



North West facilities

This Construction Method Statement covers: Refurbishment Works to Various Occupied Dwellings Cartrefi Cymunedol Gwynedd.

This Method statement lays out the general arrangements for the Health Safety and Welfare for the personnel working on the above contract.

The Scope of works is as follows:

Project description	Upgrade Kitchen Upgrade Bathroom Replacement Fascia & Soffits Upgrade Electrical Installation – Consumer Unit/Single to double sockets Upgrade Central Heating System – MHS Option 1			
Start date – Completion Date	March 2012 – June 2012			
Duration	10 Weeks – Pending any variations to contract agreed during works			
Hours of Works	Start 7.30am Finish 5.30pm Monday – Friday (Saturdays & Sundays Only at Client Permission)			
Emergency Contact	North West Facilities Ltd 01248-422 555 Fire/Ambulance 999 David Hartley – 07891-557581 HSE -0845 300 9923 Environment Agency - 03708 506 506			
Projected no. of operatives				
	Contract Manager	0	Plumbers/Heating Engineers	2
	Compliance Manager	0	Window Fitters	0
	Site Manager	0	Joiners	3
	Site Supervisor	1	Plasterers	0
	General Operatives	4	Decorators	2
	Ground workers	0	Tiler	0
	Bricklayer	1	Floor Layers	0
	Electrician	2	Cleaners	0
	Total			15

Management Structure

North West Facilities Ltd Senior Management Team Are As Follows

Managing Director – David Hartley

Operations Director – Harriette Hartley

H&S Consultant – Pat Rodgers(SI Consultancy)

North West Facilities Ltd Contract Management Team Are As Follows

Compliance Manager – Nancy Downing

Site Manager – Stephen Brazier

Site Supervisor – George Povey

Site Engineer – N/A

General Procedure.

Prior to any work starting the construction phase risk assessments & method statements will be issued to the client for approval. COSSH data will also be provided for materials identified as being required to complete the works.

Prior to any work starting the construction area will be identified & secured by means of temporary fencing, site welfare /offices established and connections made. All SHE signage and corporate signage will be positioned.

Prior to any work starting all personnel should report to the North West Facilities Site Supervisor for Induction training & Method Statement briefing carried out at 08.00.

All site signage to be bi-lingual (English & welsh language)

Operative to stay within construction area, all other areas are NO Go areas due to the environmentally sensitive nature of the surrounding area.

Site Procedures

Considerations for the Preparation of Risk Assessments for this Project:

1. Asbestos

- Personnel who are required to work on site will receive asbestos awareness briefing prior to being allowed to start works.
- No work will start unless as a minimum a type 2 survey (Management Survey) is available & any licensed removal has been completed by a licensed contractor and the workplace certified
- All operatives on site are required to sign the asbestos report to confirm they have read the document.
- All operatives are briefed during the initial induction to site regarding the actions to be taken if they discover any ACM's.
- All ACM's must be removed by a licensed contractor
- If any ACM's are found that are not identified on the asbestos report work must stop and the site management team informed straight away who in turn inform the client.

2. Protection of the public

- Materials and equipment must be stored externally in a steel secure unit, behind guard rails/barriers in such a way as not to block access routes. Warning signage should be displayed in both English and Welsh languages
- Where work is carried out hazard warning signage and communication boards must be fully populated and displayed
- Physical barriers should be erected to prevent un authorised access to areas where work is being carried out
- Tools should be isolated and or removed at the first opportunity so not to cause a risk to third parties

3. Delivery and removal of materials and equipment.

- All bulk materials are delivered to the site by 7.5 ton lorry by material supplier, off loaded via tail grab and placed in an outside storage area. A general operative is to work with all material deliveries to ensure safety of site personnel and third parties
- Un-used materials and waste is placed safely outside the construction area for collection by site operatives, which is taken and placed at the waste recycling area on site.

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- Smaller material items and tools are transported to site with the tradesman using a Luton/transit sized van. This in effect becomes a mobile store.

4. Hot works

- The hot works identified from the scope of works will include plumbing and Mechanical Installations.
- A permit is required for any hot works that are carried out on site and the site manager is accountable for their issue.
- The permit is issued daily / for each activity and identifies fire fighting and other equipment that may be issued. It also covers emergency procedures and cool down and close out times.
- The permit may only be issued at the place of work
- Only Trained and certified people may carryout hot work and this will be verified at the site induction stage.
- The permit will only be issued if all the criteria above can be demonstrated at the time of its issue.
- The permit will be closed out once the cooling off period has expired.

5. Electricity

- Electrical circuits must be locked off where ever there is a risk of damage or contact with the live circuit. This will include but is not limited to, wiring, plumbing, demolition, plastering, tiling and decorating (if covers are removed).
- All lock electrical lock offs are carried out under permit and the accountability for its issue is with the site manager.
- The lock procedure may only be carried out by a person who is trained and competent as per NICEIC legislation
- A lock will be physically attached to the breaker for the appropriate circuit. For internal circuits this can be at the distribution board, however for work on a distribution board the lock off will be required at a double pole isolator.
- Under no circumstances may the boards fuse be removed
- Once the work has been completed, tested and certified by an appropriate electrician the lock off procedure can be removed
- The accountability for the close out of the permit sits with the site manager

6. Gas

- Gas main must be shut off where ever there is a risk of damage or pipeworks located in the work area.
- All Gas Isolation's are carried out under permit and the accountability for its issue is with the site manager.
- The Isolation procedure may only be carried out by a person who is trained and competent as per Safe Gas legislation
- Once the work has been completed, tested and certified by an appropriate Gas Engineer the isolation procedure can be removed
- The accountability for the close out of the permit sits with the site manager

7. Falling from height - Scaffold

- All roof work, fascias, soffits and rainwater goods will be carried out from a mobile scaffold/Platform. Consideration will be given to PASMA BS EN 1004: 2004, though it is unlikely that the scaffold will be designed. If a designed scaffold is required this will be carried out by North West Facilities Ltd approved scaffolders.
- All ladders are to meet Class 1 and BS EN 131:1993 (European) and inspected and recorded as required by PUWER. Ladders must be removed when not in use and at the end of each day.
- Scaffolds must be inspected before each use by the site manager and formally inspected every 7 days or if adapted by a suitably qualified scaffolders and recorded with the scaffold register.

8. Falling from height – Low level

- Step ladders are not to be used unless a permit has been signed by the site manager.
- All access equipment should comply with the relevant British Standards and stamped accordingly. In addition it should be inspected and recorded as required by PUWER and no higher than 500mm.

9. Maintenance of plant

- Electrically powered tools are envisaged to be required for this project
- All electrical equipment should where ever possible be battery operated to avoid trailing cables.
- All wired electrical tools must operate at 110v
- Electrical tools must be tested in line HS(G) 141 – PAT at intervals of no greater than 3 months
- Before use, tools must be assessed and listed in line with OPERC HAVTEC data base.

10. Manual Handling

- Loads should be mechanically lifted where ever possible
- Loads should be split if they can
- Lifts should be shared by a number of people

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- A manual handling assessment is required for all lifts above 20 kgs

11. Use of hazardous materials

- Read the manufactures Safety data sheets
- Conduct a COSHH assessment for all substances
- Provide training for those using hazardous materials
- Consider visitors and third parties who could be affected
- Ensure appropriate storage
- Store materials in line with HS (G) 51 the storage of flammable liquids in containers if required.

12.Reducing Noise and Vibration

- All method statements and risk assessments must be in line with guide lines as laid down in The Control of Vibration at Work Regulations 2005.
- All risks of exposure to vibration and noise must be assessed and a decision must be made if operatives are likely to be exposed to readings above the daily exposure action level.
- Introduce a programme of controls to eliminate risk, or reduce exposure levels.
- Provide health surveillance to those operatives who would be continually exposed to levels above the action level.
- Provide information and training to all operatives on the health risks and the actions you are taking to control the risks.
- Regularly review and update method statements and risk assessments to ensure that they are still relevant.
- Ensure that all PPE provided is suitable and serviceable to provide the required amount of protection.
- Whoever produces the method statement and risk assessment must be competent and familiar with the HSE leaflet INDG242 (rev 1) which covers guidance on the exposure to vibration.
- All method statements and risk assessments must be in line with guidelines as laid down with reference to the Control of Noise at Work Regulations 2005.
- Control measures must be in place for any operatives that are exposed to 85 decibels or above

13. Waste Management

- All waste materials are to be managed in line with the control of waste regulations 1992/amendment 1993 & controlled waste (duty of care) regulations 2002
- All skips are must be lockable and sourced from licensed contractors/suppliers
- Wherever possible waste materials are to be segregated and placed in the appropriate identified skip.
- Where it is not practical to segregate waste on site, general waste skips are to be provided and waste segregated at a licensed processing facility.
- All hazardous waste is to be disposed off in line with hazardous waste regulations 2005/2009.
- All waste transfer documentation to be filed on site and made available for audit to main contractor on request

14. Traffic Management

- All delivery vehicles are to be restricted to deliveries between 10am & 3pm
- No vehicle are allowed to park causing an obstruction to the public footpath
- All pedestrian routes are to be kept clear of vehicles & obstruction at all times.
- All vehicles reversing are to be kept to a minimum and only carried out when assisted by a banks man/work colleague. Appropriate PPE is to be worn while reversing vehicles to ensure personnel safety.
- Where ever possible vehicles will travel site via a one way system at a fixed speed of 10mph. A traffic route will be prepared on a site street map and displayed on the site welfare notice board. Vehicle movement is to be kept to a minimum around site
- All vehicle routes will be kept clear of obstruction at all times.
- Site signage is to be posted in visible locations to ensure all drivers & pedestrians are aware of identified pedestrian/vehicle routes.
- The Highway Code, traffic management act 2004 and current highway legislation are to remain in force during the construction works and are in no way superseded by the Site Traffic Management Plan.

15. Pets

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- Where possible work is carried out without animals being present.
- All animals are treated with care and respect at all times.
- All those working with animals are competent and have sufficient information, instruction and training in the safe handling of animals including the need for personal hygiene to prevent serious or fatal diseases passing to humans.
- Particular attention is given to animals that are ill, under stress or have young as they may be more dangerous.
- Animal owners requested to remove animals during the work.

16 Slips Trips and Falls

- All walking surfaces are clean
- All walking surfaces are maintained in good condition
- All walking surface are free from construction materials & waste"
- All walking surfaces are clearly marked
- Changes in height e.g. steps, ramps etc. are clearly visible
- Adequate illumination is installed and maintained
- Non slip surfaces are used in appropriate areas such as showers
- A spillage procedure is implemented
- Consideration is made of adverse weather conditions e.g. snow, ice and rain and suitable provision made
- All areas that are being cleaned are cordoned off until safe
- All walkways and access especially emergency routes are kept clear
- All materials are stored away in designated areas
- All electrical leads are positioned safely
- All draws are closed when not in use
- All appropriate levels of housekeeping are enforced
- The correct access equipment is used when working off ground or floor level
- Only authorized access equipment is used
- All access equipment (ladders, steps, scaffolding etc.) is subject to the organisation's maintenance procedures
- The correct clothing is worn
- Loads are only lifted if they lie within the capabilities and training of the individual
- Workplace and individual monitoring is carried out including 'Observation of Task'

17. Fire

- All flammable substances will be stored in accordance with suppliers and manufactures guidance and in accordance with any relevant risk assessments.
- All process or tasks, which may present a serious risk of injury from burns, will be subject to assessment and the results communicated to employees and others. As a result suitable equipment will be provided which may include:

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- Fire Blankets
- Fire Buckets
- Carbon Dioxide Extinguishers
- Water Extinguishers
- Foam Extinguishers
- Dry Powder Extinguishers

- Employees will ensure that before commencing work on any site they are familiar with the site's fire and emergency procedures.
- In the event of Fire the alarm will be raised by shouting "fire" and all operatives will safely evacuate the work area to the allocated muster point. To be confirmed at the site induction.

18. First aid

- The Site Accident book is located on site within the First Aid Kit.
- Accidents Investigation-

All injuries to employees, sub-contractors, visitors or members of the public (regardless of severity) resulting from incidents on site or in other workplaces where PBS Group has control, will be recorded in the 'NEW' accident book.

All accidents and incidents will be recorded on the S1 Accident Summary Sheet (Appendix F). PBS Group site representative or the Company's safety adviser will complete the accident summary.

Copies of S1s will be given to the Client or Principal Contractor, Company Safety Adviser and one kept on Company file.

In the event of a major injury, fatality or any dangerous occurrence, as defined by RIDDOR, the local office of the Health and Safety Executive (HSE) will be notified immediately.

Within 10 days of the incident occurring, a report of the incident including photographs, where appropriate, and a completed form 2508 will be sent to the local HSE.

Where any injury to any employee or self-employed operator results in that person being absent from work for more than 3 consecutive days, a report on HSE form 2508 will be sent to the HSE within 10 days.

- A fully stocked first aid kit will be placed on site at all times
- An appointed person first aider will be based on site at all times
- First Aid kits will be regularly inspected to ensure all contents are compliant

19. Falling Items/Materials

- Where possible items to be positioned at ground/floor level in order that they do not fall.
- All storage areas to be kept to a minimum.
- Where appropriate heavy items to be stored nearer the floor than lighter items.
- Items to be securely packaged so they do not spill and fall off raised surfaces
- There to be no leaning objects.
- Vertically stored items to be stored in dedicated racks.
- All racking to be secure and except for loading/unloading free from passing traffic.
- Pedestrians to be kept clear of racking areas where possible.
- Where no physical precautions can be used to protect personnel and as a last resort suitable Personal Protective
- Equipment including head protection, foot protection to be worn by those who may come into contact with falling
- Objects.
- Suitable precautions including barriers, platforms, toe boards and notices to be made when working off the ground to ensure that no one is

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at risk from falling objects including tools and materials.

- When working at height and where appropriate hand tools to have hand straps to reduce the risk of falling.
- All movable objects to be positioned so they cannot be accidentally dislodged and fall.
- Working above other personnel is prohibited unless adequate precautions are in place.
- Plans to be made when materials are raised and lowered.
- Provide debris netting where temporary dismantling or demolition may take place.
- All walkways are protected.
- Throwing of materials and tools to be prohibited and chutes used where appropriate.
- All appropriate maintenance activities especially demolition to be subject to the Permit to Work system and have authorised Method Statements.
- All areas at risk are protected by warning signs.
- All incidents of falling objects to be investigated to help prevent reoccurrence.
- Ensure there are suitable and sufficient information, instruction, training and supervision for controlling falling objects.
- Workplace and individual monitoring is carried out including 'Observation of Task'

20. Dust Debris and Inhalation

- Application of Coshh REGULATIONS 2002
- Awareness BRIEFING on health & hygiene and the dangers of dust to skin, hands, nose mouth and lungs.
- Correct PPE worn at all times.

21. Diseases

- New start and site inductions awareness and training as to dangers of Human, Animal waste
- Continuous awareness training. Hygiene awareness. Cleaning materials and hot water available for washing.
- Overall cleaned on regular basis. Welfare facilities maintained to a high standard of cleanliness.
- Operatives must wash hands on a regular basis
- Wearing of gloves is mandatory on site to reduce the effect of diseases

22. Environmental Impact

- Spillage kits will be placed on site at all times
- All fuels are to be brought on to site in secure containers and stored in a lockable container on the company vehicle.

23. Lone Working

- There will be no lone working within the project; operatives are to work as a minimum in pairs.
- Should it be unavoidable that lone working is required; the PBS Group Lone Working Policy will apply.

Quality Control Management System.

Audit records will be available for inspection by the compliance manager.

<u>Type of audit</u>	<u>Frequency</u>	<u>Observation</u>
North West Facilities Ltd Compliance Audit on Contract Delivery	Monthly	To verify compliance with contract delivery

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Site QHSE Inspections	Weekly	Use of agreed QHSE checklists		
Site QHSE Inspections – Observation of task	Monthly	Use of agreed QHSE checklists		
Site QHSE Inspections – Vehicle	Weekly	Use of agreed QHSE checklists		
Construction Phase Inspection & Test Plans Per Property				
Trade	Milestone	Completed By	Observations	
Pre Commencement & Surveys	Phase	1	Contracts Manager & Site Manager	Confirm all required works completed correctly and test for compliance
Completion of Strip Out,	Phase	1	Site Manager	Confirm all required works completed correctly and test for compliance
Errection of working platforms	Phase	1	Site Manager	Confirm all required works completed correctly and test for compliance
External Works	Phase	2	Site Manager	Confirm all required works completed correctly and test for compliance
Internal Works	Phase	3	Site Manager	Confirm all required works completed correctly and test for compliance
Final Inspection	Phase	4	Contracts Manager & Site Manager	Confirm all works compliant to contract, tested, certified and handover file completed to pass to client.

Prepared By:-

Date: 14th November 2011

Name: Nancy Downing



Position: Operations Director

For and on behalf of North West Facilities Ltd