Client: Birchside Management Ltd.
Project: Re-development of 5 Apartments
Address: Roseland, Station Approach, The Causeway, Arundel

Date Updated: 11th December 2017

The Construction Management Plan for

The Re-development of

Roseland,

Station Approach,

The Causeway,

Arundel

on behalf of Birchside Management Ltd.

REV 2

ARUN DISTRICT COUNCIL LY/24/17/DOC

1.0 Management

Client Contact

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Principal Contractor

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Company: BN Builders & Electrical
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2.0 Method Statement

2.1 Foreword

The purpose of this Construction Management Plan (CMP) is to ensure minimal impact of construction work on the local residents and businesses & to ensure the health, safety and welfare of all evolved in the project. The CMP provides detail of all measures that are considered appropriate at this time; however, the CMP is a live document that will evolve as necessary to address issues that may be identified through ongoing consultation with local residents, business, employees & contractors as the project progresses.

All reasonable steps will be taken to ensure the Site Health and Safety File is regularly updated as and when new information becomes available.
This document has been prepared with input from the project Principal Designer & the Health & Safety Consultant to ensure that the CMP can comprehensively address all issues that may arise during construction works. All orientations and directions within this CMP are given to when the property is viewed from the front.

2.2 Project Description

This project consists of the safe demolition of existing property in order to allow for the new construction of an apartment block which will house 5 high end residential apartments. The works will include, site clearance, groundworks, including the installation of new drainage and mains services and pad foundations.

The property is a timber frame construction and will be clad with modern facing bricks. The roof will be constructed from timber and clad with new slate. The floors will be a high end timber floor throughout, with tiles in the kitchens & bathrooms. The communal area and stairs will be carpet.

The partitions will be filled with acoustic insulation to reduce the noise transfer between rooms. The walls and ceilings will be painted to achieve an excellent finish throughout. With tiles in the kitchen & bathroom.

Throughout the building there will be the installation of new M&E services.

2.3 Access to the site and adjoining sites / land use

The site is located at the following address: Roseland, Station Approach, The Causeway, Arundel.
Below is the location plan for the project.

As shown above, the site is located directly opposite Arundel Station. Ensuring minimum disruption to commutors & business within the surrounding areas is the primary concern and so enabling traffic to flow freely past the site throughout the works is an essential objective.

Due to the site's location, construction vehicle movements will be permitted at weekends but not during public holidays and will be scheduled to take place between the hours of 09:30 and 15:00 in order to avoid peak times. Each delivery or waste away comprises two movements, one to and one away from the site and is expected to last approximately 30 minute.

Vehicles approaching the site must be travelling the safe speed limit 15mph once off of the busy Causeway Road. The vehicles hazard lights must be turned on in order to alert the vehicles travelling behind and passing that the vehicle is in the process of stopping.

It is evident that an amount of construction materials will be required to be loaded and unloaded at the site. This will involve a number of vehicle movements to and from the site.

It is anticipated that there will be a maximum of two vehicles per day leaving the site at specified intervals for varying deliveries and removals; it is not currently anticipated that any deliveries will be “abnormal loads” as defined by the Road Traffic Act 1988. Should it become necessary to deliver an “abnormal load” then this will be notified in advance to the Local Authorities/Police in accordance with the requirements of the Road Traffic Act.

Waste away will be managed either by permanent placement of a skip on the front private parking bays or on a wait and load basis, utilizing licensed waste away vehicles.

During the works, we will ensure traffic flow is maintained past the site and that at no time will access and / or egress to other vehicles and pedestrians be blocked. Marshalls will be easily identifiable wearing high visibility clothing and will be utilizing ‘STOP’ and ‘GO’ signage if necessary. We will advise suppliers and contractors as to preferred pre-arranged delivery/removal times so as to prevent unnecessary queuing of vehicles. Any vehicle accessing site without a pre-arranged time slot will be turned away and rescheduled for a convenient time.

We will be utilising the times of day that present the lowest traffic volumes with which to carry out large vehicle movements and as such believe we will reduce impact on the local environment as far as is reasonably practicable.

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Proposed illustration of site approach travelling South on The Causeway Road:

It is proposed that vehicles travelling South on The Causeway are to turn right on Station approach - Vehicles approaching the site must be travelling the safe speed limit 15mph once off of the busy Causeway Road. The vehicles hazard lights must be turned on in order to alert the vehicles travelling behind and passing that the vehicle is in the process of stopping.

Vehicle manoeuvres will be scheduled to take place between the hours of 09:30 and 15:00 in order to avoid peak times. Each delivery or waste away comprises two movements, one to and one away from the site and is expected to last approximately 30 minute.

Client: Birchside Management Ltd.
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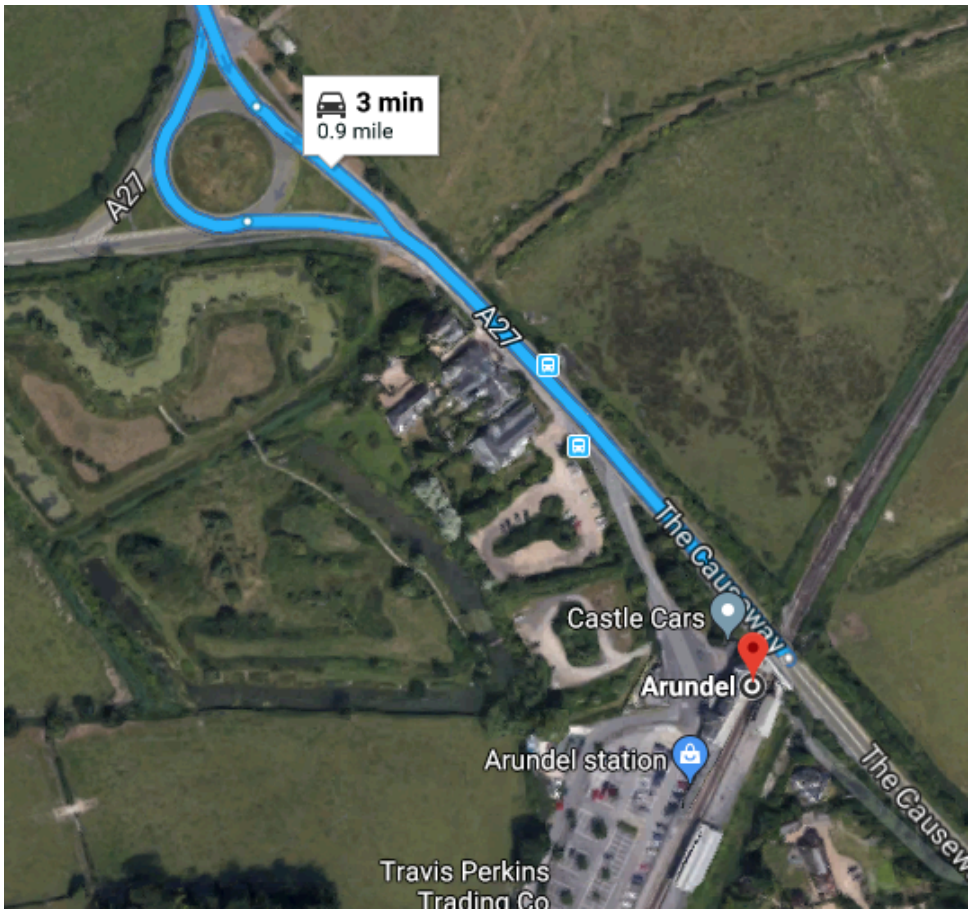
Proposed illustration of site approach travelling North on The Causeway Road:



It is proposed that vehicles travelling North on A27/ The Causeway should continue along A27/ The Causeway to the roundabout, at which point they should perform a U – Turn around the roundabout and to then travel South along A27/ The Causeway to approach the site. The vehicle will the turn right onto Station approach - Vehicles approaching the site must be travelling the safe speed limit 15mph once off of the busy Causeway Road. The vehicles hazard lights must be turned on in order to alert the vehicles travelling behind and passing that the vehicle is in the process of stopping.

Vehicle manoeuvres will be scheduled to take place between the hours of 09:30 and 15:00 in order to avoid peak times. Each delivery or waste away comprises two movements, one to and one away from the site and is expected to last approximately 30 minute.

2.3 Operator compliance and licences

We can confirm that all waste carriers for controlled, hazardous waste will be vetted and checked for correct waste carriers licences including final destination/ waste transfer station, all waste will be recorded and audited.

2.4 Residents Parking Bay Suspension

Currently there are no plans to suspend parking bays on Station Approach.

2.5 Emergency Access

In the event of a road blockage caused for instance by the mechanical breakdown of a construction vehicle, the site manager will arrange:

1. For the broken-down vehicle to be repaired at the soonest possible time in order to clear the road.

2. For emergency services to be made aware that until further notification is received that access to Station Approach will be subject to the potential of a temporary diversion.

2.6 Public Consultation and Liaison

Prior to the works commencing, BN Builders & Electrical will issue letters to neighbouring residents and business including Arundel train station, to inform all parties of the works. The letters will include a brief description of the works, with reference to the duration and programme, as well as the site manager contact details and details of delivery times.

Further to this and if required monthly letters can be produced and disrupted to all parties to inform them of the works that are due to begin that may incorporate large delivery vehicles, such as the pouring of the concrete and large steel structure deliveries.

2.6 Nosie Control

Deliveries to the site will take place between the hours of 09:30 and 15:00 and scheduled to distribute vehicle movements throughout these hours so as to avoid periods of intensive activity therefore limiting noise and vehicle emissions

Noisy work on site will be carried out in accordance with guidance provided by the local authority, e.g. restricting the hours that noisy work is carried out from 08:00 until 18:00 Monday to Friday and 08:00 until 13:00 on Saturdays, noisy operations outside these hours cannot be undertaken without prior written approval of the local authority. No noisy works should be carried out on Sundays and Bank Holidays. We will arrange for all noisy works to be

undertaken at times that least inconvenience neighbours. Noise mitigation barriers will be installed to the site perimeter, if required.

2.7 Vibration

In the case of vibration, measured vibration levels shall be compared with the criteria in BS 5228: 2009 part 2 (i.e. $1mms^{-1}$ PPV for potential disturbance in residential areas. Demolition will be carried out utilising hand held breakers Hilti TE 1000, mitigating the transfer of vibration emissions.

2.8 Nosie & Vibration

If required, noise levels will be monitored by use of a sound level meter type 2 when operative's carryout particular noisy operations identified by the need to shout to be heard from a distance of 1 – 2 meters, at 2 meters this generally indicates the lower action level of 80dba will be breached and hearing protection should be provided, at 85dba shouting from 1 meter hearing protection must be provided.

All machinery will be checked for manufactures vibration levels, operative's exposure shall not exceed 2.5m/s2 over an 8-hour day, Job rotation will be introduced if tasks are likely to expose operatives to > 2.5m/s2 over an 8 hour day, hand Arm vibration calculator will be used to record and monitor operatives contact time/ trigger time.

2.9 Minimising negative effects on the environment

• Contaminants kept on site are safely stored with the necessary procedures in place for leaks and spillages etc.
• Temporary lighting will be directional to ensure minimal light spillage across the site.
• Lighting to be used as necessary during operational working hours only.

2.10 Wheel Washing

Wheel washing is required on this project. It is the responsibility of the site manager to ensure that all vehicles leaving site have their wheels cleaned. This process can be completed by a site operative hosing down the tyres and undercarriage of the vehicle prior to their departure to ensure all mud, dirt and debris has been removed.

Once the vehicle has been cleaned the hardstanding area on which the vehicle was cleaned must be hosed down and swept clean to ensure no other vehicle that are likely to drive through these are collect mud, dirt or debris.

This is to ensure that no mud, dirt or debris from this project is transferred to the public highway.

2.11 Dust Control

Stone cutting operations will be controlled by water suppression or over tool extraction mitigating the affects of Silica dust.

At no point will fast spinning dry cutting discs be used in the open air or in any other situation whereby airborne masonry dust is generated as a result.

Summary to minimising dust and dirt pollution:

• Ensure all materials transported to and from site are in enclosed containers or fully sheeted.

• Dust screens utilised where necessary, debris netting fixed to scaffold

• Dust generating materials are to be adequately packaged.

• Ensure dust suppression measures such as water suppression & over tool extraction are used.

• Efficient management strategy for the removal of construction waste, such as plaster board or other gypsum products

2.6 Incident Control Point

The incident control point will be the pavement area opposite the rear of the property in front of the green area.

Signage displaying the ICP will be displayed throughout the site.

Incident Control Point

In the event of an emergency make your way to the ICP located to the left of the site and await a head count from the site manager.

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2.7 Emergency Route to Nearest A&E Hospital

Signage displaying the route to the nearest Accident & Emergency hospital will be displayed throughout the site. The nearest A & E department is Worthing Hospital Lyndhurst Road, Worthing, West Sussex, BN11 2DH, Tel. 01903 205111

Nearest A&E

Worthing Hospital
Lyndhurst Road
Worthing
West Sussex
BN11 2DH
Tel. 01903 205111

3.0 Operatives on Site

3.1 Operatives Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is to be SSSTS approved. Site Managers are SMSTS approved. All site operatives hold current certification and have the following training:

• CSCS certification

Example CSCS card

3.2 Effect of works on client's and/ or employees *(specialist decanting of staff etc. temporary accommodation)*

The clients will not be affected by these works as the property is currently unoccupied, with the previous occupants having moved out a number of weeks again, therefore the property stands empty.

3.3 Contractors and materials access to site

- All contractors will notify building management of their arrival
- All deliveries to be booked in with site management 24 hours ahead of time
- Site management will not arrange for two deliveries or waste away to arrive at the same time

3.4 Contractors parking

Contractors, operatives and sub-contractors are to park in the station car parking. There are pay and display space. No vehicles are to be parked outside of the site, as this may cause traffic to build up and block the access.

Arundel Station car park is shown in the map below:

3.5 Work areas access

Goods access and delivery will be via Station Approach. Vehicle manoeuvres will be scheduled to take place between the hours of 09:30 and 15:00 in order to avoid peak times. Each delivery or waste away comprises two movements, one to and one away from the site and is expected to last approximately 30 minute.

During the works, we will ensure traffic flow is maintained past the site and that at no time will access and / or egress to other vehicles and pedestrians be blocked. Marshalls will be easily identifiable wearing high visibility clothing and will be utilizing 'STOP' and 'GO' signage if necessary. We will advise suppliers and contractors as to preferred pre-arranged delivery/removal times so as to prevent unnecessary queuing of vehicles. Any vehicle accessing site without a pre-arranged time slot will be turned away and rescheduled for a convenient time.

We will be utilising the times of day that present the lowest traffic volumes with which to

carry out large vehicle movements and as such believe we will reduce impact on the local environment as far as is reasonably practicable.

3.6 Security

The affected site areas including common parts will be checked over by the site manager daily, prior to closing, together with a check on the rear access to ensure clearance / cleanliness and closure of exit door. Due to the nature of the works it is assumed no other formal contractor security provisions are required. All materials and operative's tools will be stored within the internal floor space itself.

Allowance will be made for external storage, if required.

4.0 Health & safety principles and objectives for the project

Managing Director: The managing director is responsible for this policy and its implementation, through senior management.

Project Manager: The project manager is responsible for ensuring this policy follows through on individual projects

Site Manager: The site manager will be responsible for establishing and maintaining safety standards and instructions on the particular site detailed herein, in compliance with applicable regulations and codes of practice.

Safety Reviews: Safety reviews are an ongoing procedure. The safety committee will be responsible for reviewing such procedures and for the implementation of these standards and for updating of safety training requirements for staff and its operatives.

General: It is the function of management at all levels, whether site, yard or office, to provide the right circumstances under which work may be carried out safely and all employees must be aware that they have a legal duty to work in a safe manner and to co-operate in helping to create safe working conditions.

Training: We will provide the necessary training for its own staff to enable everyone to carry out his or her responsibilities in accordance with the act.

Safety Equipment: All safety equipment is to be worn as deemed necessary in accordance with the statutory regulations by all its operatives and sub-contractors.

CDM: Implement and instruct the company's employees in the Construction (Design and Management) Regulations 2015.

5.0 Information for contractors

Providing information to sub- contractors about health & safety risks: Site Management ensure that all sub-contractors are aware of all site rules and specific health & safety Procedures applicable to the site and will provide further information appertaining to the works and items specific to the trades involved. Such as First Aid kit locations, fire extinguishers and fire exists and evacuation routes.

Evacuation from site: Site Management must make all personal aware of the procedures for evacuation in case of a fire and also ensure all routes are kept clear at all times and ensure that all fire extinguishers are in appropriate locations and are full.

Site induction: All contractors will receive site induction from the Site Manager prior to the commencement of the works in respect of the nature of the works, site restriction and health & safety procedures.

5.1 Site Rules

The site rules will be:

- Hard hats are to be worn on site at all times
- Safety footwear are to be worn on site at all times
- High viz vests are to be worn on site at all times
- Other personal protective equipment to be worn when necessary as determined by the risk assessments
- Specific site rules as required by client requirements for contractors will be issued to all site operatives. We will also run through the document and site emergency procedures with all site personnel
- Statutory site notices will be displayed within the site work area

5.2 Health & safety file

We shall provide the principal designer with all necessary information as required:

- Construction Management plan
- Risk Assessments of all contractors
- Equipment instructions all that is installed
- As built drawings
- Site induction forms
- Ste visit sheets

6.0 Sequence of operations

The sequence of operations, in accordance with the construction programme will be as follows:

1. Demolition of existing structure
2. Groundworks-
    a. Reduced level dig
    b. Foundation dig
    c. DPC
    d. Drainage
    e. Incoming services
3. Superstructure construction
    a. Brickwork from DPC
    b. Timber from construction
    c. Facing brickwork to exterior
    d. Internal partitions
    e. Internal Ceiling construction
    f. Staircase openings
    g. Fire protection
4. Roof works
5. Installation of windows & external doors
6. Installation of Oak Staircase
7. Mechanical First Fix
8. Electrical First Fix
9. Installation of subfloors throughout
10. Installation of kitchens
11. Installation of bathrooms
12. Closing up of partitions
13. Plastering throughout
14. Mechanical Second Fix
15. Electrical Second Fix

16. Decoration throughout
17. Floor & Wall Finishes
    a. Timber Flooring
    b. Tiling to kitchens & Bathroom Walls and Floors
    c. Carpet to communal areas
18. Landscaping
19. Testing & Commissioning of plant and equipment
20. Snagging
21. Handover/ Completion

7.0 PPE Requirements

- Hard Hats
- Safety Boots
- Hi Vis Vest
- Safety Gloves
- Hearing Protection
- Safety Glasses

8.0 Hazardous Substances

9.0 Working at Height

When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.

10.0 Tools and equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment. Refer to risk assessment specific control measures for any tools & equipment.

- Hand tools
- Impact Drivers
- Multi-Tools
- Skill Saws
- Circular Saws
- Jig Saws
- Table Saws
- Angle Grinders
- Nail Guns
- Mitre saws
- Routers
- Step ladders/podium steps/access towers
- Power tools (battery & 110v)
- Digital volt/Ohm/Amp meter
- Pipe bender & cutter
- Insulated rubber mats and gloves
- Jig saw
- Mini Digger / JCB
- Reciprocating saw
- Step ladders/hop ups/podium steps/access towers
- Mixing equipment or plant

11.0 COSHH register

All work will be undertaken by competent persons with experience of the type of work described, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this CMP and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statements cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

Appendix A - Risk assessment

A. 1 - Risk matrix

(see separate document attached)

Appendix B – Method Statement

B. 1 - Excavation

Method Statement – Excavation

Skip deliveries & muck away

Note. All deliveries require a 12hr notice. Deliveries will be made from Station Approach, through the double entrance in the hoarding, the vehicle will be directed to the unloading area by the designated banks man, were the vehicle will be unloaded by the site team, with the appropriate equipment.

All vehicular manoeuvres will be supervised by a responsible Marshall/ Banksman in accordance with the traffic management plan. This would ensure that delivery and waste away can safely and efficiently have access to the site to drop off and pickup skips, minimising the impact of parked lorries. During these times of loading and unloading it would be necessary to erect suitable barriers and signage, and remove again when no vehicles are present to minimise disruption to pedestrians and vehicles.

Site manager will advise suppliers and contractors as to preferred pre-arranged delivery/removal of the skips

Isolation of services, Electric, Gas & water

The area to be under pinned had previously under gone pilling & excavation, however the intended excavations will be CAT Scanned, & all possible services identified services.

Storage of Tools & Equipment

All hand tools and equipment will be placed into the secure lock-up at the end of each working day.

Hot works

Portable Abrasive Wheel disc cutters shall be used only with a hot works permit; a Hot Works Permit is to be sought from the site management.
Any other type of hot works which may create heat and or sparks is to be notified immediately to the site management.

Constricted assess & egress to the work site, actual work site with adequate natural ventilation & head height

Confined space working

All areas will be surveyed prior to the works commencing, defining the overall stability, and the need for temporary works or shoring if any.

The area to be under pinned will be marked out referring to the correct drawing supplied by the 800 designer, adhering to the sequencing identified on the drawing and scope of works.

The concrete slab/ capping beam will be broken up in the immediate area by use of hand held breakers, recording trigger times as per vibration risk assessment additional gloves, eye protection & hearing protection must be worn.

Excavation

Excavation of site spoil will by use of hand tools, removal will be via team lifting utilising manual handling techniques extra man power with rubble bags. Persons may carry approx 25 kg or what that person feels comfortable with taking into account task, load and environment, heavier items will be handled between two operatives using team lifting techniques with a nominated person issuing instructions.

The wall shall be excavated in 1 meter segments down to the required depth, and excavated back to the required dimension underside of the existing footing.

The excavation shall allow room for ground workers to access the excavation. No worker shall enter an excavation that is not stable or supported if necessary.

Excavations shall be inspected on a daily basis by site manager/foreman.
The excavations will have adequate segregation deterring third parties

The shutter to the underpin shall be made of plywood, propped off the sheets of ply lining the edges of the excavation.

Once the shutter is in position, all workers will exit the excavation and a shoot shall be positioned for concrete to enter underpin via a window box 75mm beneath the underside of the existing masonry wall. The pin will be poured by hand

Cement mixers if 110v will be checked, before use and only used if a valid PAT sticker is displayed.

Manual handing / only mix concrete in small quantities easy to handle between one or two men.

Additional PPE requirements are dusts masks, eye protection, gloves & barrier creams.

Good house keeping will rules will be followed, and debris kept to a minimum during the shift.

Once all concrete is poured, levelled, and vibrated if required, all plant and equipment is to be cleaned
Once the concrete has cured, the appropriate gap between the top of the concrete pin and the underside of the footing shall be dry packed.

Once the dry packing has cured, the process shall be repeated on another section of the wall at the distance and sequence specified, away from the last poured pin. The pins shall be poured one at a time giving adequate time for the concrete to cure in between.	
Personnel: 4/ 6 operatives	
Supervision: Billy Nicholls	
Plant / Equipment: Hilti breaker, Concreting hand tools, concrete mixer Plant / Equipment Test Certification: PAT test certificate/ sticker required for portable electric equipment & cement mixer	
Others at risk: All Personal	
COSHH: Cement	
Confined Spaces: Yes	
Noise: Yes	
Vibration: Yes	
Manual Handling: YES	
Fire: YES	
Waste Management: Controlled waste only	
Control Measures 1 Risk assessment 2 Site Induction 3 Tool box talks 4 Forced air extraction 5 plant register 6. excavation register	
PPE 1 Hard hat 2 steel capped shoe/ boot 3 Eye protection 4 Gloves (heat resistant) 5 High visibility vest 6. Face mask. 7. Hearing protection	
Monitoring/ Site Manager	Site manager Billy Nicholls

B. 2 – Installation of timber stud work & plasterboard

Method Statement – Stud Work & Plasterboard

Delivery

Note. All deliveries require a 12 hr notice. Deliveries will be made from Station Approach, through the double entrance in the hoarding, the vehicle will be directed to the unloading area by the designated banks man, were the vehicle will be unloaded by the site team, with the appropriate equipment.

Unloading

Lorry/ Trailer will be placed to enable delivery pallets to be off loaded with use of haulage supplied hiab.

Pallet trucks will be utilised to move the palletised material to the storage area between two operatives, the load on the pallet may have to be split between two operatives to reduce the load.
Persons may carry approx 25 kg or what that person feels comfortable with taking into account task, load and environment, heavier items will be handled between two operatives using team lifting techniques with a nominated person issuing instructions.

Plaster boards must be carried between two operatives, up stair cases, as above utilising team lifting.

Position, fix top, bottom plates and fix uprights

Make sure work area is free from all tripping hazards, mark out position of Partition, if using steps to mark out the soffit, one man must foot the bottom of the steps, whilst the other marks the soffit.
Between two operatives, fix the top plate in position using 110v hammer drill and or battery drill and a mechanical fixing into the soffit depending on substrate, eye protection must be worn.
Fix the bottom plate to floor slab this operation can be carried out by one man, using a battery operated drill and or 110v hammer drill depending on substrate.

Operatives must consult the supervisor before usage of power tools to obtain the vibration values and trigger time for that particular power tool, after use operatives must inform the supervisor, of the total trigger time to allow for recalculation of remaining trigger time, vibrations gloves may be provided.

Cut timber studs/ uprights to the required length, either by hand saw or chop saw, if using a chop saw, refer to the risk assessment provided.

Position, fix plaster boards, insulation

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Position and fix timber studs at appropriate centres, to facilitate the plasterboards, fix timber studs in position with a mechanical fixing, utilising a battery drill Plasterboards to be fixed in place between two men, one man to position the board using a foot lever, the other to fix the board using a battery drill. Operatives must wear a face mask. Complete one side of the partition in plaster board, apply insulation to the partition void, operatives must wear paper suits, dust mask, gloves and eye protection. Complete the remaining side of the partition with plasterboard as above.
Personnel: 4 operatives
Supervision: Billy Nicholls
Plant / Equipment: Podium steps/ Trade steps, hop ups (< 500mm), impact drivers, levels, Drills Plant / Equipment Test Certification: PAT test certificate/ sticker required for portable electric equipment
Materials: Plasterboards, timber studding
COSHH: Yes
Working at height: Yes
Vibration: YES
Manual Handling: YES
Fire: YES
Waste Management: Controlled waste only, plasterboard waste to segregated and place in the skip designated as plaster board only
Protection of public: Banks man
Control Measures 1 Risk assessment 2 Site Induction 3 Tool box talks 4 Scaffold/ Podium Steps/ Trade steps/ Hop Ups 5 Reduced voltage tools 6 Pallets trucks 7 Board trolleys
PPE 1 Hard hat 2 steel capped shoe/ boot 3 Eye protection 4 Gloves (heat resistant) 5 High visibility vest 6. Face mask

Monitoring/ Site Manager	Site manager Billy Nicholls

B. 3 – Brickwork

Method Statement – Brickwork

Delivery

Note. All deliveries require a 12 hr notice. Deliveries will be made from Station Approach through the double entrance in the hoarding, the vehicle will be directed to the unloading area by the designated banks man, were the vehicle will be unloaded by the site team, with the appropriate equipment.

Lorry/ Trailer will be placed to enable delivery pallets to be off loaded with use of haulage supplied hiab

Unloading

During these times of loading and unloading it would be necessary to erect suitable barriers and signage, and remove again when no vehicles are present to minimise disruption to pedestrians and vehicles.

The Site Manager will advise suppliers and contractors as to preferred pre-arranged delivery/removal of the skips

Storage

Storage of materials and equipment, unwanted pallets will be removed from site
When storing materials, equipment, and good house keeping procedures will be followed, packaging will be skipped in the correct waste container as instructed by the site manager.
Escape routes will be kept clear to enable emergency evacuation.

Materials will be stacked, and the load will be spread over the area evenly to distribute the weight.

Work areas/ scaffold may be loaded out by hand using brick / tongs or concrete block handles, Persons may carry approx 25 kg or what that person feels comfortable with taking into account task, load and environment, heavier items will be handled between two operatives using team lifting techniques with a nominated person issuing instructions.

Bricks/ Blocks to be covered with tarpaulin when stored on site to prevent taking up water.

Trolleys to be used for moving loads of bricks/blocks around the site.

Cutting Bricks

The preferred method of cutting bricks is by use of a masonry saw or block splitter, Operator must wear eye protection as well as the minimum requirement for PPE.

If wet cutting, machinery should be inspected for any electrical faults and must have a valid PAT test.

Area will be free of debris and hoarded off to other site users.

Operator will be trained in its use and wear additional eye protection, ear protection, appropriate dust masks and gloves, before work use a proprietary barrier cream.

Dry cutting is permitted, but only for shot term / remedial work.
Dust suppression must be incorporated either with a pressurised bottler of direct water feed, eye protection, appropriate dusts masks, ear protection and the minimum required PPE will be worn, and all other operatives will be excluded from the area.

Mixing of concrete

Cement mixers if 110v will be checked, before use and only used if a valid PAT sticker is displayed.
Manual handing / only mix mortar in small quantities easy to handle between one or two men.
Additional PPE requirements are dusts masks, eye protection, gloves & barrier creams.
Good house keeping will rules will be followed, and debris kept to a minimum during the shift.
Extra PPE requirements will be PVC gloves and use of a barrier creams before any works take place.

Laying Block Work

If working from a trestles, the trestles will be checked before any works takes place, all proprietary guard rails & access will be in place before any works takes place, the work area must be level and free from debris.
Industrial type trade steps complying with EN131 & aluminium tower erected by PASMA trained persons may also be used

Work areas may be loaded out by hand using brick / tongs or concrete block handles, "DO NOT OVERLOAD THE WORKING PLATFORM IF WORKING FROM TRESTLES", Persons may carry approx 25 kg or what that person feels comfortable with taking into account task, load and environment, heavier items will be handled between two operatives using team lifting techniques with a nominated person issuing instructions

Personnel: 3 operatives
Supervision: Billy Nicholls
Plant / Equipment: Pallet trucks, sack trucks, Tube & fitting independently tied scaffold, aluminium towers, Trestles with proprietary hand rail system, Trade steps, 110 v cement Mixers, masonry saw, block splitter
Plant / Equipment Test Certification: PAT test certificate/ sticker required for portable electric equipment
Materials: Sand, Cement, engineering bricks, blocks bricks etc
Others at risk: All Personal
COSHH: Yes
Working at height: Yes
Manual Handling: YES
Fire: YES
Waste Management: Controlled waste only,
1 Risk assessment 2 Site Induction 3 Tool box talks 4 Trestles/ Trade steps

5 Reduced voltage tools 6 Pallets trucks/ sack truck 7 Masonry Saw/ block splitter. 8 Independently tied tube & fitting scaffold
PPE 1 Hard hat 2 steel capped shoe/ boot 3 Eye protection 4 Gloves (heat resistant) 5 High visibility vest 6. Face mask. 7. hearing protection
Monitoring/ Site Manager: Site manager Billy Nicholls

Appendix C – Programme

(see separate document attached)

Appendix D – F10

(see separate document attached)