

Method Statement

Originator Company Details

Kewacre Homes Ltd
105 Regis Heath Road
Rowley Regis
West Midlands
B65 0PD
Contact: Nirej Bahl
Tel No. [REDACTED]

Site Details

Address:
8A Castle Road West
Oldbury
West Midlands
B68 0EL

Description of Work:

Construction of 6 Self Contained Dwellings: Land at 8 Castle Road West, Oldbury, West Midlands B68 0EL.

Principal Contractor

Company:

IAN Developments Ltd
301 Golden Hillock Road
Birmingham
B11 2QN

Contact: Abdul Kaid

Tel No. [REDACTED]

Health and Safety Consultant:

Mr Himmat Rai DMS FCIEH CEnvH CMIO SH- Sentinel Safety Solutions Ltd

Personnel:

Site Managers : Mr Abdul Kaid
Mr Nirej Bahl

Responsible for

- Liaison with Local Building Control, Local Planning Office, Emergency Services, Highways Authority.
- Fire Precautions, Monitoring Safety, Communication and Site Safety Regulation
- Waste Management.

Architect : Mr Glynn Deakin – GD Designs Architectural Services

PPE:

The following minimum PPE is required for all personnel on site;

Helmet to EN397 or EN12492

Class 3 High-Vis overalls to EN471: 2003

Steel toe capped boots with midsole protection to EN345 see individual work procedures for task specific minimum PPE requirements including;

The following specialist PPE is required when doing hazardous tasks;

Gloves to EN388, protective eyewear to EN166: 2001 ear defenders to EN 352- 1:1993

Dust mask / respirator to EN149:2001 (disposable) EN1827 (reusable) as a minimum.

Supervision:

The following site rules shall apply to all personnel visiting or working on the site.

All operatives are to comply with the safety policy and work permit system imposed by Kewacre Homes Ltd. The site is a 'hard hat area'.

All operatives must wear hard hats and safety boots.

Site Managers Mr Abdul Kaid and Mr Nirej Bahl will be responsible for the enforcement of these set protocols placed.

Access to the site

All persons arriving on site for the first time must be inducted by the site manager or his representative, & the induction record sheet before being allowed to start work.

All persons arriving on site must report to the site offices and complete the signing in procedure each day before starting work.

All persons leaving the site must report to the site offices and complete the signing in procedure book.

Agreed access routes must be observed at all times. No parking is allowed on the public highway.

Anyone intending to work outside normal working hours must advise the site manager and ensure that the adequate supervision is available.

Permits to work where applicable will be issued by the site manager limitations of times areas will be detailed on the permit and these must be adhered to .

All operatives are to be decently dressed at all times.

Accidents / incidents

Any person discovering a fire or accident must follow the emergency procedure at this as displayed in the site office and the details entered in the accident report book. You must cooperate with any subsequent investigation.

Discipline

Anyone failing to comply with these rules alongside the health and safety policy will be given one verbal warning, one written warning, and then will be instructed to leave site. Serious breaches of safety rules will result in instant suspension from site.

Anyone not wearing the correct PPE will be subject to the above disciplinary procedure. The site managers decision or interpretation of this rule is final. Method statements and risk assessments must

be carried out for all work and presented to the site manager for inclusion in the health and safety file before any such work is commenced.

Operatives must be familiar with the risk assessment/ method statement and the restrictions imposed by it.

The canteen and welfare facilities must be maintained in a clean condition no food should be taken into the work area or consumed anywhere except the designated canteen area.

Anyone found damaging or misusing the wealth of facilities will be expelled from site. Anyone found to be smoking or under the influence of alcohol or drugs will be expelled from the site for with. The site rules imposed by Kewacre Homes Ltd are covered in the health and safety plan.

Consultation should be made at regular intervals and any additional rules required shall be incorporated into the health and safety plan and implemented immediately.

Variations to these rules should be written risk assessment only.??

Communication:

In order to ensure the correct flow of information between all members of the project team Kewacre Homes Ltd and any subcontractors and operatives on site the following procedure should be adopted . The appointed Kewacre Homes Ltd site manager will liaise with the project team, including the architect, designers, subcontractors, self-employed contractors, suppliers and plant hirers etc. on all matters of access safety security and evacuation.

Regular meeting shall be held on site between team members to discuss the project both in general and specific terms such meetings shall be held formally and recorded. In order to mitigate the risk of Covid infection, these meetings will be held outside while observing social distancing, where possible. If held inside, this will be in a well ventilated area and doors/windows will be open. The duration of the meetings will be minimised. Copies of the minutes shall be passed to all parties concerned. The meetings may be weekly fortnightly monthly or as called for at short notice depending on the stage and complexity of the project. The appointed site manager, architect, contractors shall normally attend the meetings.

The principal designer and representatives of subcontractors may attend meetings where appropriate. It is through such meetings that the monitoring and development of this health and safety plan Kewacre Homes Ltd safety policy shall normally be achieved and through which information required to build a health and safety file shall be collected.

Cooperation between Kewacre Homes Ltd and any subcontractors shall be the responsibility of Kewacre Homes Ltd's site manager to ensure that information flows correctly.

Meetings shall be held on an informal basis as and when required between Kewacre Homes Ltd and any subcontractors that may be employed. The circulation of new information, risk assessments and method statements to site operatives, whether directly employed or subcontracted, shall be the responsibility of the appointed site manager and shall be achieved via regular contact and toolbox talks.

Such talks are to include all pertinent issues any hazards identified, which require a method statement or risk assessment to be prepared, are to be recorded on the standard request form copy attached to appendices and appropriate documentation consultation followed up.

Site Meetings will take place monthly. Dates and Timings of meetings to be advised.

Emergency Arrangements:

Copies of these procedures shall be displayed alongside other information to be displayed on site and included in the Site Safety Induction.

First Aid

In accordance with Health and Safety (First Aid) Regulations, the maximum persons expected to work on the construction site at any one time is between 4-10 persons and has been classed as MEDIUM risk. This indicates a generic requirement of at one trained and qualified first aider. The appointed Kewacre Homes Ltd site manager shall be appointed First Aider responsible for the Works unless stated otherwise.

The First Aid Kit – Located in the site office and where necessary strategically placed around the site.

Notices – These will be displayed identifying whom the First Aider is and the location of the First Aid Kit.

Contractors – Will be required to identify those of their operatives who have received First Aid Training.

In the event of an accident the following procedure is to be adopted.

The appointed Kewacre Homes Ltd Site Manager must be informed immediately of the incident and First Aider on site must be informed to administer first aid if required at the scene of the incident.

If attendance of the Emergency Services are required Dial 999 and detailing precise location and main entrance to site is required.

If so required under the RIDDOR regulations the incident must be reported to the HSE.

A register of accidents shall be maintained on site at all times and details of RIDDOR reportable incidents must be reported to the Principal Designer.

Nearest Fire Station: 1.1 Miles located at:

Oldbury Community Fire Station
Old Park Lane
Oldbury
B69 4PU

Name & Address of the nearest A&E Hospital:

Approximately 3.6 miles located:

City Hospital
Dudley Road
Birmingham
B18 7QH

Access and Parking:

Initial access will be directly off existing drop kerb on Castle Rd West. New access is to be formed off Birch Grove.

Vehicles will only be given access to the site if a responsible operative is available to supervise the movement of the vehicle on site. The design of the site and arrangement of buildings mean there is sufficient space on site to enable vehicles to enter the site in a forward motion turn on site and leave in a forward manner. Any reversing will be controlled by a banksman provided by Kewacre Homes Ltd who will ensure that the driver has good visibility around the vehicle obstacles are cleared out of the way where possible and the banksman can give clear instructions to the driver and direct any pedestrian well away whilst the vehicle or plant is reversing.

Delivery vehicles will be guided to a compound area where materials can be offloaded safely by a forklift truck and then distributed about the site by a trained forklift truck operative with a good knowledge of the site and associated temporary hazards that may exist.

Mobile plant and site vehicles will be inspected to ensure that they have warning beacons and alarms good all round visibility through clean windows and suitable mirrors or Fresnel lens to enable the driver to see any directions given by a banksman behind the vehicle.

Vehicle deliveries should be planned through the site manager to ensure adequate space is available on site to receive all delivery vehicles and unscheduled vehicles that cannot be accepted on site will be turned away to avoid congestion of the roadway outside the site.

Site Speed limit is : 10 mph.

Where possible travel to site must be done alone in order to mitigate risks associated with COVID-19.

Site Security:

The site compound area will be established within the boundary fence with canteen facilities, toilet and site office.

Materials will be distributed around the site by dumpers forklifts, and relevant plant machinery. We will maintain the integrity of the enclosure to safeguard the site, materials and works from theft , vandalism or trespass at all times.

All access equipment and mechanised plant etc or to be secured, locked or immobilised to prevent their use during out of hours by unauthorised persons.

All access to the site working area will be controlled by the standard Kewacre Homes Ltd signing in procedures in order to prevent unauthorised access where practicable.

All persons visiting sites are required to report to the site manager before entering this site. Only persons authorised by the site manager are allowed on site.

All persons remaining on site are required to complete the signing in documentation as a record of the visit and for identification during any emergency evacuation procedures.

All persons intending to work on site are required to receive site induction from the site manager or his authorised representative.

Operatives will receive information about the site, welfare arrangements and other work being carried out on site. Operatives will be advised of the site rules and their responsibilities and will be required to provide proof of training and competency. Lone working on site will not be permitted.

Welfare Arrangements:

Main site facilities will be located in the boundary of the site. Temporary power and water connections will be taken from the temporary supply.

Canteen Facilities will cater for a maximum of 10 people. A microwave will be provided for heating food. An electric kettle will be provided for making hot drinks.

A water flushing toilet and urinal will be provided. Washing facilities will be located in the toilet room which includes sinks, hot and cold running water, anti-bacterial soap and towels.

A drying room is provided for drying wet clothing. Facilities will remain in place until after works completion.

First Aid Facilities

COVID 19 Control Measures

Covid-19 controls will be in place within these welfare facilities and across the site with staggered break times to allow for use the canteen facilities. Two metre social distancing protocols must be adhered to at all times when using the facilities alongside a cleaning and binning of food and rubbish immediately after use with anti bacterial spray provided on site.

Cleaning of the communal canteen, WC will be managed by the site managers ensuring regular cleaning with anti-bacterial agents within this area and across plant machinery.

Hand Sanitisers are to be placed across the site and where reasonably practicable social distancing between personnel on site will be adhered to.

Site Managers will liaise with all parties in order to communicate COVID-19 control measures effectively to ensure safety of all peoples on site.

Extra paper towels and topping up of hand sanitiser will be maintained by the site managers.

All workers will be required to sanitise their hands thoroughly before entering site and once again upon leaving the site.

Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails
- Machinery and equipment controls
- Food preparation and eating surfaces

Self Isolation

The following individuals must not come to site if

- They have a high temperature or persistent new cough
- Living with someone whom is self-isolating.

If an individual on site develops a high temperature on site they will be asked to return home immediately by the site manager.

Anti Vandal Steel Units will be cleaned daily by site operatives.

The site manager will require the use of Personal Protective Equipment, in accordance with the latest legislation for any operative that is involved in construction activity. This at an absolute minimum include the use of Hard Hat, High Visibility Vests and Safety Boots/Shoes.

A Register of Accidents shall be maintained on site at all times and all accidents that occur shall be recorded. All incidents that fall within the schedule as included in the RIDDOR Regulations shall be reported in the prescribed manner.

Details of all accidents shall immediately be reported to the Principal Designer.

Waste Storage and Disposal:

Kewacre Homes Ltd will establish an area dedicated for waste disposal and storage and ensure all

contractors use this area for general site rubbish.

At the end of each working day, the entire site will be left in a clean and orderly state.

The removal of waste will be controlled by the site manager. A skip will be provided for the use of contractors. Contractors are to inform the site manager of the nature of their waste prior. Waste will be removed by a registered waste carrier.

Prepared by: Nirej Bahl

Dated: 12/10/20