

 Reading Borough Council		Construction Method Statement
	Job No.	2856-2022
PROPERTY SERVICES, CIVIC OFFICES, BRIDGE STREET, READING RG1 2LU	Issued Date:	31 October 2025
	Revision:	01

Project Title:	Reading Crematorium - 2022 Cremators Replacement Works
Applicant:	Reading Borough Council / Henley Road Cemetery and Reading Crematorium
Issued by:	Property Services, Property & Asset Management, Reading Borough Council, Civic Offices, Bridge Street, Reading RG1 2LU

Construction Method Statement (CMS)
 at
 READING CREMATORIUM & HENLEY ROAD CEMETERY,
 CAVERSHAM, READING

Scope of Works - Phase 2A – Reading Crematorium Redevelopment

- Building Extension: Incorporation of a new Staff Area and Funeral Director's Collection facilities.
- External Works: Construction of retaining walls and level adjustments within the Courtyard, including new ramps and staircases for improved accessibility.
- Mechanical & Electrical (M&E) Works: Installation of a Plant Room designed to make heat recovery the primary source for radiator heating and hot water supply.

Sequence of Works

- Site setup and safety induction.
- Demolition and preparation of extension area.
- Construction of new Staff Area and Funeral Director's Collection facilities.
- External works: retaining walls, ramps, and staircases.
- Installation of Plant Room and M&E systems.
- Testing and commissioning of heat recovery system.
- Site clearance and handover.

Resources

- Personnel: Site Manager, Skilled Trades, M&E Engineers, Labourers.
- Equipment: Excavators, concrete mixers, scaffolding, lifting equipment, M&E tools.
- Materials: Concrete, steel reinforcement, bricks, Stone, insulation, M&E components.

Health & Safety

- Risk Assessment Summary: Working at height, manual handling, machinery operation, electrical hazards.
- Control Measures: PPE compliance, scaffolding safety checks, permit-to-work for electrical tasks, daily site inspections.

Environmental Controls

- Dust suppression using water sprays
- Noise control by limiting work hours (08:00–17:00),
- Main demolition works are being carried out by hand for contractor to recycle. General materials during construction will be segregated on site used various skip and again segregated by waste hauler.
- Protection of landscaping and memorial areas.

Waste Management – Duty of Care

- Waste includes materials from demolition, surplus, damaged items, and subcontractor waste. All waste will be stored and transported securely, disposed of only at authorised facilities, and accompanied by transfer notes retained for two years. Skips and lorries will be covered, liquids in sealed containers, and carriers verified as registered. Documentation will include company details, site address, date, waste description, and signatures.

Traffic & Public Interface

- Vehicle access via designated routes.
- Parking in allocated contractor bays.
- No foot path will be closed or restricted during the construction

- Delivery times restricted to avoid funeral services.

Emergency Procedures

- First Aid: On-site kit and trained personnel.
- Nearest hospital: Royal Berkshire Hospital, Reading, RG1 5AN – Tel 01183 225111 Alternatively Dial 999
- Emergency Contractor contacts: Site Manager – Mobile number to be confirmed
- Emergency Client contacts: Mobile number to be confirmed

Responsibilities

- Site Manager: Overall control and safety compliance.
- Health & Safety Officer: Risk assessments and monitoring.
- Client Liaison: Communication with Reading Borough Council.