

Lion Developments (southern) Limited

CONSTRUCTION METHOD STATEMENT

Lion Developments (southern) Limited

This Method Statement describes the management arrangements and systems of work to be adopted by Lion Developments (southern) Limited. (the Company) during the development of the land adjacent to Chandos, Elm Grove, Bognor Regis. The document will suffice for most works undertaken by the Company but will require alterations or additions for certain projects. Where additions and amendments are necessary, they will be listed at the bottom of this page and appended to the document.

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1. Preamble

- 1.1 The work to be carried out by the Company involves the erection of 1 no house, two storey single dwelling.
- 1.2 This method statement covers operations by the Company which take place on sites controlled and managed by a principal contractor.

2. Development of The Health and Safety Plan

- 2.1 Any relevant information contained within the Health & Safety Plan developed by the principal contractor must be passed to the Company for reference.

- 2.2 Copies of all relevant health and safety documentation will be retained on site by the principal contractor for reference by the Company as necessary.
- 2.3 The Company will make the following documents and information available on site, ensure that they are applicable and relevant to the project in hand and that, where appropriate, they have been passed to the principal contractor for comment:-
- (a) This method statement
 - (b) Generic and specific Risk Assessments prepared by the Company
 - (c) Evidence of training for site personnel
 - (d) Inspection records for the plant and equipment to be used
 - (e) Such other information and documentation as is necessary.

3. Site Management & Parking

- 3.1 The Company will be represented on site during working hours by an experienced foreman/supervisor.
- 3.2 The supervisor may obtain guidance from an approved Health and Safety Consultancy.
- 3.3 The Company site supervisor will be responsible for ensuring that all works carried out by the Company's employees are carried out according to this Method Statement, Health & Safety legislation, the principal contractor's health and safety requirements and their own safe systems of work.
- 3.4 All parking will be to the front of the property, this will be managed by only having a maximum of two trades on site at one time. Elm Grove has ample street parking.
- 3.5 Wheel washing facilities will be provided on site if required.
- 3.6 The groundworks supervisor will ensure that all work equipment is checked and certificated as appropriate. No work equipment will be used unless it is safe and suitable for its intended purpose.

4. Security, Storage of Plant & Materials

- 4.1 The principal contractor will be responsible for securing the site against unauthorised entry outside working hours.
- 4.2 All equipment, tools and materials supplied by the Company and/or subcontractors will be placed into safe storage whenever the site is to be left unattended. The storage of materials will be located to the rear of the site in a secured shed.
- 4.3 Additional care will be taken by the Company to ensure that loading, unloading and other hazardous operations do not take place in areas where other site contractors, members of the public and other non-construction personnel are present or may enter.

- 4.5 A site evaluation will take place on a rolling basis to ensure the site is managed in accordance with factors such as weather which are outside of the Company's control.
- 4.6 Owing to the size of the site it is deemed to be low risk; however, during demolition the following preparations will include:
1. Erection of effective barriers around dusty activities
 2. No bonfires on site
 3. Water to be used as a dust suppressant
 4. Cutting equipment to use water as a dust suppressant
 5. Skips to be secured and minimal drop heights

5. Sub Contractors

- 5.1 Where sub contractors are engaged by the Company individually on a labour only basis, they will be treated by the Company as employees for the purposes of health and safety management.
- 5.2 Sub-contractor companies will be selected after consideration of previous contracts, references and/or responses. Once selected, contractors will be provided will be advised on Health and Safety and instructed to adhere to the rules and conditions laid down.

6. Manual Handling

- 6.1 All manual handling operations carried out by Company employees will be assessed by the groundworks supervisor who will advise on the methods to be adopted.
- 6.2 Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are provided by the Company. These will be adhered to at all times by our employees, who are given free access to all health and safety information.
- 6.3 Kerbs, slabs and other heavy roadside goods will be handled using mechanical means wherever reasonably practicable. In some instances, two-man lifting may be appropriate and this will be permitted only with the express permission of the groundworks supervisor.

7. Training

- 7.1 No person will be permitted to operate any plant, machinery or equipment unless competent and authorised to do so. Where formal training and certification is required, copies of relevant certificates will be provided to the principal contractor on request.
- 7.2 All persons will be made aware of the contents of this Method Statement and instructed to work according to its requirements.
- 7.3 All site personnel working under the control of the Company will receive site training which will include reference to the following:-
- (a) The work to be carried out
 - (b) Emergency and first aid procedures

- (c) Manual Handling
 - (d) Lifting operations
 - (e) General site safety
 - (f) Information on other site activities which may affect operations
- 7.4 The principal contractor may also wish to provide induction training to Company personnel prior to them commencing on site.

8. Emergency Procedures

- 8.1 The evacuation/fire assembly point will be determined by the principal contractor and advised to the groundworks supervisor, who will ensure that this and all other health and safety information is passed to persons under his control.
- 8.2 Minor first aid will be attended to on site. The groundworks supervisor will be nominated as the person responsible for Company first-aid and emergency procedures while on site. A deputy will be appointed if it is necessary for the nominated person to leave site during working hours.
- 8.3 A first aid kit will be kept on site.
- 8.4 Company employees will be instructed to report to the appointed person if they suffer any accident or injury whilst at work. The appointed person will in turn notify the principal contractor.
- 8.5 All reportable accidents and dangerous occurrences will be notified to the appropriate bodies.

9. Personal Protective Equipment

- 9.1 ALL OUR SITES ARE DESIGNATED AS HARD HAT SITES. Operatives will therefore wear safety headgear based on risk assessments.
- 9.2 Suitable safety footwear fitted with steel toe-protectors will be worn by all company personnel. Casual shoes and trainers will not be permitted.
- 9.3 All personnel are required to wear high visibility clothing when appropriate. This clothing must be suitable for the working environment and prevailing weather conditions.
- 9.4 A supply of eye, hearing and respiratory protection and protective clothing will be made available for use where required and according to on site conditions. The wearing of PPE will be strictly monitored by the groundworks supervisor as part of his supervisory duties.

10. Road Works

- 10.1 Detailed procedures for working on public highways are contained in the company safety manual and will be adhered to at all times.

- 10.2 Signage for all but the most basic layouts will be attended to by specialist contractors who will be required to provide their own risk assessment, method statement and drawings prior to commencement on site.
- 10.3 The groundworks supervisor will ensure that he is in possession of the latest edition of "Safety at Street Works and Road Works". He will follow the guidance contained therein at all times.
- 10.4 All road sign, barriers and cones will be regularly checked throughout the working day and any repairs carried out without delay. A final check will be carried out at the end of each shift and the results of that inspection recorded.

11. Overhead and Buried Services

- 11.1 An assessment will be made on each site to establish if there are overhead or buried services that may create a hazard to operatives.
- 11.2 Should buried services be present, the following system of work, detailed within the company safety manual, will be followed:-

- i). Obtain information from principal contractor.
- ii). Consult available drawings and Utility Services to obtain information as to the approximate location of services and the feasibility of disconnecting them.
- iii). Use cable detection tools to obtain accurate information.
- iv). Mark service locations at ground level.
- v). Use hand-digging measures to expose live services.

Separate risk assessments/method statements will be prepared for operations of this nature which are considered by the groundworks supervisor to contain special risks.

- 11.3 Should it become necessary to work near or under overhead lines, the following procedure will be adopted.

The Company will not use any plant with which it is possible to approach within 6 metres of any overhead cables mounted on steel pylons unless :-

- a. A smaller clearance is permitted by the cable owners, confirmation of which must be obtained in writing.
- b. The plant is fitted with physical height restrictors.

Any work directly under or adjacent to other electricity cables may be carried out whilst the lines are live, by using a 3-ton mini-digger with a maximum boom height that cannot approach to within 2.5 metres of the cables.

All work near overhead electric cables will be carried out after due consideration of the HSE Guidance Note GS6, a copy of which will be held by the groundworks supervisor.

12. Excavation Works

- 12.1 All excavation work will be carried out according to the safe systems of work laid down by the Company.
- 12.2 Wherever reasonably practicable, the preferred method of ensuring safety in excavations will be by battering or benching.
- 12.3 Drag boxes or other proprietary support systems will be utilised where the methods considered in Para 13.2 are deemed unsuitable or insufficient.
- 12.4 A supply of other shoring materials will be available for instances where neither of the above methods for preventing collapse are suitable.
- 12.5 Ladders will be secured in convenient locations within all excavations where there is no other safe means of access/egress.
- 12.6 The Company will supply sufficient physical barriers for erection around excavations greater than 2 metres in depth. Excavations less than 2 metres in depth will be surrounded by bunting or other suitable material. The Company will be responsible for the erection and maintenance of these barriers.

13. Documentation

- 13.1 Where required, certificates of inspection, examination and testing of plant and equipment will be made available for perusal.
- 13.2 Copies of operator licences are also available for inspection.
- 13.3 All necessary statutory instruments and notices will be made available by the principal contractor.

14. Alteration and Modification of Method Statement

- 14.1 Alterations and modifications to this Method Statement will be communicated to the principal contractor, all employees and any other person who may be affected by those changes.
- 14.2 No alterations or modifications to this Method Statement will be made without prior consultation with those affected.

15. Hygiene and Welfare Facilities

- 15.1 Hygiene and welfare facilities will be provided by the principal contractor, in accordance with the requirements of the Construction (Health, Safety and Welfare) Regulations 1996.
- 15.2 Employees will be instructed to use these facilities in an appropriate manner.

16. Risk Assessment

- 16.1 Generic assessments may be modified as appropriate by the Company in order to ensure that they are relevant to operations at any particular site. It is essential that assessments are carried out and all control measures put in place before the hazard arises.

18. Communication and Co-operation

- 17.1 Prior to commencement on site, a meeting will be held and attended by all employees. The purpose of this meeting will be to ensure that all personnel are:-
- i). site inducted
 - ii). aware of the contents of this project method statement and risk assessment
 - iii). aware of the tasks which have been allocated to them and capable of carrying them out safely
 - iv). aware of the activities and locations of their colleagues and other site contractors
- 17.2 Wherever practicable, work will be rotated so as to provide all employees with ongoing experience of all aspects of the work.
- 17.3 The groundworks supervisor will attempt at all times to maintain close liaison between the Company, the principal contractor and any other site contractors. He will always endeavour not to obstruct or delay other site activities, but only where this can be achieved without compromising health and safety standards.

18. Declaration

This method statement is signed by a responsible representative of Lion Developments (southern) Limited, who agrees on behalf of the Company to comply with all requirements of health and safety law, the entire contents of this method statement, controls detailed in the risk assessment carried out for this project and any instructions given by the principal contractor or appointed safety advisers.

Signed:



Name: Shaun Theron - 12 July 2020.