are required to monitor the type and proportion of waste types in each waste movement and record the size and type of container. This data is then entered into an online database.

With the space available we are likely to separate waste on site such as plasterboard or metals. Any mixed waste skips will still be taken from site, sorted and recycled where possible. Each month we receive a waste report identifying our waste streams and the volume of waste we divert from landfill.

13.0 Scaffolding

Conventional scaffolding, where required, will be independent with boarded lifts to suit the nature, location and type of the particular operations.

All scaffolding will be securely tied to the structure and will include suitable stair access where applicable. Scaffolding will be provided, erected and maintained in accordance with all current statutory regulations. In addition brick guards will be provided on the 'live' lifts.

Suitable guard railing will be utilized to prevent falling from unprotected edges and staircases as applicable.

No person other than a certified competent scaffolder will be permitted to erect, alter, adapt or dismantle any conventional scaffolding.

Scaffolding will be contained within our site compound and will not affect the public highway.

14.0 Temporary Services

- We would propose to connect to existing services for water, power and drainage. All our services will be metered to clearly identify our energy usage.
- 110v power will be utilized throughout the building.
- Temporary drainage will be laid into the existing foul drainage system.
- All our managers have a mobile phones and email access on site with mobile routers in the offices.

15.0 Control of Dust and Debris

The site will be kept clean and tidy at all times and will accord with any statutory requirements.

Suitable concrete vehicle wash down area will be established so that 'wash out' spoil and grout from concrete delivery vehicles will be washed out within a contained receptacle. This receptacle will be cleaned on a daily basis and the spoil removed from site via appropriate disposal vehicles. In addition, all vehicles exiting the site will be subject to wheel washing as required to ensure site material is not deposited on the public highway.

Waste leaving the site will be in covered skips.

A call off order will be in placed with a local road sweeping company for the site manager to use should we get any tyre marks on the roads.

Prior to any works commencing, a risk assessment will be carried out, this will identify the most suitable type of dust suppression required for that particular activity and will include:-

- Minimising dust generating activities
- Using water as a dust suppressant where applicable and ensure stockpiles are sheeted.
- Dust extraction techniques as required and suitable.
- All other cutting and sawing equipment will be fitted with water suppressant systems with local exhaust ventilation.
- All filters and fans will be regularly serviced to ensure they are properly maintained.

16.0 Knowledge of Method Statement

All site personnel will be informed of the method statement via the following means:

- Francis Construction operatives will receive an emailed copy of the method statement and will sign a register to acknowledge the contents.
- Subcontractors will receive a letter stating all site constraints as mentioned in the method statement. This will also be communicated with orders sent out and during pre-order meetings
- Site operatives will be informed about the relevant section of the method statement (For example: noise, dust, parking, pedestrian routes etc) during site inductions

17.0 Safety

Full recognition and regard will be taken in the management and execution of the project of the Construction Design and Management Regulations 2015.

All trade contractors are obliged to provide a method statement prior to commencement of any works on site.

All sites are subject to independent site safety checks, inspection and reports by our independent site safety inspectors and advisors.

18.0 Noise Control

Management of noise pollution and vibration control will be given a high priority. As the works are in close proximity to surrounding buildings we will liaise on a regular basis with the occupiers to ensure that acceptable levels of noise are adhered to as well as statutory levels imposed by the Environmental Health Officers. Standard mitigation measures will include:

- Using quietest plant available for each specific job.
- Work within the hours stipulated by the planning approval.
- Close buildings where possible when undertaking noisy internal works
- Plant and tools will be well maintained and will be switched off when not in use. All site operatives will be made aware of the sensitive nature of the site location with regards noise and disruption.
- Drop height of materials to be minimised

- Contact details of site contact will be displayed for neighbours to raise issues along with a leaflet drop at the start of the construction phase providing site details etc.in conjunction with updates of when noisy or disruptive works are anticipated.
- No site radios to be audible off site.
- Locations of fixed plant to be located so as to minimise noise to neighbouring properties.
- Vehicles based on site to be fitted with white noise reverse indicators as opposed to reverse beepers.

19.0 Pedestrian/Routes & Highways during Construction

Surrounding footpaths used by park occupants may be affected by works to the elevations and the installation of the new statutory services. In all of these cases fencing and clear signage will be erected with alternative routes posted. Foot path closures are shown on the attached drawings.

Pedestrian access to our site offices will be via the pedestrian gate located at the site entrance.

20.0 CONSTRUCTION

20.1 General

Our construction programme will be regularly reviewed and updated both during the design development stage and the construction stage. This is to enable us to achieve the optimum build programme is for the Client and this is tracked, monitored and kept up to date.

21.2 Initial Work

Prior to the commencement of the project works, the preliminary Health and Safety, Environmental Plans will be prepared. These plans will be progressively refined and developed as trade package contractors and specialists are appointed, and more specific and detailed methods, techniques and requirements are established.

21.0 Site Preparation Works

21.1 Ecological Surveys

If required, we will assist in undertaking or facilitating ecological surveys.

22.0 Pest Control

Whilst no demolition is to take place on site, it is anticipated that some existing underground drainage runs etc. will be discovered as the site strip takes place. All open and redundant drain runs will be sealed off as soon as they are discovered to manage risk of vermin and pests entering the site. Equally, all food waste etc. arising from site will be managed and disposed of in secure containers. Baiting procedures will be incorporated if signs of vermin/pests are encountered.

23.0 Sub-Structure

The sub structure works consist of the Apartment block having pile foundations and 2 precast lift pits. The houses will have concrete strip foundations.
Due to ground levels a retaining wall will be formed as per the structural engineers design. The location of the retaining wall is shown on the attached drawing.

24.0 Superstructure

The superstructure consists of traditional brick and block construction.
All ground floors are of beam and block construction. The upper floors of the apartments are precast concrete plank. The upper floors of the houses are timber joists. The roof structures consist of both flat and pitched roofs.
The lift shafts in the apartment block are precast concrete.

25.0 Internal Work

The internal works are to a very high detail. The walls consist of wet plaster finishes throughout. Plasterboard to ceilings with precast stairs to the apartment block. Traditional timber staircases will be installed to the houses. Fixtures and fittings and floor coverings will be chosen at a later date.

26.0 Mechanical / Electrical Services

A detailed fabrication, delivery and installation schedule will be prepared by the Mechanical and Electrical contractors, upon instructions to proceed, to ensure compliance with the overall contract programme.

A new sub-station will be built and electrical equipment installed for the project.
New utility supplies enter site from Appleford Road adjacent to the entrance gates.

The high level conduits and pipe work above ceiling level will be installed from lightweight mobile towers, prior to construction of the new internal walls.

Installation of light fittings, smoke detectors will be co-ordinated with the ceiling works. Where necessary some access panels may need to be installed to permit access for valves and fittings for testing and commissioning purposes.

Full details for each system will be issued for approval prior to the commencement of commissioning. The details will include all necessary design data together with all associated schematics. All commissioning data will be submitted on the agreed proforma.

Testing and commissioning of specialist systems will be carried out by the specialist system supplier/installer and all test certificates will be issued.

All static tests, pre-commissioning checks, commissioning of major plant and the installed systems will be carried out by our mechanical and electrical subcontractor and his specialist suppliers as appropriate with our personnel to ensure all tests are in accordance with the agreed method statements and to ensure the test certificates are signed and issued.

On completion of the commissioning activities the complete system will be offered for demonstration and witness testing to the client.

On completion of successful witness tests for each system the signed test sheets and commissioning data will be issued to the client for acceptance. All commissioning test sheets will be incorporated into the operation and maintenance manuals.

27.0 External Works

There is an extensive external work programme with new access road and public footpaths to be constructed. A retaining wall will be constructed across the site due to ground levels and will be to the structural engineers design.

All tree protection plan and arboricultural method statement have been prepared and will be implemented throughout the construction period.

Communal areas will be as per the landscape design requirements chosen by the client.

Gardens will have laid slab patio areas and laid to lawn.

Boundary fences will be both timber and metal railing.

28.0 Quality Control

As a family owned and run business our Quality is what makes us stand out from the crowd. Our site managers are from a trade background, which gives us the edge on monitoring our quality. We are currently implementing a new building construction management software

package – Procore. As well as providing a digitally managed database for Drawings, RFIs and Safety inspections and site records, it also incorporates a snagging element which will ensure defective items are recorded, photographed and passed to the relevant contractor digitally for rectification and closure. We believe this will raise the bar on quality and also streamline the process to ensure items are reported and addressed promptly.

Acceptance of all elements of the works will be subject to signing off. As each section of the works is completed, it will be snagged and de-snagged

Immediately therefore reducing the amount of snagging works likely at the end of the contract.

The snagging and de-snagging of areas will be addressed in a working sequence, as each section of the building is completed. Once this is agreed, areas of the building will be 'closed-off' and a restricted access policy implemented. Our aim is to strive to provide a project, which actually achieves a 'defect free' handover.

29.0 Protection of completed works

The sub-contractors work closely with us to ensure that we are always adequately protecting all materials, equipment and finishes. To prevent damage arising from weather conditions, construction activities, or any other cause whatsoever during the progress of the sub-contract works and until the completion of the project.

The required level of, and type of protection required to protect completed works will be agreed by all parties, in advance of any works commencing.

30.0 Contract Administration and Handovers

Throughout the contract, Francis Construction will maintain the updated, tracked and monitored Construction Programme for the works. In order to ensure that the programme is adhered to, Francis Construction will hold regular on-site progress meetings with Trade Contractors. At these meetings, other issues such as quality and safety will be discussed in detail to ensure that they fully comply with the contract requirements.

Prior to handover of sections of works, Francis Construction will carry out their own snagging of the works, with the aim of achieving 'zero' defects at practical completion.

As built drawings, commissioning records and operation and maintenance manuals will be prepared and issued to the Contract Administrator, prior to completion of the works.

31.0 Handover Documentation and Client Training

At handover we will issue our O&M Manuals for the client / end users to keep. The format and detail of the O&M manuals, coupled with the Building manual will be established at the early stages of the project. This allows the document to grow and develop with the progression of the project as a whole.

32.0 Project Close Out and Handover

The principle of the project close out and handover will be to carry out the de-snagging of works as they progress in order to achieve a progressive handover from Trade Contractor to Trade Contractor within a particular area.

This will be followed by the final snagging/completion period as indicated on the programme.

33.0 Post Contract Support

Periodic monitoring by Francis Construction will enable early attention to unforeseen issues during the warranty period. If we have any defects during the 12-month defects period we call upon our sub-contractors to visit site and carry out the repairs. If this is not achievable we have our own aftercare manager who can carry out most repairs or small works.

34.0 PROJECT CHALLENGES

Whilst this project value based on the programme duration shows a large amount of work is to be carried out per week / month, traditional new build has a linear sequence of early trades having to follow each other, Once the sub-structure is in place then the sub-contractors will follow the programme of works to completion. The sub-station will need to be planned early to allow for the long lead times.

Key project issues:

- Utilities – Sub-station construction and power on.
- Lead time for early items – Piling contractor, precast Lifts, floors.
- Lead time for long lead items – Sub-station equipment and lifts
- Import of materials from Europe – specialist wall finishes and sanitaryware / fittings
- Sequencing of all trades on site allowing for adverse weather.

Most of these can be resolved / reduced with early engagement with relevant parties, regular contact and discussion to monitor progress of items and ensure there are no blockages in

flows of information or action and also ensuring time is taken to understand the sequence of activities and the effect of other tasks on key items.

35.0 CONCLUSION

The above method statement has been developed from the current information specifically to demonstrate our understanding of the project requirements and the detailed methodology required to carry out a project of this nature.

It demonstrates how the project will be managed and built, showing details of logistics, security, deliveries, storage, parking, waste, noise, dust control, safety and details on the construction of the buildings.

It is not however all encompassing and prior to the commencement of each stage or phase of the construction works specific method statements will be produced and agreed with the Francis Construction Site Management Team.

Design Amendments in response to RBC Planning comments:

Mews Street & Parking - reduced in width, on site turning removed, parking rearranged as mix of parallel and perpendicular bays, substation relocated adjacent to building and relocation of car parking to Appleford Road

Block A - footprint location adjusted to aid reduction in setting out of mews street

Block B - terrace reduced in size by 1no. 3B5PH-B, footprint location adjusted to increase rear garden size and back to back distances, mix of dwelling types adjusted. Ground floor FFL amended to accord with revised civils design. Stepped approach required for 4no. homes (including 1no. with alternative level access).

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