Construction Method Statement

Project: BBIC Phase 5, Barnsley



Prepared by: Julie Ford

Revision Ref: -

Issued: 03 February 2020

Harris CM Limited
Elmsall Way
South Elmsall
WF9 2XX
T: 01977 643586
www.harriscm.co.uk

Contents

1.0 CONSTRUCTION METHOD STATEMENT 3
2.0 METHOD STATEMENT 3
2.1 General 3
2.2 Planning & Programme 4
2.3 Pre-start Investigations 4
2.4 Routes for Construction Traffic 5
2.5 Site Management 5
2.6 Security, Site Establishment & Parking 5
2.7 Personnel 6
2.8 Site Access and Deliveries 6
2.9 Signage 6
2.10 Movement of Materials 6
2.11 Storage and Handling 7
2.12 Waste Management 7
2.13 Scaffolding 7
2.14 Temporary Services 7
2.15 Dust and Debris 7
2.16 Safety 8
2.17 Noise Control 8
2.18 Construction Phase 8
Initial Work 8
Handover 9
External Works 9
3.0 PROCESS 9
3.1 Handover Documentation and Client Training 9
3.2 Protection of Completed Works 9
3.3 Contract Administration and Handovers 9
3.4 Reporting Procedures 10
4.0 CONCLUSION 10

1.0 CONSTRUCTION METHOD STATEMENT

The project comprises of the construction of a new two storey building for mixed offices and light industrial units/workshops with a total indoor floor space of 1,218 sq.m (13,110 sq.ft.) Car parking and new on site private access roads.

The project works briefly comprises of:

- Site clearance, removal of existing surfaces & reduced level dig
- Concrete pad foundations & ground beams
- Below slab drainage
- Structural steelwork
- Metal decking
- Under slab drainage
- Single ply roof
- Installation of solar panels
- Low level perimeter masonry
- Wall cladding
- Glazed curtain walling & windows
- Concrete slabs
- Personnel doors
- Internal block work
- Internal stairs and lift
- M&E
- Internal walls
- Joinery
- Wall finishes
- Suspended ceilings
- Floor finishes
- Fixtures & fittings
- External drainage
- External road, kerbs & footpaths
- Landscaping
- Road markings

This method statement sets out to demonstrate our ability to carry out the works in the optimum time, in the most viable and safe manner to achieve a completed project to the satisfaction of all parties involved.

2.0 METHOD STATEMENT

2.1 General

This method statement has been prepared on the basis of the tender information as issued and gives an indication of our general approach to the construction and management of the project.

We have included our intentions for managing and supporting the project and the particular approaches that will be taken for certain key aspects.

Certain areas of operation will be the subject of specialist considerations, and more specific and detailed method statements relating to these operations will be provided

at a later stage and as the project proceeds. These additional key method statements will comply with the requirements of the relevant regulatory bodies and will be prepared by the specific contractors involved.

2.2 Planning & Programme

The project construction programme is prepared and developed using the computer based Microsoft Project planning and project managementsoftware.

This is a critical path network based system which has the capability to produce bar chart programmes that can incorporate design, coordinated trade contractor design, design reviews, procurement, equipment/material orders, deliveries and site installation period as part of our standard procedures.

The construction programme will be monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

The contract programme will be prepared as an abstract of the construction programme and issued to all parties and used as the reporting document for all site construction progress.

A Procurement Schedule will be prepared from the construction programme that will identify key dates to be achieved within the design, detailing, approval and manufacture/procurement processes for individual trade operations.

This schedule will be utilised for the control of the procurement process of trade contractor packages from final enquiry through to appointment, drawing production, manufacturing and procuring processes, and up to the date of their commencement of site operations. The schedule will be monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

The schedule of Information Required Schedule will also be produced that will identify final design achievement dates for all outstanding design aspects. This schedule will be issued to all parties and monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

2.3 Pre-start Investigations

Prior to commencement of site works, an external survey will be carried out to confirm the existing site levels, extent of any existing services and the condition of the existing environs.

These will be plotted on a drawing and a photographic record will be taken, which will be maintained as a record throughout the stages of the contract.

Notification of the project commencement will be issued to all Statutory Authorities, advising them of the construction works and advising them of the proposed programme of works.

At the commencement of the contract, Harris will start the Logistics activities, which are detailed below.

2.4 Routes for Construction Traffic

The way in which the site is established and managed is critical to the success of the project. Access for transport and pedestrians to the site is from BBIC's main entrance on Innovation Way. The route to and from site will be communicated with our subcontractors and suppliers at the Prestart/Prelet meeting.

Adequate and safe turning provision will be established within the Innovation Centre to enable transport to exit safely onto Innovation Way.

Where vehicles are required to reverse, audible and visible warning devices are to be used. Where these devices are not fitted trained banksman are to be used.

Areas for unloading, material storage and temporary parking spaces will also be designated within the site boundary.

2.5 Site Management

The site management for the project will comprise of a site based Project Manager & Site Supervisor / working foreman. A Project Surveyor will provide the commercial and procurement resource.

The site team will be supported and assisted by our head office based staff including planning, construction management, health and safety, environment and administration.

2.6 Security, Site Establishment & Parking

To ensure the site is secure within the construction period heras fencing & gates will be erected, maintained and adapted during the contract to suit the phasing of the works.

The Site office and welfare facilities, on site parking and a vehicle unloading / waiting area will be established within the Business Centre so that it easily accessible and will not affect Innovation Way.

Car parking spaces will be made available on site to ensure the highway is not impeded by parked vehicles.

In addition to this, there are a number of car parks in close proximity to the site. Contractors are advised during the Pre-start/Pre-let meeting of the restrictions and that they are not to impede the highway.

All staff and contractors are encourage to participate in car sharing or use alternative transport arrangements such as walking, cycling & public transportation.

The compound will be segregated from site with heras fencing with pedestrian access gates to site.

Temporary site accommodation and welfare will comprise of Harris Site Management accommodation, meeting room / induction room, canteen and welfare facilities. These will be located on the existing tarmacadam. The meeting room will be available

for the Client's representatives when visiting the site.

Storage areas will be designated within close proximity to the workfaces to reduce movements across the site. The areas will be managed and coordinated by Harris site management with the subcontractors.

2.7 Personnel

All personnel including visitors will be inducted prior to gaining access to the site. They will be informed of the specific site rules as well as Harris site rules and their own company's method statement.

2.8 Site Access and Deliveries

Vehicular and pedestrian access to the site compound will be from the main entrance for the BBIC from Innovation Way. Delivery vehicles will be provided with directions to the site and be required to turn off engines to avoid nuisance upon arrival.

A delivery vehicle lay-by down area will be provided at the entrance of the site compound.

Delivery constraints will be identified to all suppliers and trade contractors.

Deliveries of materials, plant and equipment will be strictly controlled and co-ordinated to prevent congestion and disruption to traffic.

2.9 Signage

Adequate signage will be installed such that vehicle deliveries and access to the site are clearly defined within the general site geographical area. This will include warning signage for pedestrians and cyclists.

A main construction signboard will be positioned in agreement with the Client.

Site signage will be provided within the curtilage of the site as necessary to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival. Such signage will include: -

- Accommodation / Access requirements
- Speed Limits
- Mandatory site PPE
- Noise
- Danger Construction Site, etc.

2.10 Movement of Materials

All vehicle movements and deliveries will be subject to the control of Harris. The storage of materials on site will be coordinated and therefore delivery scheduling will be carried out to control materials arriving on site and to organize lay down areas. Ideally materials to be supplied on a 'just in time' basis.

Only personnel with the appropriate competency cards and safe system of work will

be permitted to operate plant including cranes. Al plant and equipment will be secured when not in use to prevent unauthorized use.

2.11 Storage and Handling

The contractor's site area will provide the storage area for all plant and materials delivered to site. Materials will be stored within the building, ready for the finishing trades, once remodeling has been completed.

More vulnerable materials/equipment will be stored in secure containers, or programmed on to site to be incorporated directly into the construction.

2.12 Waste Management

A waste removal strategy will be developed during the pre-commencement period. This strategy will be incorporated within all trade contractor orders.

For tender purposes we propose that rubbish skips will be provided within the contractor's site area, which will be removed and replaced on a regular basis. All trade contractors will be required to transport and deposit their rubbish within this provision.

We are also working towards better understanding waste management so the volume of waste to be disposed is reduced and segregation enables as much as possible to be recycled.

2.13 Scaffolding

Conventional scaffolding, where required, will be independent with boarded lifts to suit the nature, location and type of the particular operations.

All scaffolding will be securely tied to the structure and will include suitable ladder access. Scaffolding will be provided, erected and maintained in accordance with all current statutory regulations. In addition brick guards will be provided on the 'live' lifts.

Suitable guard railing will be utilised to prevent falling from unprotected edges of the excavations, upper floors and staircases as applicable.

No person other than certified competent scaffolders will be permitted to erect, alter, adapt or dismantle any conventional scaffolding.

2.14 Temporary Services

- 110v power will be utilised throughout the building.
- Water will be provided for use in the welfare facilities.
- Foul water will be to sewer or where not possible to septic tank
- Electronic data transfer line will be provided to the site offices

2.15 Dust and Debris

The site will be kept clean and tidy at all times and will accord with any statutory requirements. Particular attention will be given to preventing the contamination of adjoining roadways and existing water courses.

To minimise mud, grit and dirt being carried on to the public highway excavated materials are to be retained, recycled and reused on site.

Haul roads are to be established on site and dust suppressed through damping down. The new building are to be constructed on clean base which will reduce mud and dirt being transferred from site onto the highway.

In the event of any build up on tyres, tyre cleaning will be undertaken on vehicles prior to leaving site. In the event of any build up occurring on the public highway Harris will employ a road sweeper. The condition of site roads and the highway adjacent to the site will be monitored by site management.

All skips are to be sheeted by the waste management contractor prior to leaving site.

2.16 Safety

Full recognition and regard will be taken in the management and execution of the project of the Construction Design and Management Regulations 2015.

All trade contractors are obliged to provide safety policies, plans and method statements and will be interviewed prior to order placement on all aspects of safety, health and welfare.

All sites are subject to inspection by the Harris SHEQ department.

On site safety checks, inspection and reports are to be undertaken by site management & subcontractors.

2.17 Noise Control

Management of noise pollution and vibration control will be given a high priority. Where the works are in close proximity of occupied buildings Harris will ensure that acceptable levels of noise are adhered to as well as statutory levels imposed by the Environmental Health Officers.

Hours of construction work including delivery of materials on to the site shall be restricted to 08:00 – 17:30 hours Monday to Friday. This will controlled and monitored by Harris management.

2.18 Construction Phase

Initial Work

Prior to the commencement of the project works, the Construction Phase Health & Safety Plan will be prepared. This plan will be progressively refined and developed as trade package contractors and specialists are appointed, and more specific and detailed methods, techniques and requirements are established.

The Contractor's offices and welfare facilities will be set-up within the contractor's site area as shown on the Site Logistics Plan.

Handover

The buildings will be inspected by the Client during the last two weeks of the construction period. Snagging, cleaning and inspection will be undertaken room by room and once completed each room will be secured in advance of the final handover.

The site offices and compound will be also removed as agreed. Temporary site services will be isolated, equipment cleared, offices and plant removed prior to handover.

External Works

The hard and soft landscaping will be undertaken once the building envelopes have been completed all access scaffolding has been removed.

3.0 PROCESS

3.1 Handover Documentation and Client Training

In parallel with the construction phases we will put in place procedures for monitoring the progress of information production relating to the handover documentation to ensure it is available for handover.

3.2 Protection of Completed Works

The sub-contractors will adequately protect all materials, equipment and finishes to the satisfaction of Harris. To prevent damage arising from weather conditions, construction activities, or any other cause whatsoever during the progress of the sub-contract works and until the completion of the Project.

The required level of, and type of protection required to protect completed works will be agreed by all parties, in advance of any works commencing.

3.3 Contract Administration and Handovers

Throughout the contract, Harris will maintain the updated, tracked and monitored Construction Programme for the works. In order to ensure that the programme is adhered to, Harris will hold regular on-site progress meetings with Trade-contractors. At these meetings, other issues such as quality and safety will be discussed in detail to ensure that they fully comply with the contract requirements.

Prior to handover of sections of works, Harris will carry out their own snagging of the works, with the aim of achieving 'zero' defects at practical completion.

As built drawings, commissioning records and operation and maintenance manuals will be prepared and issued to the Principal Designer, prior to completion of the works.

3.4 Reporting Procedures

The following will be tabled for discussion at each internal site meeting;

- The status and progress recorded against the contract programme.
- Current updated Construction Programme with, if necessary, actions for bringing works into line with the Construction programme.
- A rolling schedule of approvals of all Design, Detailing and Materials yet to be approved. This schedule will be updated on a weekly basis.
- A schedule of materials and projects manufactured off site, with status of percentage manufactured and anticipated delivery dates.

4.0 CONCLUSION

The above method statement has been developed specifically to demonstrate our understanding of the project requirements and the detailed methodology required to carry out a project of this nature.

It is not however all encompassing and prior to the commencement of each stage or phase of the construction works specific method statements will be produced and agreed with the Harris Site Management Team.

This document 'Construction Code of Practice – Travelodge, Mansfield will be retained within the site office and is available for inspection by the public and interested parties.