

# PlanningApplications.com

## **Construction Method Statement**



Project Name: Coombe House

Site Address: 9 Coombe House Devey Close KINGSTON KT2 7DT

Prepared By: PlanningApplications.com

Date Prepared: 11 JULY 2019





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## **Project:** 9 Coombe House Devey Close KINGSTON



### 1. INTRODUCTION

The purpose of the Construction Method Statement is to outline our approach to managing the construction works for 9 Coombe House, Devey Close KINGSTON. This document includes specific comments on the site establishment, logistics, and the process of managing the overall environment surrounding the property. It will also ensure that the construction works cause the minimum disruption to the adjacent residents with a safe working and living environment maintained. The agreed contents of the Construction Method Statement will form part of the development plan and will be agreed with the FREEHOLDERS of Coombe House Devey Close KINGSTON. The Plan will constantly be reviewed and any changes or improvements will be added and agreed with the FREEHOLDERS and the Plan revised and re-issued.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development. This Construction Method Statement is subject to third party approvals and therefore amendments are likely. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the design team and the Client. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops. Particular attention will be paid to ensure that the neighbours are kept appraised of progress and future works on the project. The information provided in this document is an overview of the key project activities at Coombe House. Generic statements herein are to be further developed into plans, procedures, and detailed method statements as the project develops.

This Plan is to inform interested parties. It will be used as the background for the detailed construction method and risk assessments and will be included in all specialist trade contractor portions of the works.

#### 2. DESCRIPTION OF PROJECT

9 Coombe House is a two storey apartment that forms 1 of 10 units in a previously converted detached property comprising, ground, first and second floors. The building is Listed. The building is situated within a Conservation Area near the junction of Coombe Lane West (A238), that is near to the A3 Kingston Bypass.

The works comprise of removing the existing kitchen window and replace with a patio door (to match existing timber frame size and profile/finish) that leads to a private roof terrace belonging to flat 9. A new kitchen is to be installed. Both bathrooms are to be replaced with new suites & tiles to floors and walls, and all rooms redecorated. The floor carpets are to be removed throughout to expose the original timber floors.

The property has front access to a large hard-standing with vehicular access. Flat 9 has its own parking space.

The works are scheduled to last for 6-8 weeks.

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#### 3. OUTLINE METHOD OF WORKS

### **GENERALLY**

The proposed site plan relating to this proposed outline method of works is detailed upon drawings A101-020-01 to A101-020-07 inclusive and is included in Appendix 01 of this Construction Method Statement (CMS).

The proposed preliminary programme (Time Table) for the works setting out the timescales envisaged for the works is included under Appendix 02 of this Construction Method Statement (CMS).

### **REVISIONS TO THE CONSTRUCTION METHOD STATEMENT**

This CMS has been developed having regard to the requirements of the FREEHOLDERS and the concerns of adjoining owners and FREEHOLDERS. How these requirements and concerns have been addressed are set out a document entitled 'Response to Statutory and Third Party Consultees'.

Outline details of the proposed Construction Method are set out below:-

#### SITE ESTABLISHMENT

A skip will be placed only in the allocated parking space for flat 9. All building waste and dust will be cleared up and kept in a clean and tidy condition throughout the works. All communal areas affected will be regularly checked and maintained in a clean and tidy condition and signage will be positioned so it is clearly visible to warn members of the public of any potential hazards surrounding the site.

The communal areas, entrance hall, stairwell and landing will be protected with dust sheets and unobstructed at all times. The site will be maintained in a safe and tidy manner with the implementation of good housekeeping procedures regularly checked by our Health and Safety Advisor on fortnightly site inspections and be set up with temporary water and drainage throughout the duration of the works.

#### **SCAFFOLDING**

No scaffolding will be used.

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### **DEMOLITION (stripout)**

The works will be undertaken in accordance with the Local Authority hours of permitted working as below:

- Monday to Friday 8am to 5pm
- Saturday 8am to 1pm
- Sunday and Public Holidays no working

Throughout the demolition works we will endeavour to comply with the guidance provided in BS 5228: Parts 1 and 2 (1984) and part 4 (1986) with regard to noise control during construction and wherever possible use methods to minimise disruption to our neighbours.

Demolition material will be removed via skips situated in the parking bay outside the property for the duration of the works loaded by hand.

### **INTERNAL WORKS**

The internal works comprise the complete refurbishment of the first and second floors of the existing building and renewal of all bathrooms and kitchen.

Deliveries will be via delivery vehicles to the front hard standing and avoid blocking the access road. Waste

materials will be removed by way of skips located in flat 9 parking bay for the duration of the works.





### 4. CONSTRUCTION MANAGEMENT ACTION PLAN

The following sections outline the key elements for consideration. This document demonstrates our commitment to manage, control, and where possible mitigate our impact on the local community and infrastructure.

Many of the issues identified will be further developed and dealt with in our 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.

### PROJECT SPECIFIC HEALTH AND SAFETY

IDENTIFIED H&S RISK	SUGGESTED CONTROL MEASURE
Hours of Working	Normal construction site hours:  8.00 am to 5.00 pm – Monday to Friday 8.00 am to 1.00 pm – Saturday No working on Sundays and Public Holidays
Noise and Vibration	Work in accordance with the recommendations of BS 5228-1, Control of Noise at Work Regulations 2005 and the Noise Service  The contractor will consult with adjoining neighbours and agree, if possible, certain times of day when noisy work is minimized.
Asbestos	An asbestos survey will be carried out and any asbestos contaminated materials will be removed prior to commencement of any works on site.
Existing Services (Under-ground, Over-ground)	All existing services will be serviced prior to commencement of any works on site.
Deliveries/ Storage/ Removal of Materials	Please refer to the Construction Traffic Management Plan
Existing Occupancy	The property will be unoccupied throughout the duration of the works.
Dust	All dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression systems. Site operatives are to wear suitable PPE/RPE where the levels of dust cannot be controlled ensuring exposure is well within legal limits.
Work with Ionising Radiation	We do not anticipate any hazard from ionising radiation; however any activity involving the release of ionising radiation will be notified and carried out in accordance with

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	the HSE approved code of practice.
UV protection	UV protection from the sun is provided indirectly by the site rules requiring safety helmets and appropriate clothing with no shorts or bare tops. If necessary additional guidance will be provided in accordance with the HSE approved guidance.
Control of lifting operations	Our lifting operations procedures are contained within our HS1-02_ H&S Policy_ Responsibilities and Arrangements_ Nov_2010 item 2.22 document. Specific lifting operations will be controlled through risk assessments and method statements.
Work in excavations and poor ground conditions	Our health and safety procedures for work in excavations and poor ground conditions will be controlled through risk assessments and method statements appropriate to the specific situation and will be in accordance with the HSE approved guidance.

### **H&S OBJECTIVES/STANDARDS FOR THE PROJECT**

#### **H&S Objectives / Standards**

PlanningApplications.com aims to achieve the following objectives/standards while carrying out the construction work for this project.

- Prevent accidents and ill health to our staff, client, (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.
- Subscribe to and maintain the standards set out under the Considerate Contractors Scheme.

#### **Project Specific Objectives / Standards**

- No RIDDOR reportable accidents.
- Keep possible disturbance to local residents, businesses and general public to absolute minimum.

#### **LIASON BETWEEN PARTIES**

#### Liaison with Parties Involved in the Project

Staff members of PlanningApplications.com 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 project progress meetings will 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 will be circulated to the relevant parties involved in the project.

#### **Liaison with Parties Outside the Project**

PlanningApplications.com will ensure that regular liaison is carried out between the site and local residents.

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#### **CONSULTATION WITH WORKFORCE**

PlanningApplications.com recognises that workforce consultation plays a key role in the effective health and safety management on site. At the site induction PlanningApplications.com staff members and the sub-contractors will be encouraged to make suggestions, report any unsafe situation, near misses and communicate their concerns and ideas regarding health and safety to the site manager. The company will take into account any reasonable request made by the staff member or the sub-contractor regarding health and safety matters on site.

PlanningApplications.com Health and Safety Committee include representatives from site staff. Site staff can approach their representative to identify or flag up any issues relevant to site health and safety.

#### **SELECTION OF (SUB-) CONTRACTORS**

PlanningApplications.com recognises the legal requirement to ensure that sub-contractors appointed directly the company have the necessary health and safety competence and resources to carry out their work in a safe manner.

The company maintains an Approved List of Sub-contractors (works contractors and designers), from which the sub-contractors are selected and appointed.

Any prospective sub-contractor not already approved by the company will complete an appropriate Sub-contract Health and Safety Questionnaire which will be appraised by management. This requirement relates to the first application to be included on the Approved List, thereafter re-submissions will be at the company's discretion.

Sub-contractors are prohibited from further sub-contracting any work without the written authority of the company and only then to contractors who meet the pre-qualification criteria.

### **H&S INFORMATION FOR (SUB-) CONTRACTORS**

Sub-contractors have been issued with relevant health and safety information during the tender process to allow them to resource and plan their works accordingly.

The Health and Safety Conditions for Sub-contractors have been issued to every sub-contractor and is applicable to this project.

Every sub-contractor will attend a pre-start meeting at which the sub-contractor Quality and Safety Summary is completed to identify duty holders, allocate responsibilities, record common facilities and identify high risk activities and associated controls.

Everyone prior to starting work on site will receive Induction Training at which time all appropriate health and safety information will be given.

In addition to the daily management and monitoring of site activities there will be specific Progress Meetings where health and safety will be discussed, Health and Safety Meetings where Sub-contractors and the workforce will be consulted and there will also be briefings for all personnel engaged in high risk activities.

### **SITE SECURITY**

- Visitors will be requested to identify themselves, and they will not be allowed on site until a PlanningApplications.com member of staff has greeted them.
- All other entrances and exits to the site will remain secured at all times.

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- Security and staff will make regular inspections of the site boundary to ensure no suspect packages have been left.
- The Site Manager is responsible for ensuring the site is secure at the end of each working day, including the removal of any access ladders.

### TRAINING FOR PEOPLE ON SITE

#### **INDUCTION**

Prior to any person commencing work on site they will receive Health and Safety Induction Training.

PlanningApplications.com will conduct training for all employees under their control plus for sub-contract management/supervision who are thereafter required to induct their workforce. PlanningApplications.com will maintain a record on site of all Induction Training.

#### **RISK MANAGEMENT**

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

#### **SPECIFIC TRAINING**

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

#### **TOOL BOX TALKS**

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

### **WELFARE FACILITIES**

Welfare arrangements for this project are as follows:

- Mess room
- Boiling water
- Washing facilities
- Toilets
- First Aid

Where sub-contractors provide their own facilities they are in line with the conditions brought to their attention by issue of Health and Safety Conditions for Sub-contractors. The welfare arrangements are explained to all personnel at Induction Training.

#### **FIRST AID**

A suitably equipped First Aid Box, with eye washing solutions, will be available on site at all times together with a trained First Aid provider. If and when a contractor is required to work on site when PlanningApplications.com First Aider is not available, enquiries will be made with those contractors to ensure the availability of a First Aider or an Appointed Person (EFAW). First aid facilities will be assessed and provided as per the Health and Safety (First Aid) Regulations 1981 and a suitable First Aider to remain available throughout the contract. 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**

PlanningApplications.com arrangements for dealing with emergency situations are detailed as follows:

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Site notice board displayed at appropriate locations will be provided with an Emergency Contacts 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 arrangements will bring this to the attention of all persons at Induction Training.

The company has developed a Site Fire Plan to identify the proposed Fire Escape Routes and how to raise the alarm. Fire Extinguishers will also be provided on site.

### **ACCIDENTS REPORTING**

PlanningApplications.com procedures for investigation and reporting of accidents are detailed in the 'Accident and Incident Reporting and Investigation Procedure'.

All accidents will 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 Site Management: however the Company Safety Advisers will assist if required and will always investigate and report of serious accidents.

Through Induction, Pre-Start Meetings and by issue of Health and Safety Conditions for Sub-contractors, all persons on site are informed of the procedures for accident reporting.

PlanningApplications.com will provide an Accident Book (B1 510) within the site office and within which all accidents must be recorded.

Sub-contractors are responsible for investigating and reporting accidents under their control. They will submit PlanningApplications.com a copy of all RIDDOR Reportable Accidents (F2508 and a full report if requested).

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

#### **RISK ASSESSMENTS (RA)**

For the usual activities involved in the construction projects the company has carried out Risk Assessments for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and safety risks, which are not covered in the company Risk Assessments for Site Based Activities, the company will develop specific Risk Assessments and Method Statements as listed in section 20 below. All sub-contractors are required, prior to commencing work on site, to provide Risk Assessments for their activities on site. Their Risk Assessments are included in the File available on site. These risk assessments will be checked by the site and contracts manager for compliance with PlanningApplications.com procedures, and monitored by the director responsible for health and safety.

#### **METHOD STATEMENTS (MS)**

For the usual activities involved in the construction projects the company has carried out Method Statements for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and

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safety risks, which are not covered in the company Method Statement for Site Based Activities, the company will develop specific Risk Assessments and Method Statements as listed in section 20 below. All sub-contractors are required, prior to commencing work on site, to provide Method Statements for their activities on site. Their Risk Assessments are included in the File available on site. These method statements will be checked by the site and contracts manager for compliance with PlanningApplications.com procedures, and monitored by the director responsible for health and safety.

#### **SITE SPECIFIC RA AND MS**

The specific Risk Assessments (RAs) and Method Statements (MS) are proposed to be developed as the project progresses. The currently envisaged list of site specific Risk Assessments (RAs) and Method Statements (MS) is provided in Appendix 1. Please note that this is in addition to company site based Risk Assessments and Method Statements (as mentioned in section 18 and 19 above).

### **COSHH ASSESSMENTS**

Where harmful substances cannot be substituted with less harmful substances, each sub-contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the sub-contractor responsible shall produce a task specific COSHH Assessment and issue a Material Data Sheet for the substance. These will be maintained within the project office.

When using hazardous substances the sub-contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

For the usual activities involved in the construction projects the company has carried COSHH Assessments which are included in the Site File. SafeScope (external Health and Safety Advisors) will be responsible for carrying out further COSHH Assessments as required for any additional substances used on the project.

#### **ARRANGING FOR MONITORING**

PlanningApplications.com arrangements for monitoring site health and safety are as follows:

- Site Management and supervision are responsible for ongoing monitoring of health and safety.
- The site based Management Safety Representative is responsible for monitoring health and safety and in particular he will conduct a weekly formal inspection.
- The Company's Health and Safety Advisers will visit site on a regular basis and will conduct formal audits and inspections.
- All accidents and incidents will be investigated and recorded as per the detail in the Health and Safety.
- Progress meetings will be held at which the health and safety performance will be reviewed.
- At contract completion a review of the Safety Management System and performance of Subcontractors will be undertaken.
- Our site safety inspections procedures are contained within our HS1-02\_H&S Policy\_Responsibilities and Arrangements\_Nov\_2010 document. These requirements are implemented and managed on each site by the site manager, and monitored by the director responsible for health and safety.

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Following inspection of site, documentation systems will be inspected and all results recorded on approved forms. White copy will be left on site, green copy will be sent to PlanningApplications.com office and yellow copy will be retained by advisor as record. This information is collated and monitored through a meeting of our health and safety committee every three months to ensure we continue to meet and improve on our targets in practice. Copies will be provided to Client, Contract Administrator and CDM coordinator.

### **HEALTH AND SAFETY FILE**

PlanningApplications.com will liaise with the Client/Employers Agent and CDMC on the content and compilation of the Health and Safety File for those aspects of the project under its control with reference to the tracking schedule.

Sub-contractors will be consulted and instructed on the compilation of those aspects for which they are responsible.

We confirm that the CDM Coordinator will prepare the Health and Safety File. Information for the Health and Safety File shall be issued direct by PlanningApplications.com to the CDM Coordinator (i.e. not via a third party).

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### 5. SITE WASTE MANAGEMENT PLAN

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

Refer to sections 7.7 and 15 of the Ground Investigation Report J14027 completed by GEA in March 2014 which states non-hazardous waste may be disposed of and clean excavated material may be able to be disposed of as inert waste. Further WAC sampling may be required to facilitate this classification.

A brief description of what the SWMP includes is listed below:

#### **MANAGEMENT**

The Contracts Manager is the Environmental Co-ordinator of the project and as such is responsible for ensuring the instruction of workers, implementation and overseeing of the SWMP.

The Contracts Manager will monitor the effectiveness and accuracy during the routine site visits.

### **DISTRIBUTION**

The Project Surveyor shall distribute copies of the SWMP to the CDM Co-ordinator, Client; Site Manager and each sub-contractor where relevant/applicable. This will be undertaken every time the plan is updated.

#### **INSTRUCTION AND TRAINING**

The Site Manager will provide on-site briefing via induction of project environmental consideration, risks and actions, appropriate waste separation, handling, recycling, re-use and return methods to be used by all parties and at appropriate stages of the project where applicable.

Toolbox talks will be carried out regularly on environmental and waste issues and all sub-contractors will be expected to attend. This will ensure that everyone feels they are included and that their participation is meaningful.

#### **WASTE MINIMISATION**

Action	Responsibility	Date when action completed
Exploring possibility of reusing the existing and excavated materials on site	Site Manager	
Materials particularly timber procured from renewable source (FSC) approved.	Buyer	

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Tyres of lorries leaving the site to be washed (where and when required) to avoid contamination of nearly roads.	Site Manager	
Where possible, plasterboard sheets are to be made to standard sizes to suit in order to reduce the amount of off cuts	Site Manager	

All of the above act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfill. We are continually identifying waste minimisation actions and these will be updated in the above table.

#### **SEGREGATION**

A specific area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of 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 materials into the correct skip. Skips for segregation of waste identified currently are:

- Wood
- Metal
- Brick/rubble
- Canteen waste

As works progress and other trades come to site other skips will be placed to enable certain waste to be removed from site. This is likely to include:

- Plasterboard
- Paper and cardboard (bagged up)

#### **WASTE MANAGEMENT**

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

- Re-use
- Recvcle
- Landfill

#### Re-used

If surplus materials 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 site and they can be removed and used in their present form, they can be removed from site for reuse.

#### Recycling

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 such as 50x50 timber to make chipboard.

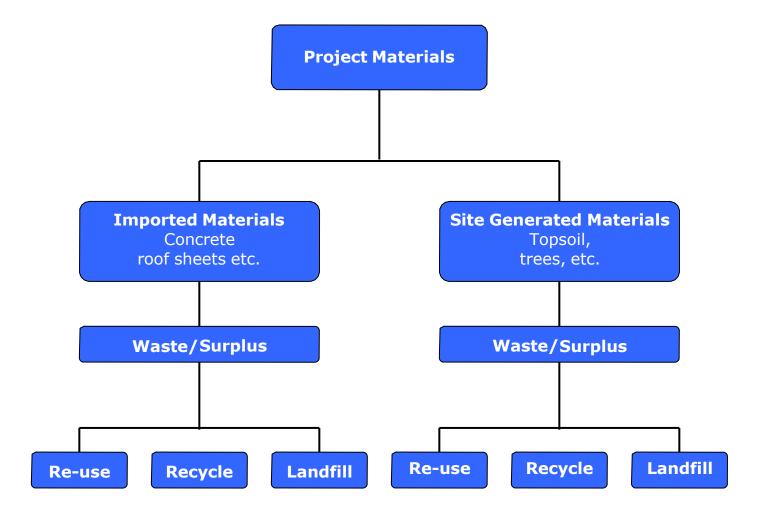
#### Landfill

If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. However, landfill is always a last resort.

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### **WASTE MANAGEMENT PROCESS**



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#### TABLE FOR WASTE TYPES AND WASTE MANAGEMENT PACKAGES

Waste Types	WM Contractor Contact Details	WM Package
Demolition		
Concrete		Re-use on site / Landfill
Masonry		Re-use on site / Landfill
Timber		Re-cycle
Subsoils		Landfill
Metals		Scrap value
Plasterboard		Recycle / landfill
Construction Works		
Metals – reinforcement		Scrap-value
Metals - off cuts		Scrap-value
Timber		Re-use
Paper / Cardboard		Re-cycle
Canteen waste		Landfill

## **MONITORING**

The skips will need to be monitored to ensure that contamination of segregated skips does not occur. Therefore we will advise regularly on how the waste management system is working.

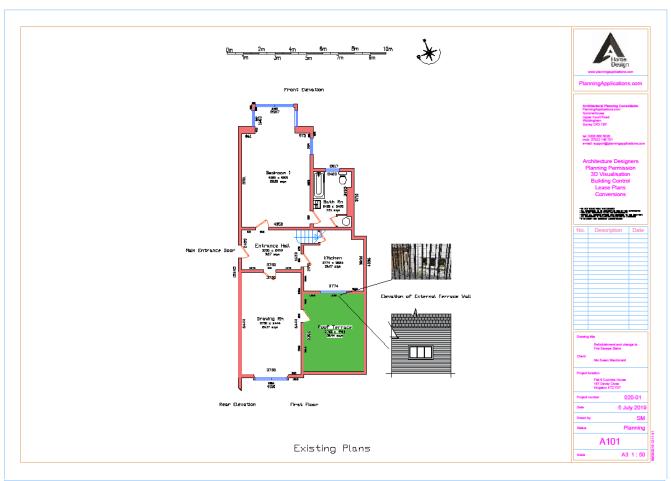
We will continually review the type of surplus materials being produced and where we can change the site set up to maximise on re-use or recycling and the use of landfill will be the last resort.

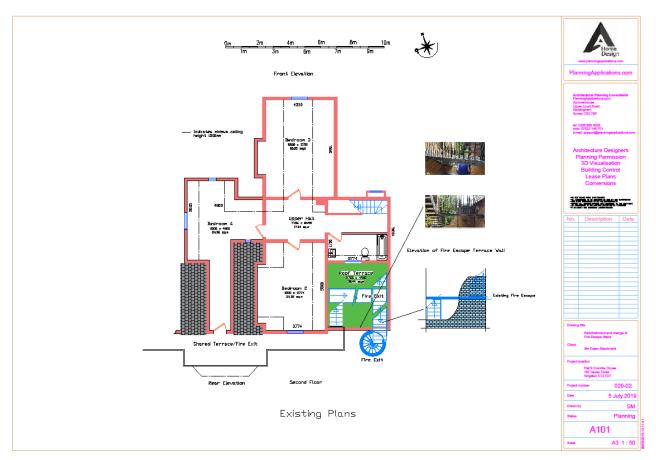
The plan will be communicated to the whole project team regularly. Updates will be communicated and discussed at Management and Health and Safety Committee meetings.

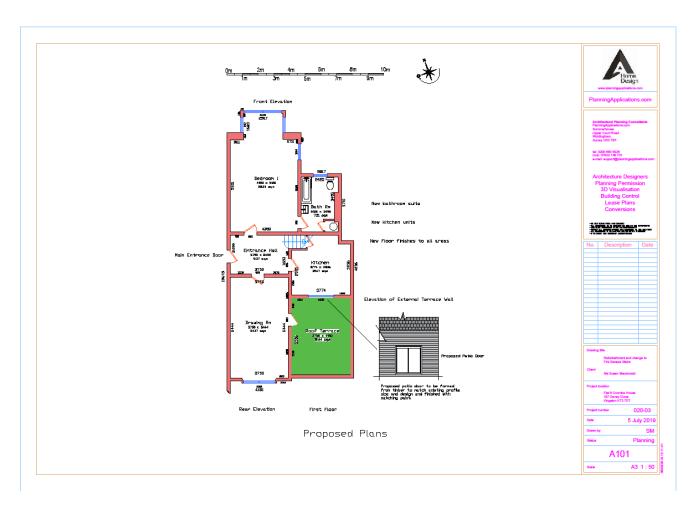
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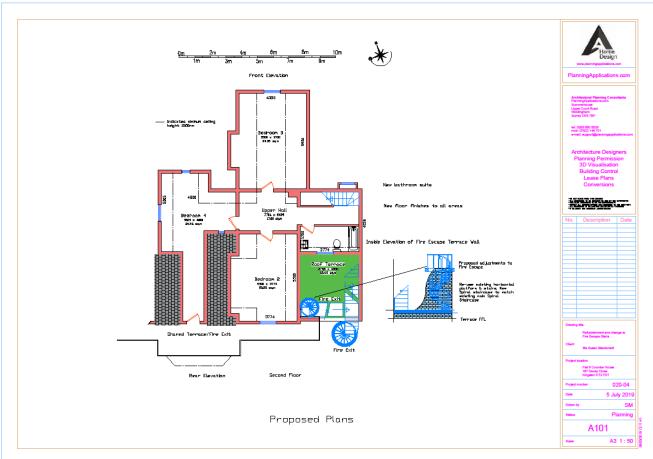


**APPENDIX 01: SITE PLANS & DRAWINGS** 













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**APPENDIX 02: PRELIMINARY PROGRAMME (time table)** 

