

**CONSTRUCTION PHASE
METHOD STATEMENT
FOR
EXTENSION AND ALTERATION WORKS AT 26
WEDDERBURN ROAD, HAMPSTEAD NW3**

Prepared 12/01/15

Revision -

Project: 26 Wedderburn Road, Hampstead, NW3

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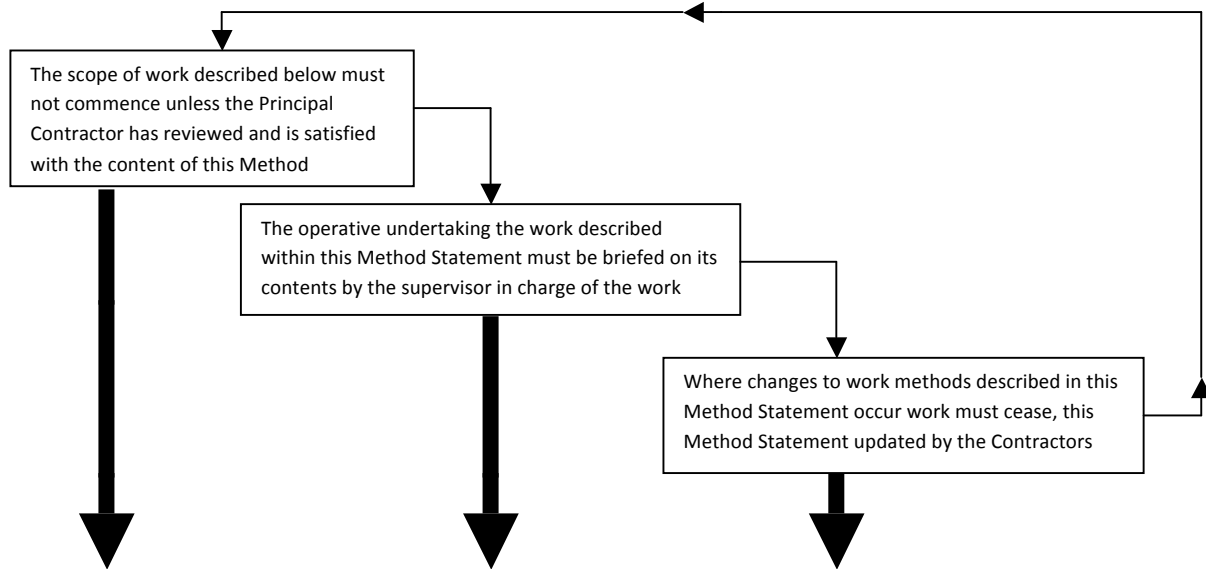
Section 11 Housekeeping

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Appendix 1 Risk Assessments

Project: 26 Wedderburn Road, Hampstead

Date: 12/02/15



1. Scope of Work / Site Set Up



The purpose of this Method Statement is to provide information on the safe procedures and method of construction to be followed whilst carrying out the extension and alteration works at 26 Wedderburn Road.

Scope:

- Soft strip all fixtures, fittings and existing finishes.
- Undertake internal demolition and reconfiguration works.
- Excavate and underpin basement to reduced level including all ground works and permeation grouting.
- Basement extension works including retaining walls and suspended concrete slab.
- Tanking and damp proof works.
- Ground floor extensions including ground works, masonry and new roofs.
- New windows and doors where required.
- New mechanical, electrical and AV installations.
- Internal plastering and ceilings.
- Internal finishes.

Site Set Up:

- A site compound will be established in the garden area adjoining the Wedderburn Road elevation. Please refer to attached plan.
- WC and welfare facilities will initially be established within the building and later moved to temporary 'shed' type structures that will be established in the compound.
- The compound will be secured with 'heras' type fencing that will padlocked during out of hours.
- The existing garage will be used for storage of certain non-hazardous materials and small plant.
- The site compound will be used for storage of general materials that will be delivered on a just in time basis.
- Demolition, excavation and construction works will be undertaken between the hours of 8.00am and 4.30pm, Monday to Friday.

Programme:

Commencement date TBC. Works to take approx 38 weeks to complete.

2. Access/Egress to and from the site

- Access and egress to and from the work location will be by following designated routes as indicated in the construction phase health and safety plan. Please refer to attached plan.
- Access to the site will only be permitted following induction training provided by the Principal Contractor.
- The access route for the delivery of plant and removal of waste and spoil will be via the front garden area adjoining Wedderburn Road and the Akenside Road gate entrance.
- Skips and loading areas will be located in suspended parking bays immediately outside the premises on Akenside Road.
- All materials and small plant for the works and waste from the works will be transported to and from the works by hand.
- The gate access and path from Akenside Road into the property will be kept clean and tidy at all times to ensure a safe route for third party occupants.
- All operatives and visitors to site will be advised that there is no parking available at the site. Vehicles will be parked at local pay and display locations.

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- If a vehicle needs to the side driveway to unload a specific item, its condition will be checked before leaving the site and wheels washed down if necessary.
- The adopted route between the loading / unloading location and the place of work will be made clean at the end of each working day.

All traffic movements on and off the site to be controlled by banks man

3. Lighting

All works will be carried out during daylight hours. Task lighting will be provided as required.

4. Plant and Equipment

Plant and equipment used for the scope of the works will include the following:

- Hand held kango and breakers to break up ground obstructions, excavations and forming holes through masonry.
- Electric mixer (for concrete and mortar)
- Personal equipment will be provided and used in accordance with the Personal Protective Equipment at Work Regulations 1992 to include the following:
 - Hard hats
 - Safety Footwear
 - High Vis vests
 - Dust Masks (FFP2)
 - Hearing protection
 - Eye Protection
 - Impervious Gloves

In order to maintain security our equipment will be left in a secure location and any tools and equipment used will be either removed from site or stored in a secure location.

5. Materials

The following materials are envisaged to be used within the context of the works:

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Sand, cement, ballast, bricks, blocks, steel, timber, plaster, paints, various finishes as scheduled.

6. Sequence of Work

- A demarcation zone will be established to create a site compound with the use of heras fencing or similar. Trees in the immediate vicinity of the compound will be protected.
- A loading bay and skip point will be established within suspended parking bays immediately outside the property on Akenside road.
- At the end of each working day the ingress and egress routes will be thoroughly cleaned.
- Internal areas to be stripped of all fixtures, fittings and finishes that are not required. Waste material to be bagged up and walked to the skip.
- Internal demolition, propping and alteration works to be completed by use of hand held kangos and breakers. All works will be undertaken in accordance with the architects and engineers drawings and all temporary supports to be installed in accordance with structural engineers details. Waste resulting from the works to be placed into buckets and walked to the skip via the site compound. Dust circulation to be kept to a minimum by adequate ventilation and watering down. Grinders and the like to be fitted with dust collection attachments.
- Following on from demolition, basement works will commence. Drainage to be installed prior to permeation grouting with excavation and connections extending into the side driveway. Excavations will be sealed off with barriers and signage. Before excavation and pinning works, the soil will receive permeation grouting in accordance with the agreed scope of works following trial pitting and the like. Underpins will be excavated and completed in accordance with the structural engineers pinning sequence. Following installation of underpins, basement to be excavated to required level, including basement extension and new light well. Temporary earthworks supports to be installed to prevent collapse. Designs prepared by the principle contractor to be issued to the structural engineer for approval prior to installation. Formwork to be erected for new concrete walls and suspended concrete slabs. Reinforcement to be installed in accordance with structural engineers details. Formworks and reinforcement to be walked to the place of work via the site compound. New ready mixed concrete to be supplied by a registered company from a plant holding a current Certification of Product Conformity of the Quality Scheme for Ready Mixed Concrete. A copy of the suppliers certification to be issued to the engineer two weeks prior to concrete being delivered to site. All concrete to be obtained from one source and all delivery tickets to be retained on site. All soil arising from the works will be placed into buckets and walked to skips via the site compound. At no time will soil be stock piled on site.

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- Following completion of basement underpinning and extension works ground floor extension works to commence including demolition of external walls. All temporary propping works to be installed to engineers details as demolition works proceed. All new structural steel framing and concrete lintels to be dry packed to the existing structure to ensure no settlement movement. Large steel members to be unloaded at the roadside and transported by use of mechanical lifting apparatus to location of work. Steel beams are to be pre-deflected with folded metal wedges in line with the structural engineers specification. In this instance the side driveway route will be used at times. However no materials will be stored in this area and the route will be kept clear for traffic movement. External hard standings will be broken up by the use of hand held breakers. A small 1 tonne mechanical digger will be employed to excavate to required slab formation level. Soil arising from the works will be transported to skips through the side driveway area by the use of wheel barrows. New masonry brickwork will match the existing structure and be toothed in where required. An external scaffold to be erected for higher level works and will be fitted with a scaffold alarm. All access ladders will be removed at the end of each working day. Generally, external roofing, windows and doors to follow architects details.
- Internal M+E and decorative fit out works to follow architects specification. All materials to be delivered on a 'just in time' basis to ensure that excess materials are not stock piled on site.
- All works to be carried out within permitted working hours. Noise pollution from radios and the like will not be permitted.

Permit Requirements

Hot works permit will be required before any hot works are carried out issued by A F & C. A suitable fire extinguisher will be to hand for all Hot Works.

7. Risks and Control	
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The principal risks of these operations are as follows:
Manual handling. Risk assessment and toolbox talks.
Falling Materials. Risk assessment and toolbox talks.
Slips, Trips & Falls on the same level. Risk assessment and toolbox talks.
Falls from heights. Risk assessment and toolbox talks.
Dust accumulation. Wetting down, ventilation and dust collection attachments fitted to grinders and the like.

8. Emergency Arrangements

- Fire alarms will be positioned within the building. A fire plan will be established on site with exit routes identified. A fire assembly point will be identified outside of the building.
- If asbestos is suspected in any area then works will stop and the area will be sealed until such time, as suspect materials have been tested. All operatives will be informed of this on the briefing of the contents of this method statement.

9. Training

All operatives to be suitably trained and experienced to carry out there assigned tasks.

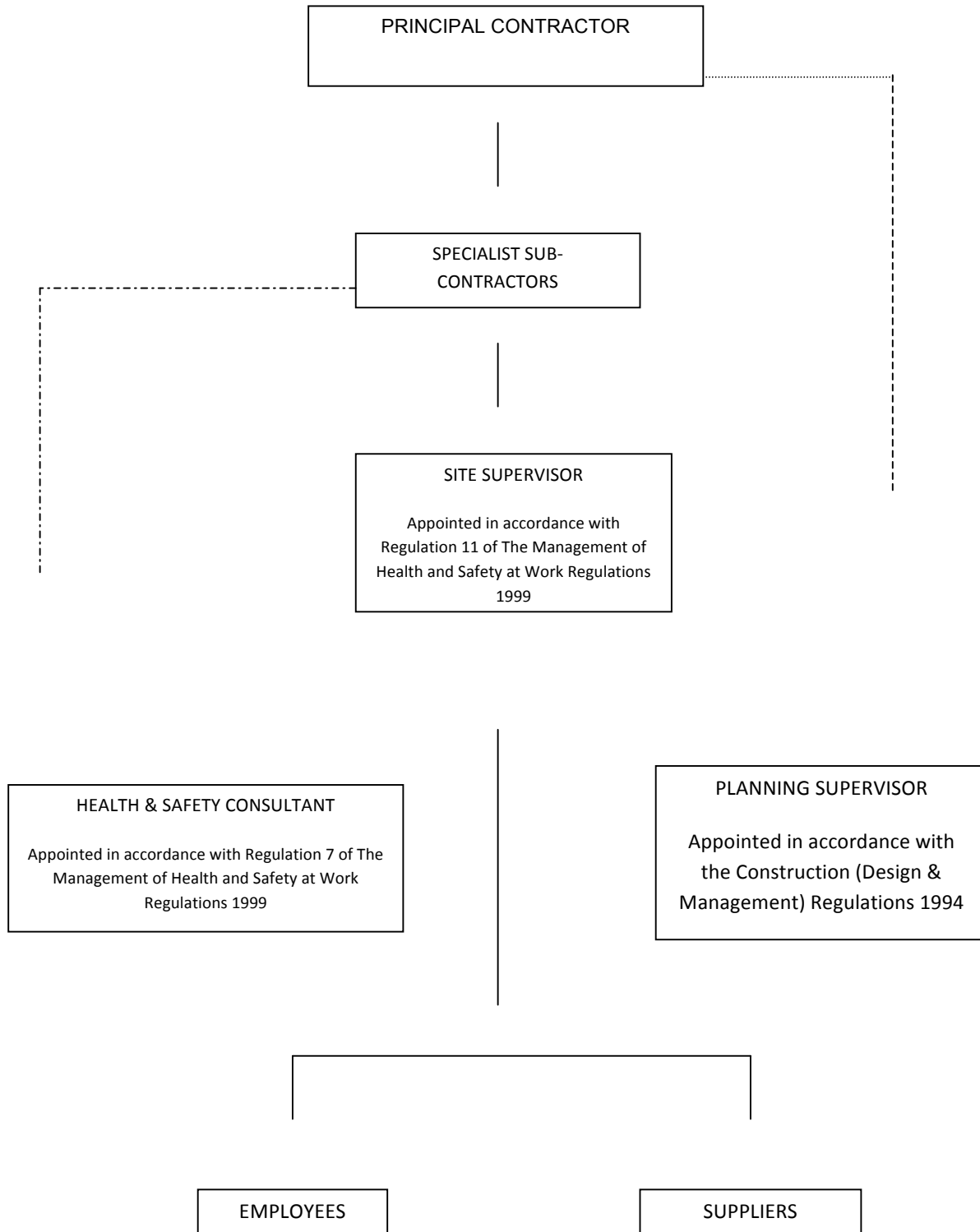
On arrival on site induction training will be provided by Cord (as required by the CDM Regulations) into the specific site rules (i.e. Fire Plan, Traffic Route, Welfare etc) applicable to the site. Operatives will then be briefed on the contents of this method statement before work commences. Toolbox talks will also be carried out on a regular basis.

10. Supervision

The works will be supervised at all times by our site supervisor who will be appointed in accordance with Regulation 11 of The Management of Health and Safety at Work Regulations 1999 to co-ordinate the activities in progress.

A single supervisor will be in charge of no more than 10 operatives.

Emergency contact and First Aider



11. Housekeeping / Welfare

All waste materials will be loaded into skips provided by McGrath Waste control.

Toilet facilities will be established on site.

A drying room area will be established on site.

12. Environmental issues

The objective will be to minimise the Environmental impact of all of our operations.

Steps will be taken to minimise dust. Control measures will include damping down, covering debris and removal vehicles with dust sheets, regularly sweeping and washing down public footpath. Dust collection devices to be fitted to grinders and the like.

Waste Management Plan to be established as below.

A jet washer if required will be used on site to wash the wheels of all vehicles leaving the site

The roads are to be kept free from debris at all times

Example Site Waste Management Plan

Location of where plan will be kept

An up to date plan will be kept in the Principal Contractors site offices located at 26 Wedderburn Road.

Date site waste management plan originally prepared: 12th February 2015

Project Start Date: TBC

Project End Date: TBC

Estimated Duration: 38 weeks

Client:

Laurence Kirschel

c/o 26 Soho Square

London W1D 5NU

Principal Contractor:

Cord Contracting Co Ltd

Bassett Business Centre

Hurricane Way

North Weald

Essex CM16 6AA

Person responsible for ensuring compliance:

Mike Peters

Third party waste handling:

McGrath Bros. (Waste Control) Ltd

Third parties will be required to submit waste documentation to Cord for inclusion in this plan after the waste has been removed.

Waste Minimisation

The following measures have been identified to minimize the quantity of waste produced this project:

- Re-usable materials will be identified on site and removed for storage and resale.
- Recyclable materials will be removed from site for processing in licenced facilities.
- Recoverable materials will be removed from site for processing in licenced facilities.
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Waste Estimates

	Disposal Estimate	Recycle Estimate
Masonry	0%	100%
Wood	0%	100%
Plaster Board	0%	100%
Mixed Waste	50%	50%
Furniture	50%	50%

Metals 0% 100%

Waste Records

This section of the plan is used to record actual waste that is collected and its intended use. This section of the report will be completed as the works progress.

Example:

The McGrath Group

Waste Recycling Figures

Hackney and Barking Recycling Facilities - June 2014

EWC Code	%	Material Waste Stream
17 02 01	96.0%	Timber
16 01 03	100.0%	Tyres
17 04 05	100.0%	Metal / Aluminium
17 01 01	100.0%	Concrete & Tarmac
17 01 07	100.0%	Hardcore/Ceramics
20 01 08	100.0%	Food
17 05 03	100.0%	Soil / Muck
15 01 01	100.0%	Packaging
20 01 01	100.0%	Cardboard
20 01 01	100.0%	White Paper
20 01 01	100.0%	Coloured Paper & Magazines
17 08 02	100.0%	Plasterboard
02 01 03	100.0%	Green Waste & Horticultural
17 02 02	100.0%	Glass
17 02 03	100.0%	Plastic & PVC
20 01 36	100.0%	WEEE Electrical Goods
16 06 02	100.0%	Batteries
20 01 21	100.0%	Fluorescent Light Tubes
13 01 13	100.0%	Waste Oil Internal Workshops
20 03 01	90.0%	Mixed Municipal Waste
20 03 01	92.0%	Mixed Recycled Waste
99.0%		Average Recycled Rate

Note: the figures above represent recycling and energy recovery. No non-hazardous material is landfilled.

The McGrath Group recognises that all its activities should be carried out with an understanding and awareness of all environmental matters. We place huge emphasis on the recycling of materials in order to minimise the impact to the environment by recycling.

We are firmly committed to environmental preservation through waste minimisation and innovative waste management techniques. We are continually looking at our recycling processes to reduce waste further, through improving our rates of recycling and reduce the overall amount of waste that is taken to landfill.

At McGrath we believe waste management doesn't always mean waste disposal. We help all our customers understand how to achieve the best benefits and environmental improvements throughout.

Our constant refinement of our services and systems to adapt to our customer needs enable us to offer complete transparency in all areas of waste recycling.

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For our latest news please visit our website www.mcgrathgroup.co.uk

Tel: 0845 548 5500

E-mail: info@mcgrathgroup.co.uk

Web: www.mcgrathgroup.co.uk

Recycled 99.00% Waste to Energy 1%

Project Overview

This section of the plan will be completed will be completed once all works are completed and assessment of all waste removed has been made.

Deviation Explanation

An explanation of any deviation from the plan to be made (if applicable).

Cost Savings Estimate

Estimate of the cost savings that have been achieved by completing and implementing the plan. To made upon completion.

13. Briefing Register

BRIEFING REGISTER

Contract:

Site Operative Name	Induction Training Completed Date	Method Statement Briefing Date	Signature Site Operative	Signature Site Supervisor

The Site Supervisor following induction training completed by the Principal Contractor is to brief each operative on the contents of the Method Statement and this is to be recorded and documented as above

Cord

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