

Construction Method Statement

for

Elm Grove, Hayling Island

PROPRIETARY DATA

The information contained in this document is proprietary to Hamlet Homes Ltd. The information in this document is not to be reproduced, shown or disclosed outside Hamlet Homes Ltd without the express written permission of the Managing Director or a nominated representative.

The information contained herein is subject to change. Revisions will be issued only to holders of controlled copies to advise of any changes and/or additions.

Correspondence regarding this publication should be addressed directly to the Managing Director, Hamlet Homes Ltd, 1 The Mill, Stane Street, Maudlin, Chichester, West Sussex, PO18 0FF.

Copyright © 2023 Hamlet Homes Ltd.

CHANGE SUMMARY

Version	Draft	Date	Author	Description of Change
00	1	24/01/22	Michael Neale	Initial Draft.
00	2	25/01/22	Michael Neale	Amended per review sheets.
00	-	26/01/22	Michael Neale	Document Issue
01		30/01/23	Michael Neale	Section 2.3 amended to reflect parking arrangements. Section 3.1.4 amended with vehicle egress and delivery times.

TABLE OF CONTENTS

1. INTRODUCTION	5
2. SCOPE OF WORKS	6
2.1 WORKS UNDERTAKEN BY SPECIALIST SUBCONTRACTORS	6
2.2 SITE ESTABLISHMENT	6
2.3 PARKING AND COMPOUND ARRANGEMENTS	7
2.4 LOADING, UNLOADING AND STORAGE OF PLANT AND MATERIALS	7
2.5 WHEEL WASHING.....	8
2.6 SITE MANAGEMENT AND HOUSEKEEPING	8
3. CONSTRUCTION PHASE	9
3.1 PROJECT SPECIFIC HEALTH & SAFETY	9
3.2 HEALTH AND SAFETY OBJECTIVES.....	11
3.3 LIAISON BETWEEN PARTIES.....	11
3.4 CONSULTATION WITH THE WORKFORCE.....	11
3.5 SELECTION OF SUB-CONTRACTORS	12
3.6 H&S INFORMATION FOR (SUB-) CONTRACTORS	12
3.7 SITE SECURITY	12
3.8 INDUCTION	12
3.9 RISK MANAGEMENT.....	13
3.10 SPECIFIC TRAINING	13
3.11 TOOL BOX TALKS	13
3.12 WELFARE FACILITIES.....	13
3.13 FIRST AID	13
3.14 FIRE AND EMERGENCY PROCEDURES	14
3.15 ACCIDENTS REPORTING	14
3.16 RISK ASSESSMENTS & METHOD STATEMENTS.....	15
3.17 COSHH ASSESSMENTS.....	15
3.18 HEALTH & SAFETY MONITORING	15
3.19 HEALTH AND SAFETY FILE.....	16
4. APPENDIX A – SITE LAYOUT	17
5. APPENDIX B – DEVELOPMENT PROGRAMME.....	18

1. INTRODUCTION

The purpose of this Construction Method Statement is to outline Hamlet Homes Ltd.'s approach to managing the construction works at the site known as Elm Grove. This document includes specific comments on the establishment of the site, logistics and the process of managing the overall site. It will also serve to ensure that the construction works cause the minimum disruption to the adjacent premises and nearby residents by maintaining a safe working and living environment.

The information provided in this document is an overview of the key project activities at Elm Grove. Generic statements herein will be supplemented by plans, procedures and detailed method statements as the project develops.

This document is to inform interested parties and will be used as the background for the detailed construction method and risk assessments by specialist trade contractors employed for specific tasks.

It is also required to satisfy Condition 12 of the planning permission APP/20/00015 which states: -

"No development shall start on site until a construction method statement has been submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority, which shall include:

- (a) A programme of and phasing of demolition (if any) and construction work;*
- (b) The provision of long-term facilities for contractor parking;*
- (c) The arrangements for deliveries associated with all construction works;*
- (d) Methods and phasing of construction works;*
- (e) Access and egress for plant and machinery;*
- (f) Protection of pedestrian routes during construction;*
- (g) Location of temporary site buildings, compounds, construction material, and plant storage areas;*

Demolition and construction work shall only take place in accordance with the approved method statement.

Reason: *To safeguard the amenities of the locality and in the interests of traffic safety and having due regard to policies CS16 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework."*

2. SCOPE OF WORKS

The Elm Grove development comprises the demolition of an existing retail unit and associated outbuildings and the construction of a three-storey building consisting of one (1) retail unit with four (4) one-bedroom flats fronting Elm Grove and a three-storey, sheltered housing building consisting of nineteen (19) one-one bedroom and twenty (20) two-bedroom assisted living apartments with associated car parking and external works to the rear.

The site plan relating to these works is detailed on drawing 19-030-002-P10 and a marked-up version showing the site layout is included in Appendix A of this document.

Demolition works are due to commence February 2022 and the development is scheduled to be completed within 18 months. A project plan will be prepared and circulated to all relevant parties.

2.1 WORKS UNDERTAKEN BY SPECIALIST SUBCONTRACTORS

The following works will be undertaken by specialist subcontractors who will produce their own method statements and risk assessments as required by the Health and Safety Executive.

- Demolition
- Piling & Foundations
- Groundworks, including drainage, access road and parking
- Scaffolding
- Roofing Works
- Brickwork/Blockwork
- Carpentry
- Plumbing & Heating
- Electrical Works
- Plastering Works
- Kitchen Fitting
- S278 Works (if/as required)
- Landscaping

2.2 SITE ESTABLISHMENT

Solid hoarding has been erected along the Western boundary on Elm Grove and will be extended up to the Northern boundary, along which temporary Heras fencing will be installed. The existing gated entrance will be retained for vehicular access and a personnel gate will be installed adjacent to it.

The hoarding will be kept in a clean and tidy condition throughout the works and will be regularly checked and maintained. Signage will be positioned so it is clearly visible to warn members of the public of any potential hazards and provide contact numbers should there be a need for them.

The site accommodation will be located adjacent to the Southern boundary and behind the existing Vets4Pets building and will comprise a site office, canteen and welfare unit.

The site will be maintained in a safe and tidy manner with the implementation of good housekeeping procedures. There will be temporary power, water and drainage throughout the works.

Unauthorised access to the site is prevented by existing fencing which will be repaired and/or extended where necessary.

All site visitors and construction personnel will be required to report to the site office where they will be required to sign in and attend a safety induction by the Site Manager whereupon they will be provided with details of the site rules and restrictions such as Health & Safety arrangements, First Aid provision and Fire Procedures.

Construction personnel will be required to produce certificates of competence such as CSCS, PASMA, Operators Licenses or Test Certificates which will be recorded in the site record book.

The site has been registered under the Considerate Constructors Scheme and will therefore comply with the scheme's code of practice.

2.3 PARKING AND COMPOUND ARRANGEMENTS

An area adjacent to the site office will be graded off and used as a materials storage compound.

Site operatives, contractors and visitors are advised to park in the council owned car park in Legion Road which is a short walk from the site.

2.4 LOADING, UNLOADING AND STORAGE OF PLANT AND MATERIALS

All materials and plant will loaded/unloaded within the site and materials will be stored on site as close to their place of use as is practicably possible and in an orderly fashion.

Pedestrian walkways and vehicle routes will be segregated and marked out with appropriate barriers. Lay-down areas will be set out for trades where required and suitably fenced off. No flammable materials will be stored near boundary fencing or existing buildings. The storage of any flammable materials will be strictly monitored and controlled.

Plant will be stored within the secure compound whenever possible, keys will be removed and isolators, where fitted, will be activated. Any fuel stored on site will be housed in a double skinned bunded tank.

2.5 WHEEL WASHING

If there are any periods of prolonged wet weather during the construction period a temporary wheel-wash station shall be located on site for all vehicles exiting on to the public highway to avoid depositing mud onto the road. This will enable all wheels and tyres of vehicles entering and exiting the site to be cleared of debris. Cleaning shall take place within the site to avoid spillage of mud and water onto the public highway or surrounding properties.

Similarly, in prolonged dry periods the site will be damped down and swept if there is excessive dust.

At the end of each working day, checks will be made to ensure that there is no mud, debris or rubbish on the public highway.

2.6 SITE MANAGEMENT AND HOUSEKEEPING

The Hamlet Homes Ltd management team actively promotes clean and tidy sites in the belief that it enhances safety and productivity while also reducing waste. This philosophy is applied throughout the site, including work areas, offices and storage compounds and sub-contractors and specialists are encouraged to play their part in keeping the work areas clean and tidy.

Prior to any works being carried out on site a full and detailed schedule of conditions will be carried out on the works site and its environs.

3. CONSTRUCTION PHASE

The following sections outline the key elements for consideration. This document demonstrates Hamlet Homes Ltd.'s commitment to control and, where possible, mitigate their impact on the local community and infrastructure.

Many of the issues identified will be developed and dealt with in 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. This will be particularly important for piling, excavations and structural works.

During the Construction Phase of the project, Hamlet Homes Ltd.'s duties shall include but may not be limited to: -

- Agree a schedule of conditions prior to the commencement of works on site;
- Co-ordinate works including design and production information and liaise between all parties involved;
- Manage Health and Safety on site and update the Safety File;
- Employ bona-fide sub-contractors, tradesman and suppliers to carry out the works;
- Process sub-contractor and supplier payments;
- Arrange for samples as required;
- Ensure compliance with Building and Statutory Regulations;
- Ensure compliance with the project specification and client requirements;
- Supervise the works and attend meetings with the client, design team and specialist contractors as necessary;
- Monitor progress against the contract programme and take necessary action to avoid delays;

3.1 PROJECT SPECIFIC HEALTH & SAFETY

3.1.1 Working Hours

The general operating hours of the site will be 07:30 – 18:00 Monday to Friday and 08:00 – 13:00 on Saturdays. There shall be no working on Sundays or Bank Holidays.

3.1.2 Noise Pollution

Noise emission can be a potential source of annoyance to the local population so the following measures will be taken to ensure this is minimized as far as possible: -

It is anticipated that the only particularly noisy activity will be the piling works that will likely take place during late April/early May 2022 for a duration of approximately three (3) weeks. To minimise any impact on the nearby population this work will be restricted

to the hours of 08:00 to 17:00 Monday to Friday and 08:00 to 13:00 on Saturdays with no working on Sundays.

Standard construction plant and equipment will be used with typical plant including compaction equipment, excavators, breakers, dumpers, mobile cranes, telehandlers etc. Any stationary plant such as compressors or generators will be positioned away from sensitive locations within the confines of the operational use of the equipment and machines in intermittent use will be shut down or throttled down to a minimum when not in use.

Vehicles and mechanical plant used will be fitted with effective exhaust silencers, maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

All contractors shall ensure that their plant complies with the relevant statutory requirements and all employees and contractors will be informed about the need to minimise noise.

3.1.3 Control of Air, Dust and Water Pollution

There shall be a commitment and strategy to operate site management procedures to adopt best practice in respect of air (dust) pollution from site activities and water (ground and surface) pollution on site.

All reasonable steps will be taken to minimise the impact of dust or mud arising from works on site. Cutting equipment will use water as a dust suppressant or have local exhaust ventilation systems, skips will be securely covered and all loads delivered or collected from site will be covered where appropriate.

There will be no burning of any materials on site and surplus materials will not be allowed to accumulate on site or spill over into the surroundings. Ground and surface water will be managed by the insertion of all drainage at the beginning of construction with drain runs being active as soon as practicably possible to minimise surface water.

3.1.4 Deliveries

Vehicular deliveries including all HGV movements shall arrive, be received or despatched from the site during the hours of 07:30 to 18:00 (or dusk if earlier) Monday to Friday and 08:00 to 12:00 on Saturday.

Delivery dates shall be arranged in advance to avoid multiple deliveries arriving at the same time.

There shall be no deliveries outside of these hours, on Sundays or Bank Holidays and every effort shall be made to ensure school drop-off and pick-up times are avoided to

minimise congestion and reduce the risk of accidents resulting from vehicular movements to and from the site.

There is insufficient space for lorries to safely turn round on site, so the entry and exit of all heavy goods vehicles will be controlled by banksmen.

3.2 HEALTH AND SAFETY OBJECTIVES

Hamlet Homes Ltd aims to achieve the following objectives while carrying out construction works for this project: -

- Prevent accidents and ill health to our staff, client, (sub)-contractors, third parties and members of the public;
- Carry out all works in accordance with the 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 any third parties;
- Consult and communicate to all those involved in the project and listen to and act on given feedback as appropriate;
- Subscribe to and maintain the standards set out under the Considerate Contractors Scheme;
- Have no RIDDOR reportable accidents;
- Keep possible disturbance to the nearby, residents, businesses and the public to an absolute minimum;

3.3 LIAISON BETWEEN PARTIES

Hamlet Homes Ltd staff members and all sub-contractors are required to co-operate fully with all other parties involved in the project for issues that affect health and safety.

Regular project meetings will be held and meeting minutes and any other relevant information will be circulated to all parties involved.

Hamlet Homes Ltd will ensure that regular liaison is carried out between the site and nearby residents.

3.4 CONSULTATION WITH THE WORKFORCE

Hamlet Homes Ltd recognises that workforce consultation plays a key role in effective health and safety management.

During site inductions Hamlet Homes Ltd.'s staff members and sub-contractors will be encouraged to make suggestions, report any potentially unsafe situations and/or near

misses and communicate any concerns or ideas regarding health and safety to the Site Manager. The company will consider any reasonable request made by either a staff member or sub-contractor regarding health and safety matters on site.

3.5 SELECTION OF SUB-CONTRACTORS

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

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 required criteria.

3.6 H&S INFORMATION FOR (SUB-) CONTRACTORS

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

Every sub-contractor will attend a pre-start meeting at which a sub-contractor Quality and Safety Summary will be 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 be briefings for all personnel engaged in high-risk activities.

3.7 SITE SECURITY

Visitors will be requested to identify themselves and will not be allowed on site until a member of staff has greeted them. All entrances and exits to the site will be secured at all times 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 or locking down of any access ladders/stairs to all scaffolding.

3.8 INDUCTION

Prior to any person commencing work on site, they will receive Health and Safety Induction Training. Hamlet Homes Ltd will conduct training for all employees under

their control and for sub-contract managers and supervisors who shall thereafter be required to induct their workforce. A record will be maintained on site of all Induction Training.

3.9 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.

3.10 SPECIFIC TRAINING

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

3.11 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.

3.12 WELFARE FACILITIES

Welfare arrangements for this project shall include: -

- Mess room
- Boiling water
- Washing facilities and drying area
- Toilets
- First Aid

Where sub-contractors provide their own facilities, they shall be 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.

3.13 FIRST AID

A suitably equipped First Aid Box with eye washing solution will be available on site as will a trained First Aider.

If a contractor is required to work on site when a Hamlet Homes Ltd First Aider is not available, enquiries will be made with those contractors to ensure the availability of a trained 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 shall remain available throughout the contract.

3.14 FIRE AND EMERGENCY PROCEDURES

Hamlet Homes Ltd.'s arrangements for dealing with emergency situations are detailed as follows:

A site notice board displayed at an appropriate location 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, Police Station, Gas Board and Electricity Board;
- The name and location of First Aider(s);

The Site Manager is responsible for Emergency Arrangements and Muster Point arrangements and will bring this to the attention of all persons at Induction Training.

The company shall develop a Site Fire Plan to identify the proposed Fire Escape Routes and how to raise the alarm and fire extinguishers will be provided on site.

3.15 ACCIDENTS REPORTING

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, safety advisers may be called in to assist if required and will investigate and report any serious accidents.

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

There will be an Accident Book in the site office in which all accidents shall be recorded.

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

Sub-contractors will notify Hamlet Homes Ltd immediately of any major injury, dangerous occurrence or accident to a third party and will inform the Health and Safety Executive accordingly.

3.16 RISK ASSESSMENTS & METHOD STATEMENTS

Site and task specific Risk Assessments and Method Statements will be developed as the project progresses.

Much of the works are to be carried out by specialist contractors and it will be their duty to prepare and submit all relevant risk assessments and method statements.

3.17 COSHH ASSESSMENTS

Where harmful substances cannot be substituted with less harmful ones, 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 shall carry out COSHH Assessments which will be included in the Site File.

3.18 HEALTH & SAFETY MONITORING

Hamlet Homes Ltd.'s arrangements for monitoring site health and safety are as follows:

- The Site Manager is responsible for ongoing monitoring of health and safety and he will conduct a weekly formal inspection.
- The company may employ independent health and safety advisers to visit the site on a regular basis and conduct formal audits and inspections.
- All accidents and incidents will be investigated and recorded as previously documented.

- 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.

In addition to in-house procedures, we may seek to employ an independent health and safety advisor to perform regular site-based inspections. The advisor would be shown around site by the site manager or an appointed company representative. Should the advisor see fit, then any unsafe practices or unsafe equipment observed may result in works being suspended until rectified.

Following an inspection of the site, documentation systems will be inspected and all results recorded on approved forms. This information will be 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.

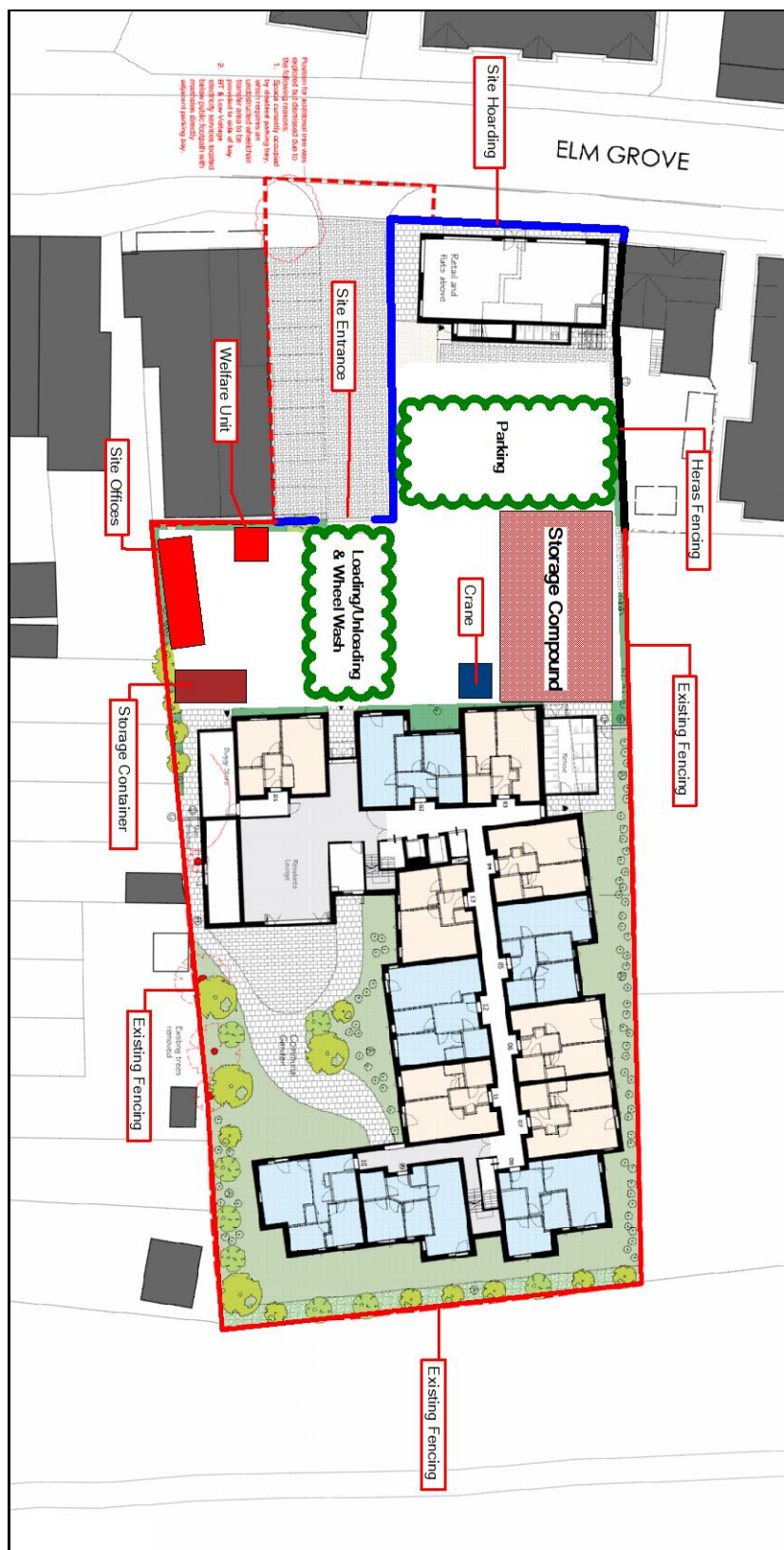
3.19 HEALTH AND SAFETY FILE

Hamlet Homes Ltd will liaise with the Client/Employers Agent on the content and compilation of the Health and Safety File for those aspects of the project under its control.

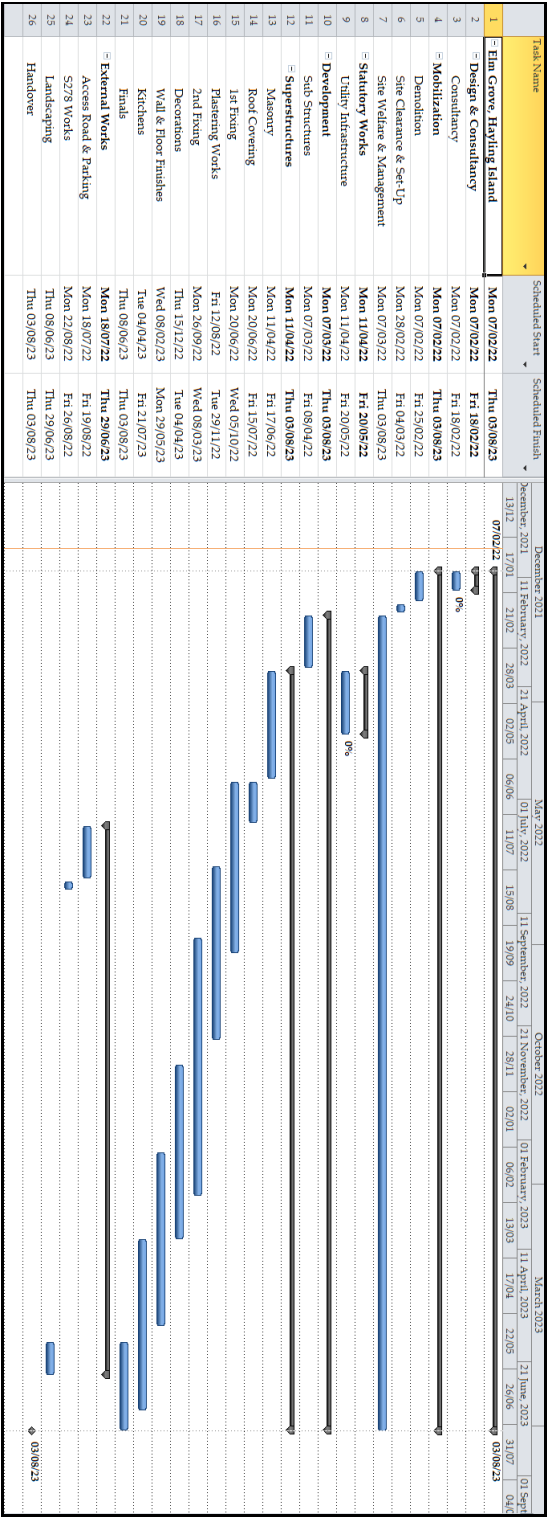
Sub-contractors will be consulted and instructed on the compilation of those aspects for which they are responsible.

The Site Manager and external health and safety advisor, if employed, will ensure the Health and Safety File information for those aspects of the project under the principal contractors control is completed in accordance with the Pre-construction Information and Employers Requirements and store all necessary information for inclusion in the Health and Safety File.

4. APPENDIX A – SITE LAYOUT



5. APPENDIX B – DEVELOPMENT PROGRAMME



--- End of Document ---