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Method Statement

Project:	Building extension and Remodelling Works		
Project Address:	29 Swinhoe Road, Beadnell, Northumberland, NE67 5AG		
Project Commencement	Start date: 26/09/2022	End Date: 24/02/23	
Description & Scope of Works			
The construction work consists Building a side garage with bedroom above, a single story rear extension, a complete strip out inside and remodeling works, full rewire and new heating system. New windows, kitchen and bathrooms.			
Document prepared by			
Name	Position	Signature	Date
David Yates	Contracts Manager		26-09-22
Section 1 – Project Information			
1.1	Summary of Works		
The construction work consists Building a side garage with bedroom above, a single story rear extension, a complete strip out inside and remodeling works, full rewire and new heating system. New windows, kitchen and bathrooms.			
Conditions may vary on site consequently this document may require amendment during the course of work to reflect the condition on site. When this is necessary David Yates will vary the method of working, in consultation with others as appropriate, and make the required changes to this method statement.			
Works to be carried out as per the schedule of works and drawings by competent and trained personnel in strict accordance with HSE codes of practice.			
1.2	Role		
Principal Contractor Redfern Building Services Ltd.			
1.3	Names of Sub-Contractors to Manage		
R.Lightfoot Electrical & Mechanical Gary Mallaburn Bricklaying squad			





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Bishop Auckland Glazing	
Barclay roofing	
Tow law plasterers	
Mitie Decoration	
1.4	Name of Operatives
<p>Paul Stuart,</p> <p>Paul Metcalf</p> <p>Max McStravick</p> <p>Kian Walton</p> <p>Micky Maughn</p>	
1.5	Competence of Operatives
<p>Paul Stuart – SMSTS (Five Day) Site Manager Qualification; City and Guilds Trained Joiner; CSCS registered Joiner; PASMA card holder; UKATA Asbestos Awareness; Working at Height Trained; Manual Handling Trained; excess 20 years industry experience</p> <p>Paul Metcalf - City and Guilds Trained Bricklayer; CSCS registered Bricklayer; UKATA Asbestos Awareness; Working at Height Trained; Manual Handling Trained; Abrasive Wheels Trained – excess 20 years industry experience</p>	
1.6	Training
<p>All operatives are assessed under the CSCS scheme and must hold current CSCS card and have their asbestos awareness course up to date, also all operatives are face fitted with half mask respirators along with Abrasive Wheels, Manual Handling and Pasma trained.</p>	
1.7	Site Contact
<p>Paul Stuart – 07969 347979</p>	
1.8	Access arrangements to site are:
<p>Off loading materials onto the site drive then transporting into the building.</p> <p>Provisions have been made to park contractors vehicles at 19 Swinhoe road to minimise disturbance and accommodate work vans.</p>	





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1.9	Emergency Procedures
To be advised during site induction	
1.10	Plant/Equipment:
<p>Minor Hand Tools</p> <p>Tower scaffolds</p> <p>Podium steps</p> <p>Battery powered hand tools</p> <p>110v drills</p> <p>110v saws</p> <p>110v planers</p> <p>110v transformers</p> <p>110v leads</p> <p>All tower scaffolds to be erected by a Pasma trained operative, this is a 2 person procedure. External scaffolds to have out riggers internal ladders, decked area and handrails, set on firm ground, checked daily. All working areas are to be kept clean of debris. Podium steps are to replace steps for low level works. No hop ups to be used on site. Temporary edge protection to be installed around the new office roofs</p>	
1.11	PPE
<p>Personal protective equipment to be worn at all times Hard hat, High Vis top, Safety boots, Safety glasses and gloves.</p> <p>Hard Hat - White - Approved to EN397</p> <p>Safety Goggles - Optical Class 1 - Impact Grade B Medium Energy Approved to EN166:2001</p> <p>Safety Specs Optical Class 1 - Impact Grade Flow - Approved to EN166</p> <p>Hi Visibility Clothing –Yellow waistcoat BS EN150 20471:2013 DIRECTIVE 89/686 /EEC</p> <p>Hand Protection - Gloves - Approved to EN388:2003 Cat II Intermediate Risk 2.2.4.2.</p> <p>Gloves - Approved to EN388:2003 Cat II 0 Intermediate Risk 4.1.3.1</p> <p>Ear defenders - Approved to EN352-1</p> <p>Ear plugs – disposable foam uncorded - Approved to EN352-2 Complies with IS09001</p> <p>Footwear - Approved to EN20345</p> <p>RPE - half mask respirator – Approved to EN140:1998</p> <p>- Combination filters Approved to EN14387:2004 + A1:2000</p>	
1.12	COSHH





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Refer to COSHH assessment sheets	
1.13	Environmental
<p>All skips and Re-cycling to be provided by RL Smith & Sons Ltd. Waste transfer notes to be issued for each skip removed from site</p> <p>At regular intervals the skips will be covered-over and then removed from site and transferred to a licensed waste transfer facility.</p>	
1.14	Good house keeping
<p>All material offcuts and rubbish to be removed from the work area at the end of each day. The site canteen area is to kept clean at all times.</p> <p>All entrances and exits are kept free of debris and materials at all times.</p> <p>Vehicle cleaning Vehicle wheels to be cleaned when leaving site the road is to be brushed and hosed down</p> <p>Parking No parking on the grass, no parking on the road which could restrict residents drive access.</p> <p>Loading and unloading Plant and materials to be loaded and unloaded from the access drive.</p> <p>Storage of Plant & Materials To be moved from the drive and stored safe on site.</p>	
1.15	Hot Works
<p>Hot works permit must be obtained from the site manager before any cutting, grinder or soldering is undertaken. A fire extinguisher must be at hand in the designated cutting area and all correct PPE worn at all times, ie Goggles and Grade 5 category gloves. Alternative methods should be considered before carrying out task.</p>	

2.0 – Critical Stages	
2.1	Welfare Arrangements
<p>Welfare facilities will be the use of one of the rooms with Electric and running water, Water heater for washing hands. kettle and microwave. WC will be a Portal loo Cleaned weekly</p> <p>First aid facilities will be located within site vehicles / office Canteen area. The first aid supplies will be maintained under the control of the Site Manager and Site safety Officer (First Aid at Work trained). The welfare facilities will be the approved emergency muster point.</p> <p>All welfare facilities will be maintained and kept in a clean order and efficient working manner.</p>	





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2.2	Site inductions
<p>Principle Contractor will provide site induction to new operatives on arrival on site. This training should include guidance on any specific site hazards and the Site Safety rules. Employees and sub-contractors under our control are instructed to co-operate with the Principle Contractor on all matters of health and safety. Personnel involved in this operation will be briefed on the content of the Method Statement and relevant risk assessments before commencement of the work</p>	
2.3	Identification of Asbestos Containing Materials
<p>If any suspected asbestos containing materials are found during the project, works are to stop in that area immediately and the site manager is to contact the contracts manager in order to assess proceedings.</p>	
2.4	Isolate electrical, plumbing and water services
<p>R.lightfoot sub-contractor to attend site & isolate the electrical services back to the metres and install temporary electric & water. Warning signage to be displayed.</p> <p>RAMs will be checked prior to instruction/works being carried out.</p>	
2.5	Strip out works
<p>To maximise recycling and to minimise removal of waste to landfill Redferns will undertake the careful and controlled soft strip of the building.</p> <p>Loose items and general waste remaining within the buildings will be collated. These items will be processed as required into small sections (of <20kg). The processed arisings will then be transferred via wheel barrow, bin or trolley to skips located external to the building. Arisings will be partitioned into separate waste streams.</p> <p>Fixed / fitted items will be freed from their holding points using hand tools (screwdriver etc) and transferred to ground level. At ground level the fixtures / fittings will then be processed (using demolition hand tools) into small and hand sized sections to allow for their safe removal from the building.</p>	
2.6	Non-load bearing stud walls to be demolished as per draawings & schedule of works.
<p>Non-load bearing stud partition walls to be demolished using hand tools only.</p>	
2.7	Remove Chimney
<p>Erect a suitable scaffold working from the top down remove bricks by hand place in a gurrilla tub and lower to the ground using a rope</p>	
2.8	Building masonry
<p>Level the working ground area remove any trip hazards. Stack the bricks and blocks no higher than</p>	





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900mm high. Once upto 1600mm high erect a fixed scaffold to work off	
2.9	Installation of Steel beams
<p>Works to be done as per the Structural Engineers design. Steelwork to be mechanically offloaded then manhandled into the building using 2 genies to lift the steel work up into position</p> <p>Using Acro props and timber, support the roof timbers each side of the wall to be removed. Install a tower scaffold working platform. Start at the top and remove masonry using a small hand held breaker working down to the bottom. Cut out and install Concrete pad stones. Lift the new steel work using a mechanical genie. Slide into place and slate pack. Barriers and warning tape to be set up in the working area to keep people out whilst lifting. 2 men each side on the scaffold to help slide in place.</p>	
2.10	Form new openings
Item specific Method Statement will be done once on site	
2.11	Block up openings
Item specific Method Statement will be done once on site	
2.12	Fit new Windows & Doors
<p>Where practicable, individual windows & door units to be removed and replaced in same date to ensure good security. Cut resistant gloves and safety glasses to be worn at all times. Sub contractors RAMs to be checked prior to starting work</p>	
2.13	Ceiling joists and dormer roof timbers
<p>Joists to be installed from a tower scaffold 2 man job. Install the finished floor covering from the tower scaffold. The dormer roof is to be installed standing on the first floor Edge protection to be installed.</p>	
2.14	M&E alteration works
All works to be undertaken by Lightfoot sub-contractor, RAMs & CSCS cards to be checked prior to starting works.	
2.15	Internal fit out
Item specific Method Statement will be done once on site	
2.16	External ground works drainage, pavings and fencing





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Item specific Method Statement will be done once on site

Works Activity Completed Satisfactorily

Name:

Position:

Date:



REVISION HISTORY

Revision	Date of Revision	Reasons for Revision

