

Construction Method Statement

62 Prospect Street

Caversham

Reading

RG4 8JN

05/02/2026

1. Introduction

This Construction Method Statement is prepared in support application at 62 Prospect Street Caversham Reading RG4 8JN details provided below relates to Condition 11 on the decision notice for Full Planning Application No. PL/25/0501.

The purpose of the Construction Method Statement is to outline the approach to managing the construction works. This document includes specific comments on the site establishment, logistics and the process of managing the overall environment impact of the development. It aims to ensure that the construction works to cause the minimum disruption to the adjacent properties and residents and public.

2. Project Description

The proposal is for the construction of a single storey rear extension and change of use of the building to a 6 bedroom, 6 person HMO (Class C4).

There is no allocated street parking, but pay and display on skips.

Key issue warranting the contractor's particular attention are:

- Minimal disturbance of neighbours through noisy and dusty activities
- Avoiding any contamination.
- Management of deliveries and traffic at the rear of 62 Prospect Street in Oxford Street.
- Maintaining a Considerate Constructor's approach to the project throughout

3. Outline Method of Works

- Site Establishment

The site office will be located at the rear ground floor of the site with the access as existing.

The site will be maintained in a safe and tidy manner with the implementation of good housekeeping procedures regularly checked. Visitor reporting will be located via the site office.

All deliveries and waste collection will be from the delivery gate as seen on the Site Management Plan. A banksman will be used to manage all deliveries and collection from the construction site. No part of the public highway will be used for the storage of any plant or materials.

Parking will not be available on site but is very limited and as such all site operatives and visitors will be encouraged to use public transport or park in the public car park in Chester Street. This should not prove difficult due to the location of the site within central Reading where public transport is excellent.

No fencing or hoarding will be used.

- Demolitions

The works will be undertaken as follows:

Monday to Friday – 8am to 5pm

Saturday– 8am to 1pm

Also, on Sundays and Bank or Statutory Holidays there will be no construction operation and deliveries carried out.

Any works outside the above hours will be agreed with Local Authorities prior to commencement.

Prior to any works commencing on site an asbestos survey will be undertaken and if any asbestos is found this will be removed following the current guidelines. All services on site, underground and overground should be located and necessary action should be taken to allow the works to be carried out safely. Extreme caution should be exercised on site.

- Foundations

Traditional strip foundations will be constructed for the new rear single storey building.

Particular attention must be given to:

- Health and Safety
- Works should take place withing specified working hours
- General waste should be deposited into designated skips
- Hazardous waste, such as oil contaminated materials, used spill kits etc. shall be disposed of by a licensed carrier
- All vehicles shall not be run unnecessarily
- No concrete trucks will be used
- No wheel washing facilities will be required
- The Divisional Environmental Plan and Group Environmental Procedure – Incidents and Non-conformances are in place to deal with any environmental incidents and non-conformances

- Logistic and Deliveries

Deliveries will be programmed to minimise any disruption to the local residents and peak traffic periods around the area.

Access and egress to site would be from Oxford Street. Deliveries will be planned and managed via the site office and to ensure that they do not clash with the peak traffic times. All deliveries will be planned to arrive on site between 10am to 4pm wherever possible. All third parties will be communicated on the strict parameters of the site.

Waste material will be removed via a skip which is situated within the site as seen on Site Management Plan.

All deliveries will be called and notified to the site office and the banksman will guide them onto site, off load and guide back onto the local highway.

Materials will be delivered just in time to minimise the storage on site. Unloading and loading material and waste to and from site is located as shown on the SMP.

4. Construction Management

The following sections outline the key elements for consideration.

Many of these issues identified will be further developed and dealt with more detailed site-based method statements. Method statements will be prepared and agreed for all major site operations in advance of the relevant works commencing.

- Health and Safety

All works carried out to be in compliance with CDM 2015. Health and Safety risk assessments must be prepared prior to carrying out works. The following should be considered during construction works:

- Prevent accidents and ill health to the staff, clients, sub-contractors, third parties and members of the public.
- Achieve all works are carried out in accordance with all relevant legislation and Codes of Practice.
- Provide a place of work that is safe and without risk to health, safety and welfare to all those involved in the project and third parties.
- Consult and communicate to all those involved in the project and listen to given feedback.
- Keep possible disturbance to residents and care home staff.

- Liaison Between Parties

Staff members of the nominated contractor and the sub-contractors are required to co-operate fully with other parties involved in the projects for issues that affect health and safety arrangements on the project.

Regular projects progress meetings should be held with the client, designers and other parties involved in the project to ensure liaison between the parties involved in the project. Meeting minutes and any other relevant information should be circulated to the relevant parties involved in the project.

- Consultation with workforce

The Contractor should recognise that workforce consultation plays a key role in the effective Health and Safety management on site. At the site induction of staff members and the sub-contractors should be encouraged to make suggestions, reports any unsafe situations, near misses and communicate their concerns and ideas regarding health and safety to the site manager.

- Site Security

Visitors will be requested to identify themselves, and they will not be allowed on site until a contractor's member of Staff has greeted them.

Security and staff will make regular inspections of the site boundary to ensure no suspect package have been left unattended.

The Site Manager is responsible for ensuring the site is secure at the end of each working day, including the removal or locking down of any access ladders/ stairs.

All operatives and visitors must sign in and out from Site at all times.

- Training for people on site

Induction

Prior to any operative commencing work on site, they should receive a Health and Safety Induction Training. The Contractor should conduct training for all employees under their control plus subcontract managers/supervision who are thereafter required to induct their own work force. The Contractor should maintain a record on site of all inductions.

Risk Management

All persons associated with site activities which create significant risk of injury should be specifically briefed in the hazards and control measures applicable to the safe system of work. A record should be maintained of the briefing and training.

All persons employed as plant operators, scaffolders, etc. should be trained to an appropriate training standard, either a CITB Certificate of Training Achievement or equivalent scheme.

Tool Box Talks

Tool Box talks should be given to instruct and train employees and sub-contractors on specific site tasks as and when necessary. The Tool Box Talks should be recorded and a record maintained on site.

- Welfare facilities

Welfare Arrangements for this project are as follows:

Site Office

Washing Facilities

Toilets

First Aid

The welfare arrangements are explained to all personnel at Induction Training.

- First Aid

A suitable equipped First Aid Box, with eye washing solutions, should be available on site at all times together with a trained First Aid provider. First aid facilities will be assessed and provided as per the Health and Safety Regulations and a suitable First Aider to remain available throughout the construction process.

If for any reason the appointed First Aider is not available on site, the Site Manager will make enquiries with the other contractors on site to ascertain if they have any qualified First Aiders.

- Fire and Emergency Procedures

The arrangement for dealing with emergency situation should include detailed as follows:

Site Notice board displayed at appropriate locations will be provided with an Emergency Contact notice which will provide details of:

The person responsible for emergency contingencies

The procedure for calling Emergency Services

The telephone number of the local Hospital, Doctor, Police Station, Gas Board and Electricity Board

The name and location of First Aiders.

The Site Manager responsible for Emergency Arrangements and Muster Point arrangement should bring this to the attention of all persons at Induction Training.

A Site Fire Plan to identify the proposed Fire Escape Routes and how to raise the alarm including Fire Extinguishers should also be provided on site.

- Accident Reporting

The contractor's procedure for investigation and reporting of accidents should be detailed in Accident and Incident Reporting and Investigation Procedure.

All accidents must be investigated, and action taken to prevent a recurrence. This includes accidents or incidents involving injury, ill health and property damage. The depth of the investigation and nature of the report will depend upon the severity and complexity of the accident.

Accident investigation and reporting will be carried out by the Company Safety Advisor will assist if required and will assist if required and will always investigate and report of serious accidents.

The contractor must provide an Accident Book within the site office and within which all accidents must be recorded.

Sub –contractors will notify main contractor immediately of any major injury, dangerous occurrence or accident to a third party and they will in conjunction inform the Health and Safety Executive.

5. Site Waste Management

A Site Waste Management Plan (SWMP) should be prepared that covers the requirements of the Site Waste Management Regulations 2008.

Induction and Training

Onsite briefing via induction of project environmental consideration, risk and actions, appropriate waste separation, handling, recycling should be provided on site. Re-use and return method to be used by all parties and at appropriate stages of the project where applicable.

Toolbox talks should be carried out regularly on environmental and waste issues and all sub-contractors will be expected to attend.

Waste Minimisation

- Exploring possibility of reusing the existing and excavating materials on site
- Materials particularly timber procured from renewable sources (FCS) approved
- Where possible, plasterboard sheets are to be made to standard sizes to suit in order to reduce the amount of off cuts

All the above act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfills sites.

Segregation

A site-specific area shall be laid out and labelled to facilitate the separation of materials for potential recycle, salvage, reuse and return. Recycling and waste are to be kept clean and clearly marked in order to avoid contamination of the materials. The labelling systems shall be the Waste Awareness Colour Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct material into the correct skip. Skips for segregation of waste identified currently are:

- Wood
- Metal
- Brick/Rubble
- Canteen waste

As work progress and other trades come onto site other skips will be replaced to enable certain waste to be removed from site. This likely to include:

- Plasterboard
- Paper and cardboard

Waste Management

Waste material fall into three categories for management, these are:

Re-use: if surplus material can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from the site and they can be removed and used in their present form, they can be removed from site for reuse.

Recycle: if the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling.

Landfill: if either of the above cannot be satisfied then the only option left is to send the surplus material to landfill. However, landfill is always the last resort.

6. Environmental Impact

- Control of Noise

The activities associated with demolition and construction phase of this project will be undertaken in a manner which demonstrates the best practice and in compliance with all relevant regulations. Mitigation measures will be implemented on site to ensure any potential noise nuisance is kept to a minimum. These measures will include:

- Each item of plant and equipment will comply with the noise limits as per the relevant regulations
- Plant and equipment to be equipped with mufflers/silencers of the type recommended by the manufacturer
- Shut down all plant and equipment in intermittent use in the intervening periods between works
- Temporary electric power will be used for site welfare and power requirements during the construction phase to avoid the use of generators. If generators are required for the initial stage of site mobilisation a suitable buffer fence will be erected.
- An electric dry mortar silo will be used for bricklaying purposes
- Radios will not be permitted on site
- Prefabricated components such as trussed rafters etc. will reduce the impact of noise associated with on- site manufacture

- Health and safety audits will be carried out at regular intervals and together with toolbox talks the impact of noise pollution will be assessed during the construction of the project at the various stages to ensure the welfare of the general public and site personnel is not compromised.
- Control of dust, smell and other effluvia

By utilising the existing tarmac on site and parking areas will ensure the generation of dust through vehicular movements is kept to a minimum.

Construction Phase

- Condition of existing tarmac on site to be continually monitored
- A wheel wash facility is not practical on site, but the public highway /footway and access routes will be regularly inspected to ensure there is no transference of any dirt debris from the site.
- All skip lorries to be covered (fly screen) before leaving site
- No fires on site
- All cutting, grinding or sawing equipment to be fitted with extraction systems
- Welfare facilities to be plumbed into existing foul water system
- Control of surface water run off

The Client, Principal Contractor, and all Contractors on this project will ensure the protection and integrity of all watercourses and drainage systems by preventing any surface water run-off or potential sources of contamination from reaching watercourses / drainage systems.

All surface water drainage from impermeable areas and roads will pass through trapped gullies prior to being discharged into any watercourse. There will be no discharge of foul or contaminated drainage from the site into either groundwater or any surface waters, whether direct or via soakaways. No pumped water will be discharged into the live drainage system without having been filtered through a silt interceptor.

Sediment and silt slurries will be stored within the site or an agreed storage area, away from gullies, drains and surface water receptors, to prevent being passed into surface water drainage systems and gullies.

If silt spillage is identified, it will be treated as a priority to stop the flow and contain the spillage before it enters surface water drains or watercourses/ground.

- Site security arrangements including hoardings