



Construction Method Statement

The following information has been prepared in order that work can proceed without risk of personal injury or damage to plant or equipment on this project. This method statement will be brought to the attention of all those operatives and others concerned with this part of the project. This will be done during the Site Safety Induction Talk prior to commencement on site.

Client: HB VILLAGES

Job Description NEW BUILD OF 15 NUMBER APPARTMENTS, 3 STOREY AT THE FRONT AND 2 STOREY AT THE REAR

Summary of Risk Analysis:

1. The Site Set - Up, Material Deliveries and Traffic Management
2. Protection of Children, Residents, Visitors and Members of the Public
3. Waste
4. On-site parking (wheel wash)
5. Control of Noise, Vibration and Dust
6. Working with Powered Hand Tools
7. Manual Handling
8. Mechanical Handling
9. Procedures for dealing with fire
10. Removal of Rubbish
11. Hazardous Substances
12. Procedure for Dealing with Needles
13. SITE SECURITY (Offices, Material storage & Compound)
14. Loading and unloading of plant and material's (wheel wash)
15. Existing Railway

Method Statement

1. **The Site Set – Up, Material Deliveries and Traffic Management**

Compound Area to be confirmed this area will be fenced off with Heras fencing, and contain lockable storage containers for material storage.

Heras fencing will be placed around the compound area to prevent any unauthorised access, and suitable signage will be posted.

The welfare facilities for the site will be in accordance with CDM Regulations 2015.

The routes of least inconvenience will be used for transporting materials to and from their place of use from the compound and a scheme Traffic Management Plan and Assessment will be developed as the site progress.

Delivery drivers to the site will first report to the Site Manager. Reversing without a Banksman will not be permitted.

Delivery times will be phased to avoid high vehicular and pedestrian times as listed in the Contract Documents.

2. Protection of Children, Residents, Visitors and Members of the Public

All works must be carried out in accordance with the relevant safe systems of work. Before work commences.

Additional consideration must be given to the resident's lack of awareness of hazards involved in the work, their curiosity and any personal disablement.

Particular attention will be paid to housekeeping.

Areas where work is taking place must not be left unattended unless all tools, materials, equipment etc. have been removed or placed in a safe position.

All work will be undertaken in accordance with the Company's Policy.

3 Removal of Waste Material

Debris, rubbish etc. will be cleared daily to maintain the work areas in a clean / organised and workmanlike state, and deposited in skips, which will be transported to one of our licensed landfill sites for disposal.

The Company is registered with the Environmental Agency as required by The Controlled Waste (Registration of Waste Carriers and Seizure of Vehicles) Regulations 1991 and The Environmental Protection (Duty of Care) Regulations 1991.

Carriers Licence No. CB/JP3599UQ

4. ON SITE PARKING

Onsite parking will be provided for small amount of vehicles at the top end of the site as shown on the site layout drawing, the site will have hard core stone down so not to have any spoil spread on to road, if any vehicles were to have spoil /mud on their wheels we will supply a high powered jet wash on site to wash off any mud/spoil before going on road, off-site parking is available in neighbouring streets/roads.

5. Control of Noise, Vibration and Dust

All necessary steps will be taken to reduce noise levels from plant and machinery in accordance with The Noise at Work Regulations. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level and Personal Protective Equipment must only be employed as a last resort.

Noise assessments, where considered necessary, will be carried out by the Company Health and Safety Advisor and appropriate measures taken to protect site operatives, residents and the general public from the effects of noise.

All necessary steps will be taken to reduce vibration levels to be below the current threshold limit of 2.5 m/s^2 from tools, equipment, plant and machinery.

Those using tools which vibrate and which potentially cause ill health will be specifically trained to eliminate or reduce the harmful effects of vibration through good operating techniques and job rotation.

All necessary precautions will be taken to protect the site operatives and the general public from the effects of the inhalation of respirable dust caused by the works.

All operations, which create dust, will include a type of dust suppression technique, such as damping down or mechanical dust extraction. This applies especially to cutting or grinding operations. All operatives will be issued with and required to wear suitable goggles and masks or respirators, wherever this type of work is being carried out. Residents will be excluded from work areas where dust arises. Area to be thoroughly cleaned on completion.

6. Working with Powered Hand Tools

The majority of portable tools will be battery operated, however if electric is used the following must apply.

All portable electric tools shall be 110V rated and supplied from either a mains supply via a transformer or alternatively a generator (petrol or diesel).

Where a generator is used, consideration needs to be given to the siting of this in an attempt to reduce the effect of noise and fumes. The generator should be switched off as soon as it is not required to keep noise to a minimum.

In all cases, the trailing leads should be kept to a minimum to avoid damage to them, and possible tripping, and care needs to be taken when using cable drums or reels as they can overheat and cause fires.

Maintenance

The risks from damaged or faulty equipment or leads are HIGH and the consequences SERIOUS – therefore a PRO-ACTIVE maintenance system has been developed in an attempt to prevent accidents from happening.

All portable electric tools are inspected and tested prior to issue by our own Plant Department, and thereafter at 3 monthly intervals. The date of issue is recorded by the Plant Department and also by site to which it is issued. Should the equipment be required for an extended period, the site must return it for inspection and testing at the end of the 3 month period. The same procedure is followed for any equipment hired externally from a Plant Hire company.

In addition to the above, a responsible person on site will be allocated and suitably trained to carry out a weekly visual site inspection of all portable electric tools and leads and maintain a record for each item. This should not involve taking the equipment apart but will include checks that:

- a. the plug has a proper and correct fuse
- b. cable terminations are correct
- c. no signs of damage to tools or extension cables
- d. no ingress of liquid into equipment

Any item found to be faulty will be taken out of use immediately, reported to the Site Manager and returned to the Plant Department for repair.

Further, the actual user is asked to carry out visual checks of any item, before commencing work to ensure that:

- a. bare wires are not visible

- b. the cable covering is not damaged, free from cuts and deep abrasions
- c. plug is in good condition, i.e. casing not cracked, pins are not bent or the socket is not blocked
- d. there are no taped or other non – standard joints in the cable
- e. the cable sheathing is securely gripped where it enters the plug or equipment (the coloured insulation of the internal wires must not be visible)
- f. the outer casing of the equipment is not damaged or loose and all screws are in place
- g. there are no overheating or burn marks on the plug, cable or the equipment

Users Checklist

Disconnect before adjusting or working on machine

Disconnect when not in use

Check that colour coding are correct

Do not use “unofficial” extension cable

Do not carry out “makeshift” repairs

Report defects immediately to Site Manager and do not use

Keep machine clean and free from damp

Do not carry equipment by the cable

Do not start or stop the machine under load

Emergency Treatment for an Electric Shock Casualty

In the event of someone suffering an electric shock, the first priority for the rescuer is to avoid becoming a casualty themselves.

DO NOT TOUCH the casualty with bare hands until you have made sure that they are not still connected to the electric current in any way.

Break the electrical contact by either SWITCHING OFF the supply or wrenching the cable free.

If you are unable to isolate as above, stand on dry insulating material such as a plastic or rubber mat, wooden box or a pile of dry newspapers and then use a wooden stick, plastic implement or a length of rope to free the casualty from contact with the electricity.

Once this has been achieved, ensure there is no more danger to anyone, and send for assistance of the first aider who is always on site during working hours.

Where these portable tools are used in occupied premises, extra care must be taken to ensure that they are never left with power switched on when not attended and must be protected against interference by residents, particularly children.

Trailing leads must be kept as short as possible to avoid tripping.

7. Manual Handling

Risk assessments in relation to the handling, lifting or carrying of heavy or awkward loads will be carried out as necessary in accordance with the Manual Handling Operation Regulations 1992. Any operative involved in the operations will receive clear instructions from a Competent Supervisor before commencing and will be provided with the necessary PPE i.e. hard hat, gloves, suitable footwear and hi visibility clothing.

Copies of Manual Handling Assessments will be maintained on site in the Company's Risk Assessment Manual on site for quick and easy reference.

Materials will be delivered as close as possible to the site of use.

Wherever possible mechanical lifting aids will be employed or additional labour used to assist.

Those required to manually lift will be trained in kinetic handling techniques. No person will be expected or permitted to work beyond their physical capabilities. No work rate will be imposed on this activity.

All weights of heavy or awkward items will be made available to those concerned.

Where any lifting operations involving glass are to take place, the area will be cordoned off to prevent unauthorised access.

8. Mechanical Handling

Site supervisors must ensure that:

Each lifting operation is pre-planned and organised, taking full account of visibility, environment, proximity hazards, ground stability etc.

Only trained and certified plant operators operate machinery.

All lifting operations are under the control of an experienced slinger / signaller.

The Safe Working Load (SWL) is clearly labelled on the machine boom and in the machine cab.

Only the correct and tested chains, slings, wire ropes or webbing are used.

Any safe working load is not exceeded.

Only necessary, authorized operatives are present in the immediate lift area during any lifting operations.

All operatives involved in the lifting operation are wearing the necessary personal protective equipment (PPE) i.e. safety helmet, protective footwear, gloves and high visibility clothing.

All lifting gear is inspected regularly and maintained in accordance with statutory and manufacturer's instructions.

GSO307 register is completed every 7 days and all records of tests and certificates are available on site.

All operations of this nature are carried out in strict accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and The Provision and Use of Work Equipment Regulations (PUWER) 1998.

9. Procedures for dealing with fire

A fire risk assessment will be drawn up by the Site Manager as work commences on site, this will be discussed at induction and displayed on the site office wall.

10. Removal of Rubbish

Rubbish, debris, etc. will be collected regularly from the work area and not allowed to accumulate.

The Company is registered with the Environment Agency as required by The Controlled Waste (Registration of Waste Carriers and Seizure of Vehicles) Regulations 1991, Registered Carrier No. CB/JP3599UQ

11. Hazardous Substances

A COSHH assessment will be undertaken for all substances on site. Substances without a COSHH assessment will not be permitted to be used.

Copies of COSHH assessments will be maintained in the Company's Risk Assessment Manual on site for quick and easy reference.

The Company Buying Department will inform the Company Health and Safety Advisors of new products to be used so that the necessary assessments may be undertaken. The product hazard data sheets must also be obtained by the Buying Department.

All substances to be used on this project will be notified to the Health and Safety Advisors by the Company Buying Department.

All substances to be used by a nominated sub-contractor will be brought to the attention of the Health and Safety Department at the time of the pre-contract appraisal therefore allowing the Health and safety Advisors to assess the use of such substances.

Hazardous substances and the required control measures will be discussed during the Site Specific Safety Induction before work commences on site.

12. Procedures for Dealing with Needles

There is an obvious risk of injury and possible risk to health of persons who come into contact with hypodermic needles. The risk is low, nevertheless it cannot be discounted.

In order to minimize any risk involved, the following precautions should be taken.

All employees must be aware of the possibility of finding hypodermic syringes and needles in valve, hydrant and stop-tap boxes, any sewage or drainage system, sand piles etc and in all areas frequented by drug users.

Before reaching into any valve box etc a careful examination should be made to ensure that no syringes or needles are present. If the presence of water prevents this, then it should be pumped or baled clear.

Any employees working in areas where syringes or needles may be found must wear protective gloves at all times.

If a syringe or needle is found and cannot be handled or disposed of safely, then the nearest Environmental Health Department is to be contacted immediately, for them to deal with the situation safely.

On no account must syringes or needles be disposed of on tips or in rubbish bins or skips, they must be incinerated in a safe manner.

In the event of a puncture wound occurring, the injured person should squeeze the affected area to promote bleeding and the affected area should be thoroughly cleansed with clean warm water. The injured person must then attend the Accident & Emergency Department of the nearest hospital immediately, as immunization against Hepatitis B needs to be administered within 72 hours of the incident.

The Company Health & Safety Department and the local Environmental Health Department must be notified immediately.

13. **SITE SECURITY (Offices, Material storage & Compound)**

Site Offices & Welfare Facilities are situated at: as shown on site layout drawing

Site Material Storage & Compound is located at: as shown on site layout drawing

Traffic coming on and off site is managed via banksman and is indicated in arrows on the site plan.

Netlon/debris netting will be fastened along the boundary fence to the main road for extra security

The site compound area will be securely fenced by means of unclimbable 'Heras' type fencing, supported at the base by concrete base blocks and all fence panels secured by a minimum of two panel clips.

All other boundaries will be fenced off with high vis netting and held together with steel road pins.

Access to the compound and storage area will be provided by means of a full width access gate, which can be securely locked when the compound/storage area is left unattended and out of working hours. All necessary precautions must be taken to exclude all unauthorised persons from the compound / storage area at all times. All necessary warning signs and notices to be posted on compound gates and fencing.

All site offices, welfare and storage facilities will be located within a secure steel lockable containers, which must be kept locked at all times when not in use.

14 **LOADING AND UNLOADING OF PLANT/MATERIALS**

Loading and unloading of materials will be done via telehandler, the driver will have up to date certificate and relevant card for the machine, the driver will also be responsible for the banking of the materials vehicle on to site to the area shown on the site layout drawing for loading/unloading ,where the vehicle will be unloaded/loaded by the machine driver, he will unload/load in a safe manner and store materials in the storage area shown on site layout drawing, there is also segregation from people and moving machinery as show via a fenced off foot path on site layout drawing. Traffic coming on and off site is managed via banksman and is indicated in arrows on the site plan.

If any vehicles were to have spoil /mud on their wheels when leaving site, a high powered jet wash will be on site to wash off any mud/spoil before going on road.

15. EXISTING RAILWAY LINE

There is an existing single track railway line in the area, our site/boundary which will be fenced off, is a minimum 10meters from the existing palisade fencing of the railway boundary line.