

VILLAGE HOTEL, READING
CONSTRUCTION METHOD STATEMENT



Village Hotel, Reading
Caversham Bridge
Richfield Avenue
Reading
RG1 8BD

16th May 2025

SCOPE

The site was formerly a trading Crowne Plaza hotel which closed at the end of 2024 where Edgewater then took possession of the property. A new Village Hotel will be created. An extension is planned for the front elevation of the project. The extension is 184 sqm, single level adjacent to the existing hotel entrance. The extension will house 3 rooms; Spin Studio, Burn Studio and Reformer Studio. The exterior elevations of the flat roof extension will have a Green Wall system.



EXISTING SOUTH ELEVATION



PROPOSED SOUTH ELEVATION

SECURITY

Our first activity will be to set-up the site in preparation for the works. The car parks will be enclosed with a Heras Fence as shown below and Chapter 8 Barriers. Pedestrian access to the site will be a pedestrian door to the front of the hotel to the left of the main entrance doors where operatives and visitors will sign in. The work area will be suitably signed at the access and egress point warning persons of the works, such as 'Construction Site – Keep Out' and 'Visitors to report to site office'. This entrance point will be manned during working hours to prevent unauthorised access to the hotel. The extension area and surrounding yard will also be fenced off with Heras fencing.



SITE OFFICE & WELFARE ESTABLISHMENT

The site offices, canteen, toilets and changing room will be located on the ground floor within the existing hotel.

Welfare areas will have hot and cold running water with soap and sanitiser points.

All areas will be kept clean and tidy with waste removed daily.

The existing hotel canteen will be used which is equipped with drinking water, microwave and fridges.



HEALTH

Edgewater Health & Safety goals for this project are to protect the Health, Safety and Welfare of people working on site and others who may be affected by the activities such as neighbours, the passing public, and local businesses. The works on site will have hazards such as exposure to noise, vibration, and dust. Suitable well-maintained equipment will be selected and used. Regular breaks and job rotation will be implemented according to trigger times. During the extension construction we will have Noise, Dust & Vibration monitors fitted. These will alert the site management should any of the pre-set limits be exceeded. Internally of the extension on tool extraction and Dust Cubes will be used to control airborne contaminants. As well as protecting the operative's health it will also keep the work area clean and tidy which in turn improves quality.

FIRE

Edgewater will have a walkie talkie system in place to enable fire wardens and marshals communicate effectively with each other in the event of an emergency. The muster point will be located on the car park to the front of the property, across from the site entrance. Before works commence a 'Fire Procedure' document will be prepared. This will detail the procedures to be followed in the event of a fire including; roles and responsibilities, phone numbers, details of fire marshals, fire plans, muster point, raising the alarm, CoSHH store and smoking area. Edgewater will carry out a Fire Risk Assessment before the works begin which will be reviewed regularly throughout the project. Hot works will be minimised as far as possible with working methods such as the use of crimp plumbing fitting rather than solder joints. When there is no alternative to hot work it will be controlled under a permit to work system. At least 2 appropriate fire extinguishers will be at hand. Combustible items which cannot be removed must be covered with a fire blanket.

We will use a Wireless Emergency System during the works with a base station located in the site office. This is a stand-alone system, if triggered it will sound on all work levels, site toilets, canteen and in the carpark. The system will include Call Points which are manual and will have heat detectors fitted, these provide automatic detection and will activate even no operative sees a fire – such as out of hours or break times. The system will contact the designated persons should there be an out of hours activation, this person will then contact Royal Berkshire Fire and Rescue Service.



Call Point



Heat Detector



Smoke Detector

GENERAL OPERATIONS

All staff, operatives and visitors arriving at the site will be required to undergo a site safety induction on their first arrival / visit. This induction will be conducted by the Site Manager prior to them progressing into the site. The induction will cover the site management team, a brief of the project, site rules, areas for material storage, waste area, emergency muster point location (car park) and first aid points. All site operatives will wear company ID.

Pest control will be put in place at the beginning of the works, these will be maintained as the construction works progress. This will include rat points externally.

There will parking for all vehicles in the car park to the side of the hotel. Delivery vehicles will use the area to the front of the hotel; This will help segregate the moving vehicles and pedestrians using the parking area.

Externally access will be via a tube & fitting scaffolding around the new build extension with Haki Stair. A loading bay will be created on the external scaffolding around the extension, a 17m telehandler will be used to lift materials onto the loading bay, these will primarily be roofing materials.

ENVIRONMENTAL

Any tools used for dusty works such as drilling into masonry or chasing walls will have suitable dust control. Tile / Stone / Brick cutting will have at source dust extraction or will be wet cut. Other cutting tools such as timber chop saws will have suitable LEV. The work area will be hoovered where possible to reduce sweeping and therefore reduce air borne dust. A cutting room will be set up, this will have dedicated LEV units connected to cutting equipment.

Appropriate well maintained and suitably sized tools will be selected for the job in hand, this will reduce the noise disturbance withing and around the site.

The working hours will generally be:-

Monday to Friday: 08:00 to 18.00 (Noisy Hours 09.30 – 16.30)

Saturday & Sunday: 09.30 to 16.30 (Noisy Hours 10.30 – 16.30)

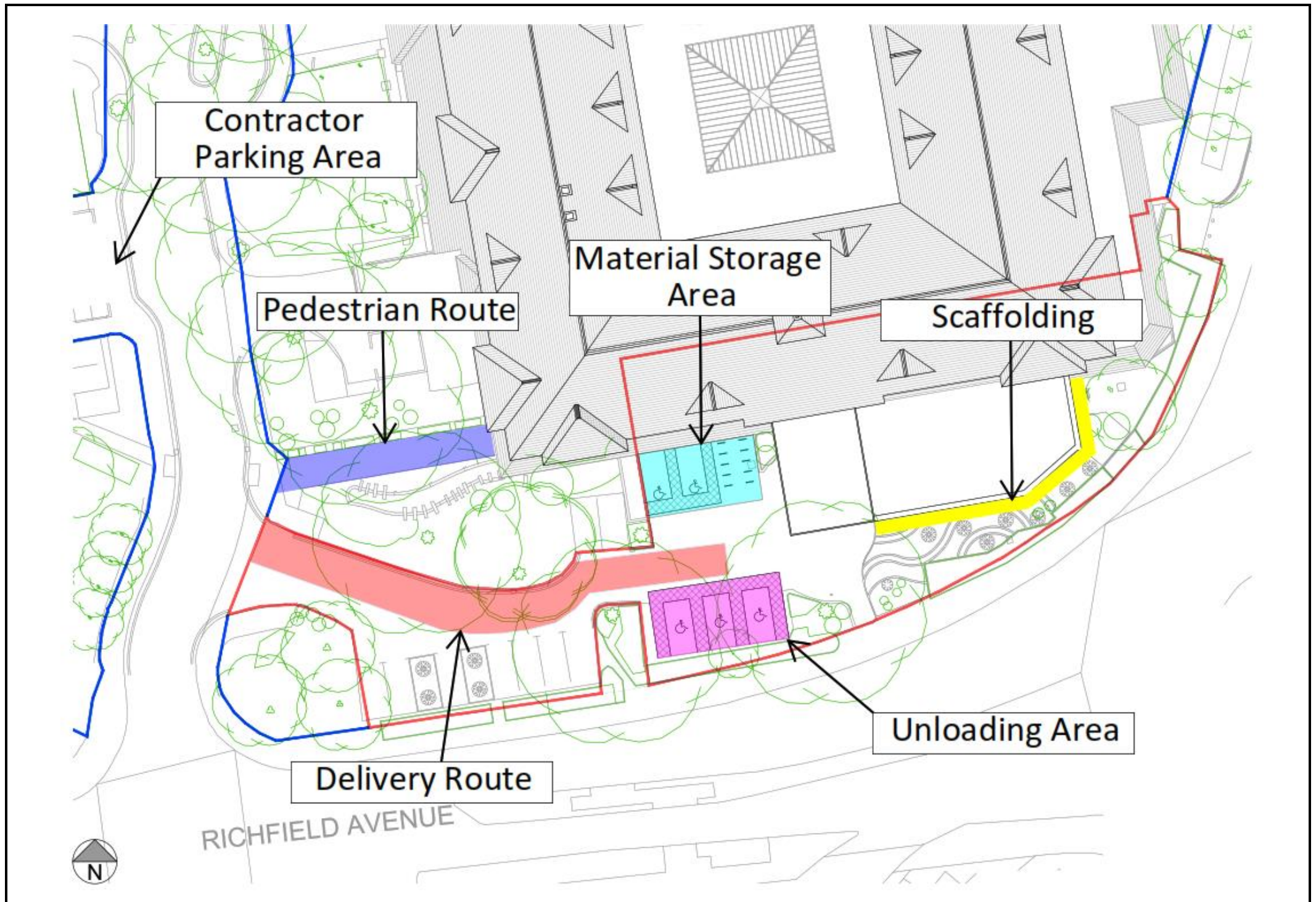
MATERIAL DELIVERY

Deliveries will be 'Just in Time' and consolidated where possible in order to reduce the delivery frequencies. Delivery timings will be coordinated to avoid vehicle queuing on the side road.

All construction vehicle movements to site will require strict control by the Site Manager and the Traffic Marshal. A Traffic Management Plan will be made readily available for all freight operators required to access the site during the procurement process.

Material deliveries to the extension will be unloaded at the extension area shown below and on the following page. All deliveries will be inspected before the items are used, they will be checked for the correct product, quality and quantity.





Neighbourhood Liaison

We will have public and passing traffic to manage. The traffic marshal will direct vehicles into the unloading area to be unloaded / loaded. The traffic marshal will pay particular attention to passing public and ensure no members of the public comes into danger, all movements will stop until the public has safely passed.

Before works begin the Site Manager will distribute leaflets to the local residential and commercial properties making them aware of the upcoming works and the site team contact details in the event of a complaint or problem. Any issues will be resolved as a matter of urgency as we appreciate the distress construction works can have on the locals. Staff will be encouraged to be courteous and respectful to neighbours and the other construction workers.

Waste Management

As industry best practice a Site Waste Management Plan shall be prepared and will be monitored and updated as required during the works. Edgewater operate the principles of the 'waste hierarchy', which is to reduce waste where possible, to re-use any waste where possible and only if the previous two options are exhausted, recycle the waste. This is communicated to all site staff through induction training, toolbox talks and information posters detailing the way in which we expect waste to be dealt with.

We are committed to sustainable waste management and our waste strategy can be simply defined in the following 4 steps:

1. Prevent/Reduce Waste
2. Reuse materials
3. Recycle waste
4. Waste to landfill as a last resort

We will work closely with our licensed waste contractors to manage any waste generated and closely monitor the recycled content and tonnages of waste removed. All waste will be removed between 09.30 and 16.30 (off peak times) to reduce the impact on the local roads. Waste will be flat packed where possible to reduce its size, making it easier to handle and in turn reduce the number of skips needed.

Quality

During the construction process, all works will be protected and secured in conjunction with the following disciplines:-

- a. Sequence/Programme of delivery and installation
- b. Method of Handling from storage to final installed position
- c. Storage and control of materials and components
- d. Installation of equipment, component, or fixture

The Site Manager will monitor the quality on site, using the Quality Inspection Reports to capture findings and ensure works are of the highest standard. The MEP Manager will ensure that all services are placed and tested as applicable in partitions and ceiling voids before these become inaccessible.

As areas are completed, they will be secured and access to these areas beyond this time will be strictly managed using a permit to work system. Access will only be permitted for defect clearance, testing & commissioning. Materials and components will always be stored in accordance with the specification and environmental requirements within a secure area.

Our Quality Management System is thoroughly embedded into daily operations and is externally certified to ISO 9001:2015.

QIWI 001 Rev 07 Quality Inspection Report (6 th June 2017) 			
Project:		Contract Manager:	
Site Manager:		Date of Inspection:	
Area / Room:		Phase:	
Completed reports to be filed in the Site File			
No.	Item Inspected	Comments	Remedial Works Required
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Other contractor activities not under the direct control of Edgewater (as applicable):			
A			
B			
C			
D			
Edgewater	Print Name	Signature	Date
Client's Representative	Print Name	Signature	Date
Contractor	Print Name	Signature	Date
Contractor	Print Name	Signature	Date

