

# Construction Method Statement (CMS)

For: New Dwelling & Cart lodge

Ref: DC/22/01930

The Street, Layham, Ipswich, Suffolk, IP7 5RN

V1.0 September 2023

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## **Foreword**

This Construction Management Strategy Assessment is prepared in accordance with the Construction (Design and Management) Regulations 2015.

<b>1.0</b>	<b>Description of the Project</b>
<b>1.1</b>	<b>Project Description</b> The general scope of the project is the construction of a New Dwelling and Cart Lodge  The Works are detailed within the Approved Plans and associated documents. Including, but not limited to: <ul style="list-style-type: none"><li>• Groundworks.</li><li>• Brick/blockwork.</li><li>• Timber frame/SIP work.</li><li>• Scaffolding.</li><li>• Steelwork.</li><li>• Roof work.</li><li>• Drylining.</li><li>• Joinery.</li><li>• Mechanical &amp; Electrical installation.</li><li>• Decorations.</li><li>• Landscaping.</li></ul> The Works may be altered prior to/or during the project. Any additional risks or hazards invoked by a change in the Works will be subject to a further risk assessment and production of a revised safe system of working to the Client for comment and approval.
<b>1.2</b>	<b>Intended End Use</b> Single Residential property.
<b>1.3</b>	<b>Programme details</b> The Works to be undertaken by <i>4B Building Ltd</i> acting as Principal Contractor. Hours of working are 0800 to 1700 Monday to Friday and Saturdays 0800 to 1300
<b>1.4</b>	<b>Project Directory</b> Client: Auriel Homes Ltd Architect: Design & Conservation Ltd, Chelmsford, Essex Structural Engineers: Brett Design Partnership, Hadleigh, Suffolk Building Control: <i>To be Determined prior to first required inspection.</i> Principal Contractor: 4B Building Ltd, Lower Layham, Suffolk
<b>1.5</b>	<b>Health and Safety File</b> File to be established on commencement of works.

<b>2.0</b>	<b>Management of the Works</b>
<b>2.1</b>	<p><b>Management Structure and Responsibilities</b></p> <p>The overall management responsibility for this project will be undertaken by The Principal Contractor to manage the project on a day-to-day basis, unless and until any roles are subsequently covered by appointed Contractors, Project Manager as appropriate.</p>
<b>2.2</b>	<p><b>Site Safety</b></p> <p>A Site Safety File with procedures to be kept on-site for to this project, which is to be followed and added to as appropriate to by all Contractors as a means of recording and reviewing procedures on site.</p>
<b>2.2.1</b>	<p><b>Health and Safety Goals</b></p> <p>The aim of this Method Statement is to ensure that health and safety management will be planned into the work undertaken on this specific contract. The Health and Safety Policy will be available on site.</p>
<b>2.2.2</b>	<p><b>Project Review</b></p> <p>This Construction Plan will be subjected to audit and review by the Client.</p> <p>Any amendments to the Construction Phase Plan will be communicated to all Contractors and Site Operatives and this document will be updated accordingly.</p>
<b>2.3</b>	<p><b>Project Arrangements</b></p> <p>Prior to commencing Works, all Contractors will confirm to the Client that they are fully aware of and will comply with:</p> <ul style="list-style-type: none"> <li>• The Health and Safety requirements for the site</li> <li>• Any specific Site Rules.</li> <li>• The Construction (Design and Management) Regulations 2015.</li> </ul> <p>The Principal Contractor will liaise with all parties to discuss the work schedule and to agree any access requirements, vehicle movements etc.</p> <p>All persons attending site will be by express consent or appointment of the Client and/or Principal Contractor. All persons will have appropriate means of identification and will require site induction, including health and safety and site rules, prior to commencement of any works.</p> <p>Toilet facilities and a Site Hut will be provided on site</p>
<b>2.4</b>	<p><b>First Aid Arrangements</b></p> <p>A First Aid Kit will be kept in the site hut.</p> <p>The nearest A&amp;E is at <b>Colchester</b> Hospital, Turner Road, Colchester, CO4 5JL. Next Alternative A&amp;E is at <b>Ipswich</b> Hospital, Heath Road, Ipswich, IP4 5PD.</p>
<b>2.5</b>	<p><b>Reporting and Investigating Accidents</b></p> <p>All accidents or incidents will be reported to the Client and Principal Contractor and recorded within the Site Incident Log</p> <p>The procedure for dealing with RIDDOR 2013 related accidents or incidents will be followed as appropriate.</p>
<b>2.6</b>	<p><b>Fire and Emergency Procedures</b></p> <p>Fire safety will be included in the induction of all contractors and authorised visitors on site to reduce the risk of an emergency occurring.</p>

	The site, including all temporary accommodation will be inspected daily and will remain free where possible of combustibles.
<b>2.7</b>	<b>Waste Management</b> All builders waste will be segregated where practical and removed from site by a licensed waste removal contractor.  Any hazardous waste will be segregated at source and removed from site by the waste removal contractor and all waste documents issued by the waste removal contractor will be provided to the Client.

<b>3.0</b>	<b>Arrangements for Controlling Existing Risks</b>
<b>3.1</b>	<b>Safety Hazards</b>
<b>3.1.1</b>	<b>Boundaries and Access, Including Temporary Access</b> The boundaries will be fenced with signage. Access will be via The Street, Lower Layham.
<b>3.1.2</b>	<b>Adjacent Land Uses</b> The surrounding properties are residential which are occupied. Residents will be kept informed of works progress, planned events etc as far as reasonably practical to do so
<b>3.1.3</b>	<b>Existing Underground Obstructions</b> None known.
<b>3.1.4</b>	<b>Existing Services</b> These will be surveyed prior to works commencing.
<b>3.1.5</b>	<b>Existing Conditions Which May Affect the Safety of Personnel and Safe Use of Plant</b> None identified.
<b>3.1.6</b>	<b>Information About the Existing Structure</b> Existing structures are only temporary sheds/garaging which will be dismantled, moved, re-erected as required.
<b>3.1.7</b>	<b>Access to Height</b> External works to height will mainly be via scaffolding or other approved methods in accordance with Health and Safety requirements.
<b>3.1.8</b>	<b>Delivery and Removal of Plant and Materials</b> Deliveries and removals will be via private access road to the property.  All vehicles making deliveries or removing plant and materials will be supported when manoeuvring by a Banksman.  All Construction traffic and delivery vehicles will be checked prior to re-entering the highway and if necessary, any accumulations of mud or dirt removed on-site prior to leaving the site. Should any mud or dirt be deposited on the highway caused by construction and delivery traffic it will be cleared as soon as practical and safe to do so.
<b>3.1.9</b>	<b>Control of Lifting Operations</b> In accordance with specific Risk Assessment Method Statements - RAMS.
<b>3.1.10</b>	<b>Maintenance of Plant and Equipment</b> All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and used only in the manner for which they were designed.

<p><b>3.1.11</b></p>	<p><b>Storage of Materials</b> Storage of materials and power tools will be secured within the storage area agreed with the Site Manager</p> <p>Re: Stockpiling of Materials. Only in locations agreed in advance with the Client.</p>
<p><b>3.1.12</b></p>	<p><b>Manual Handling</b> At all times operatives will follow safe manual handling techniques and wear appropriate personal protective equipment.</p>
<p><b>3.1.13</b></p>	<p><b>Use of Hazardous Substances</b> It is not likely that hazardous substances will be used that are not controlled by normal PPE.</p> <p>Should any hazardous substance be used the relevant COSHH Assessments and handling requirements will be followed.</p>
<p><b>3.1.14</b></p>	<p><b>Control of Noise, Dust and Lighting</b></p>
	<p>It is not envisaged the construction works will generate high volume levels.</p> <p>All operatives will take a proactive approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to other site operatives and the general public.</p> <p>Dust will be controlled at source by use of damping down and dust extraction equipment. operations in 'windy conditions' will be mindful of the conditions to reduce waste transfer. All cutting operations will take place in a controlled area of the site and all debris will be removed on completion of the cutting works. Any generators located on site will be suitably enclosed to minimise the noise pollution.</p> <p>All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005</p> <p>It is envisaged that the need for on-site lighting will be minimal. Any on-site lighting will be maintained at an optimal level to comply with Health &amp; Safety and the position of any lighting will consider the neighbouring properties</p>
<p><b>3.1.15</b></p>	<p><b>Working With or Near Fragile Surfaces</b></p>
	<p>Any Works with or near fragile surfaces will follow approved methods in accordance with Health and Safety requirements.</p>
<p><b>3.1.16</b></p>	<p><b>Hot Works</b> Hot Works will follow approved methods in accordance with Health and Safety requirements.</p>

<b>3.2</b>	<b>Health Hazards</b>
<b>3.2.1</b>	<b>Asbestos</b> The Client has confirmed no Asbestos on site.
<b>3.2.2</b>	<b>Existing Hazardous Materials</b> The Client has confirmed there are no significant existing hazardous materials within the site.
<b>3.2.3</b>	<b>Environmental Hazards</b> None identified.
<b>3.2.4</b>	<b>Exposure to UV Radiation</b>  As some of these works will be conducted outdoors, UV radiation is considered an occupational hazard for operatives on this project. The need for UV Protection to be stressed as part of site briefing for all operatives.
<b>3.2.5</b>	<b>Other Potential Hazards</b> The Client and the Principal Contractor have highlighted (above) the general construction hazards which may present a risk during the contract. The Principal Contractor will continue to monitor for any further potential hazards or changes to existing hazards during the course of the Works.

<b>4.0</b>	<b>Health and Safety File Requirements</b>
<b>4.1</b>	<b>Description of Its Contents</b>
	<p>The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Approved Codes of Practice for the Construction (Design and Management) Regulations 2015.</p> <p>This will include the following:</p> <ul style="list-style-type: none"> <li>(a) a brief description of the work carried out.</li> <li>(b) any residual hazards which remain and how they have been dealt with</li> <li>(c) hazardous materials used.</li> <li>(d) information regarding the removal or dismantling of installed plant and equipment.</li> <li>(e) health and safety information about equipment provided for maintaining the works.</li> </ul>
<b>4.2</b>	<b>Proscribed Format for Information</b>
	<p>To allow the Client to meet with duties placed upon them under the Construction (Design and Management) Regulations 2015, the Health and Safety File will be collated and stored in a useable format.</p> <p>The Health and Safety File will be assembled and maintained by the Principal Contractor with the assistance of others as appropriate.</p>
<b>4.3</b>	<b>Timescales</b>
	<p>All information required for inclusion within the Project Health and Safety File must be provided within two weeks prior to completion of the works. Any information unavailable at this time must be scheduled, along with envisaged submission dates, and provided to the Client.</p>

## 5.0 Health & Safety Rules!

### Site Health and Safety Rules

These site rules will be briefed to all Contractors and Operatives and will be developed as necessary during the course of the project.

#### **SITE INDUCTIONS**

All site personnel are to have induction about basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A copy of Health and Safety and Emergency procedures will be maintained on site.

#### **RISK TO PERSONS OTHER THAN SITE OPERATIVES**

Contractors must not use or employ any technique in their working method that will put at risk the safety or health of any person not connected with the works. Failure to adhere may result in a halt to work at the Contractors expense until suitable safe working arrangements are made.

#### **FIRST AID AND EMERGENCY MEDICAL CARE**

Adequate provision will be always made during the works for the provision of First Aid materials and procedures. A first aid kit and Incident Log will be located in the site hut.

#### **FIRE**

Adequate firefighting equipment will be available within the immediate vicinity of the Works throughout the duration of the contract.

The Muster Point for the site operatives will be to the front of the access road.

#### **PERSONAL PROTECTIVE EQUIPMENT**

The site will be a safety helmet, safety boots and high visibility vest site. Contractors will be required to always comply with this site rule. Where necessary, induction tuition will to be provided to instruct personnel in the fit and proper use of personal protective equipment.

Suitable personal protective equipment will be provided and maintained by all Contractors for the use of their operatives and authorised visitors.

#### **MONITORING AND RECORDS PROCEDURE**

Day to day health and safety responsibilities will be the duty of the Principal Contractor.

Works will not commence without any necessary method statement and assessment of risk.

#### **DRUGS & ALCOHOL**

The site will be drug and alcohol free. Any persons suspected of being under the influence of either drugs or alcohol will not be allowed on site.

#### **SMOKING POLICY**

The site will remain no smoking throughout the works.

#### **MANUAL HANDLING**

All Contractors will be expected to adhere to safe techniques, and provide appropriate training where required. All products will be assessed as to their weight and dimensions and an assessment completed where required.

#### **WORKING ABOVE GROUND LEVEL**

Edge guard will be installed to the perimeter of the roof area prior to the works commencing. This must not be altered or tampered with by any Contractor without instruction to do so. Failure to comply will result in removal from site.

#### **DEBRIS ACCUMULATION**

All Contractors must ensure the site is left in a clean and tidy manner both during and outside working hours. Debris will not be stored in a manner to block common areas or escape routes.

All Construction traffic and Delivery Vehicles will be checked prior to re-entering the highway and if necessary, any mud or dirt removed on-site prior to leaving site. should any mud or dirt be deposited on the highway caused by construction traffic and deliveries it will be cleared as soon as practical and safe to do so.

#### **DUST/NOISE/LIGHT POLLUTION**

All operatives will take a proactive approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to other site operatives and the general public.

Dust will be controlled at source by use of damping down and dust extraction equipment. operations in 'windy conditions' will be mindful of the conditions to reduce waste transfer. All cutting operations will take place in a controlled area of the site and all debris will be removed on completion of the cutting works. Any generators located on site will be suitably enclosed to minimise the noise pollution.

All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005

On-site lighting will be maintained at an optimal level to comply with Health & Safety and the position of any lighting will consider the neighbouring properties.

#### **VISITORS TO THE SITE**

The Site Supervisor will be always responsible for the health and safety of all visitors to the site. Suitable Personal Protective Equipment will be worn by all visitors whilst on site.

#### **COMMUNICATION**

A system of communication between all site operatives will be maintained by the Principal Contractor, through site induction briefings and including health and safety as a separate topic during Contractor's meetings.

#### **PLANT AND MACHINERY**

All Contractors will be required to provide records of maintenance and suitability of all machinery and portable tools All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and where required, Portable Appliance Tested within the previous three months.

All plant operators must be appropriately accredited for the specific item of plant they are operating.

#### **POWER SUPPLIES**

All works will comply with relevant Regulations and Approved Codes of Practice, including The Electricity at Work Regulations 1989, The Low Voltage Electrical Equipment (Safety) Regulations 1989 and The IEE Wiring Regulation (Code of Practice).

#### **ACCIDENT REPORTING PROCEDURE**

All accidents will be logged within the Accident Book. Where accidents fall within the category of RIDDOR 2013, the relevant Process will be followed.

#### **HAZARDOUS SUBSTANCES**

No hazardous substance will be used until relevant COSHH Assessments have been provided.

## **Procedures on discovering a Fire**

**Sound the nearest alarm immediately or shout FIRE FIRE FIRE Call the Fire Brigade using 999.**

Attack the fire if it is small enough to do so and without taking any risk to you, using extinguishers Leave the site and report to the Assembly Point outside the Building Procedures for Occupants where a Fire Alarm is raised.

- Do not stop to collect anything.
- Leave the site.
- Report to the assembly point

### **Fire Safety Co-ordinator**

Fire Safety Co-ordinator is the Principal Contractor or delegated Sub-Contractor. The Fire Safety Co-ordinator will:

- Ensure that all procedures, precautionary measures, and safety standards are clearly understood and complied with by all operatives.
- Carry out weekly checks to ensure firefighting equipment is present where it should be within the building, unobstructed and check they have not been discharged or damaged.
- On a weekly basis check fire safety signage is clearly displayed and ensure the designated escape route is free of obstructions
- During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly point.
- Carry out a fire safety induction for new staff detailing the fire alarm points, routes of escape, assembly points and designated smoking areas.
- Promote a fire safe working environment.

### **Liaison with the Fire Brigade**

Where the fire brigade is called to the premises to deal with a fire, the following information should be relayed by the Fire Safety Co-ordinator.

- If any person has not been accounted for
- Location and nature of the fire
- Location of the fire alarm controls and any on-site hydrants.
- Whether any hazardous substances are on the premises