



**Kingstone Construction
CONSTRUCTION METHOD STATEMENT (CMS)**

Project/Contract	The Woodlands
Contractor	Kingstone Construction
Site Address	Former Bolton Hall Nursing Home, Carrhead Lane, Bolton Upon-Dearne, Rotherham, South Yorkshire, S63 8DA
Project Start Date	20th February 2017
Expected Duration	64 Weeks
Projected Completion Date	April 2018

	Name	Title	Signature	Date
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Revision History

Version Control	Date	Comments	Date of Next Review
v1.0	Feb 2017	Circulate for Acceptance (Aaron	As and when required
v2.0	Nov 2017	Amend and re-issue at the request of Barnsley MBC	As and when required

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact the site manager or safety representative.**

Task Description

This Construction Method Statement (CMS) describes the work process for general construction, and site safety.

Staff & Training

The project will be carried out by staff from Kingstone Construction and other appointed Sub-Contractors. All members of staff are experienced and hold the required qualifications, this is checked and verified during tendering and site induction. The site manager for this project is Mr Jason Clark. All staff on site will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

All site workers will wear Safety Boots Hi Visibility Vests, Hard Hats at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary along with any task specific PPE.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the site manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the Site Manager and will follow all site rules and safety procedures.

Welfare

We (The Principle Contractor) work within The Construction (Design & Management) Regulations (2015) and as such, we are responsible for providing adequate washing, toilet, drying and refreshment facilities for all those on-site and are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner while we use these facilities.

First Aid

We (The Principle Contractor) will ensure adequate first aid provision is available on-site. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person will also be put in place. The site first aider is the site manager, Mr Jason Clark, and a first aid point is located in the welfare cabin.

A trained first aider will be a suitable person who has attended an approved course of at least 3 days training repeated every 3 years and attended a refresher course every year in between.

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An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

- All works to be carried out in accordance to the risk assessments in place. Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.
- Work area to be securely cordoned off to prevent unauthorised access.
- All workers to undertake site induction prior to commencing work.
- PPE to be worn at all times on site.
- All construction activities and the operation/arrival of heavy good vehicles shall be limited to between 8am-5pm Monday to Friday and 9am-2pm Saturday only (no working on Sundays or Bank Holidays).
- There will be no parking, loading or unloading on Sutherland Street.

TRAINING

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work. All operatives are to receive training on manual handling techniques, asbestos awareness and work at height. All workers to undertake site induction prior to commencing work. Tool box talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

ACCESS

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment. Step ladder and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials. Unsupported trenches will be cordoned off. Where access into the trench is required, safe means of access, e.g. fixed ladder, will be provided.

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

DELIVERY & STORAGE

All deliveries will be accepted between 8am-4pm Monday to Friday and 9am-2pm Saturday only. Deliveries outside of these times will not be accepted, and sent away from site.

All equipment and materials delivered to site will be labelled and stored at a designated location in accordance with manufacturer's instructions and any applicable COSHH assessments. There is a storage container on site used for storing materials and also provides dry bagged cement materials.

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Materials will be stored safely away from access routes. All materials will be unloaded using mechanical aids with sufficient safe working loads.

Materials will be stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials are to be stored within storage units or otherwise protected from weather conditions and kept dry.

HOUSEKEEPING

All good practise guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

The highways surrounding the site will be observed daily for deposition of dirt. Should public highways become dirty, a Road sweep will be arranged by the site manager and signage will be put out to warn drivers until the highway is clean again.

EXTERNAL WORK

External work prohibited during extreme weather such as rain, strong winds or snow. External work at height also prohibited in icy conditions. Operatives to be warned of the dangers of skin damage prior to external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

SITE RULES

All operatives and contractors requiring access to site must be in possession of, and wear, hard hats, safety boots, overalls and protective gloves when working on this project. When dust is created, dust masks and eye protection will be worn. Eye protection will also be worn when handling or working around sharp objects.

For hot work, appropriate clothing (masks, gloves and overalls) will be worn as per risk assessment.

Ear protection to be mandatory on this project for all operations with noise levels exceeding 85dB(A).

Persons working externally must wear hi-visibility clothing, as they will be proximate to traffic routes.

Any operatives needing to work at a level at which a significant injury could result from a fall, must wear safety fall-arrest harnesses, which must be attached to a line or load-bearing structure, before the operative commences work.

All operatives to be trained to the correct use of PPE.

All operatives to receive health and safety induction prior to commencement of work.

All operatives (including sub-contractor's operatives) to produce certificates of competence to operate plant and specialist equipment to the Principal Contractor.

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Test and inspection certificates for plant brought onto site must be available for site inspection at all times.

SITE SET UP

The site is vast and open plan. The site is protected by existing fencing, hedge lines, and also solid Timber hoarding provided and erected by Kingstone Construction. Mandatory and additional safety signage is in place, and safe routes segregating pedestrians and vehicles are in place by way of Chapter 8 Avalon barriers.

A welfare unit is on site, with Male and Female facilities. There is also a washing and rest area provided with water and power connected from a suitable supply, enabling the provision of hot water and facilities for making hot drinks. The site manager ensures that all facilities are cleaned regularly.

Power to site working area to be created via a 110v temporary supply (set up from a transformed 240-volt supply, connected from outside of the working area, transformed to 110v and centre-tapped to earth). Supply to be installed and connected by a competent electrician, with hand-over test certificate to the Principal Contractor. Deliver materials for initial works to site by vehicle and off-load to materials compound area.

TRAFFIC MANAGEMENT

Access to the site is gained via Carrhead Lane. The speed limit of which is 30mph. There is a currently a purpose built car park which has proved sufficient for the number of contractors on site.

A Traffic management plan has been issued, and amended (currently at v2.0).

Any turning or reversing is carried out with the aid of a banksman. Banksman to wear a high visibility vest/jacket.

Manoeuvring of any large loads or vehicles to be carried out with banksman in attendance, to ensure that third parties are kept clear of site operations.

All site plant and vehicles to access the allocated compound area for deliveries and collections.

Parking is only allowed in recognised allocated vehicle parking areas. Each contractor to ensure unnecessary delays do not occur that could obstruct vehicle / pedestrian movements. Drivers must take care when other vehicles and pedestrians are in any area through which they are moving. Where possible audible and visual signals should be used for reversing.

WORKSPACE

All good practise guidelines regarding the provision of sufficient clear working space will be observed.

Prior to the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building / site occupants) will be made available, so far as is

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reasonably practicable. Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, so as to restrict other persons from entering said area. During the works, attention will be paid at all times to the maintenance of a clear working space. If during the works, the maintenance of a clear working space is impracticable, the person undertaking the work will liaise with the site management /principal contractor.

WORK EQUIPMENT

All current legislation and codes of practise regarding work equipment usage will be complied with. Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All mains powered 240v work equipment will be designed / constructed so that it will operate, via a transformer or the power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Guards to be correctly fitted before use.

When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

WORK AT HEIGHT

All current legislation and codes of practise regarding working at height will be complied with.

Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials / structures / areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toe boards before use.

If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier. Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base / danger area, so as to prevent unauthorised access.

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Only those persons who have received suitable instruction shall be permitted to undertake work at height.

LIFTING OPERATIONS

Crane lifting plan / lifting plan to be completed for all lifting operations involved with the task.

Lifting equipment will be of sufficient capacity, will have current test and thorough examination certificates and will be inspected weekly. All lifting gear to be clearly identifiable and colour coded for currency of examinations.

All lifting gear is subject to thorough examinations which are to be carried out by a competent person and recorded at least at six monthly intervals.

Damaged equipment is to be taken out of use immediately.

Equipment is to be of the correct length(s) and have sufficient safe working load capacity for the task.

All persons involved in any lifting operations to be competent for the task they are to carry out.

Communication between the crane operative and banksman is to be by two-way radios or hand signals if there is a good line of vision.

Access to area below lifting operations prohibited and to be prevented at all times, with suitable barriers and signage.

Heavy loads are to be lifted into position by mechanical aids to minimise manual handling.

Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from safe working platform.

MANUAL HANDLING

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads any items weighing more than 25 kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor / site manager will determine a safe method of handling through completing a risk assessment and specifically instruct nominated individuals.

Any items or loads above 25kg to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for, and kept free of, obstructions. Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear. Two or more operatives will carry larger or heavier items.

HARMFUL SUBSTANCES

All current legislation and codes of practise regarding chemical / substance usage will be complied with. Where possible any hazardous substances will be substituted for

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alternative non-hazardous substances. COSHH assessments will be carried prior to use of hazardous substances.

Only those persons who are fully conversant with a chemical / substance will be permitted to use the chemical / substance. Adequate ventilation will be maintained at all times where hazardous chemicals / substances are used.

When not required for immediate use, chemicals / substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

If during the works, the provision / maintenance of a well vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor with a view to resolving the issue.

It is acknowledged that construction activities have the potential to impact on air quality, therefore water carts will be used for dust suppression along with air quality monitoring program or complaint based monitoring and common sense monitoring. This will be performance indicated by receiving no complaints regarding dust from workers / neighbours / community members.

It is acknowledged that disturbance to adjacent dwellings from noise and vibration, significant noise generating activities and noise and dust generated from site can occur. Therefore, ongoing assessment and reporting will be in place, along with all significant noise generating activities being undertaken between 8am-4pm Monday to Friday and 9am-2pm Saturday only (no working on Sundays or Bank Holidays). Quieter activities which are carried out inside buildings such as electrical works, plumbing and plastering may take place outside of agreed working times so long as they do not result in significant disturbance to neighbouring occupiers. PPE will be provided to workers (eye protection and ear protection) No significant dust will be generated during construction.

FIRE PREVENTION

All current legislation and codes of practise regarding fire prevention will be complied with. Where possible any flammable substances will be substituted for alternative non-flammable substances.

All hot works will be controlled through the use of a permit to work system.

Prior to the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Prior to the commencement of any works that could create a fire, suitable portable fire fighting equipment will be positioned accordingly. During any works which involves the use of a flammable article / substance, all appropriate measures will be taken so as to keep sources of ignition (naked flames, cigarettes etc) away from said flammable articles / substances. Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.

Upon completion of any works which may have given rise to the risk of fire / explosion, the area will be checked and left in a clean condition. A 1 hour fire check will be in place for all hot works.

WASTE DISPOSAL

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

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Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company. Waste must be transferred using a waste transfer note.

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