



46 Avenue Road, NW8 6HS
Front Lightwell Works

Document No: 02	Rev: 00
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Method Statement



This method statement has been prepared for persons carrying out the work detailed below and should be read in conjunction with a suitable and sufficient written risk assessment.

Those carrying out the work must read, understand, and work to the approved Safe Systems of Work

Document No: 01	Rev: 00
Project Name: 46 Avenue Road	Project No: 1961
Method Statement Ref: Front Lightwell Works	Risk Assessment ref:
Project Address: 46 Avenue Road, NW8 6HS	
Start Date: Week Commencing 14/03/22	Completion Date: 08/04/22
Method Statement Prepared By: John Brady	

Site Rules

1. The working hours are Monday to Saturday 0800 - 1800 (these hours may be subject to change). Work outside of these times can only be carried out by prior arrangement with the site manager.
2. Minimum PPE requirements for the project are to be adhered to at all times, and are:
 - Hard hat
 - Hi-Vis vest
 - Safety boots
 - Safety Harness
 - Safety Goggles

Additional PPE may be required as part of the risk assessment and must also be worn.

3. No work may be carried out unless a competent supervisor is on site.
4. On arrival on site you must sign in the attendance register, held by the site manager, on leaving site you must sign out.
5. Materials that are the property of the staff, and visitors, or of CL, or of any other contractor, may not be removed from site without the express permission of CL's Site Manager. Persons found in possession of such materials will be subject to instant dismissal and/or prosecution.
6. Noise will be kept to a minimum. No radios, CD players, or similar are allowed on site, please refrain from shouting, singing or whistling. No noisy work must be carried out before 1000 hours or after 17.00hrs Monday to Friday. If asked to stop because of noise you must do so and report to your site manager.
7. A dress code exists on site, trousers, shirts and fluorescent tabards will be worn at all times. Shorts are not permitted, and tops must be worn at all times.
8. Do not leave the confines of the site and under no circumstances wander around adjoining grounds. There must be no harassment of public or other staff.



9. Do not return to the site at the end of the working day, or when a supervisor is not present.
10. If you receive a complaint about your work or any aspect of your activities, please notify the Site Manager of the nature of complaint immediately.
11. Do not leave materials or tools unattended, clear the site at the end of the day; debris must be cleared to the skip during and at the end of the day.
12. Alcohol and the use of illegal substances are prohibited on this site. Any person under the influence of these items will be instructed to leave site. Smoking is not allowed on site.
13. Ensure all access and fire exit routes are maintained and kept clear of materials.
14. Carry out only the task for which you are trained and employed.
15. No hot work (cutting or welding) shall be carried out without first obtaining a hot works permit. All hot work must cease 1 hour before the end of each shift and a check made of work area before leaving site.
16. All site areas are to be secured at the end of each day ensuring all materials, tools and equipment is stored in a safe manner.
17. Portable task lights are to be of the fluorescent variety only. **No Halogen lights.**
18. Deliveries, Loading/Unloading and materials off site must adhere strictly to the Culena London Logistics Delivery Plan which has been developed specifically for the 46 Avenue Road Project.

2.0 Sequence of Works

- Install 1 layer of lateral temporary props around perimeter
- Install Crash Deck
- Breakout existing Ground Floor slab
- Install RC underpinning; 1.267m deep 250mm thick and 1,000mm wide, bays, including toes to form basement slab level
- Break out existing basement slab
- Excavate to form new basement level
- Install new basement floor slab
- Install Formwork and pour new walls
- Create formwork deck and pour new ground floor slab

Works to commence on week commencing 14/3/22, duration of works 4 weeks

1. Supervision & Resources

- (1) Site Manager
- (3 - 4) Operatives
- (1) Supervisors
- (1) First Aiders
- (1) Traffic Marshall
- (1) Fire Marshals



Contact Name	Competency	Title	Contact Details

2. Materials – COSHH

N/A

- 3. Plant & Equipment**
- 3T excavator
 - 110v concrete breakers
 - 110v lights
 - Concrete vibrator

- 4. Access, Egress & Welfare**
- Pedestrian access and egress for site personnel will be via main site entrance on 46 Avenue Road as per the site specific Delivery Logistics Plan.
 - Operatives will be required to sign as soon as they enter site
 - The security operative/turnstile logs all access and exit times
 - Welfare facilities will be provided by CL. These are located at the front of the property.
 - Delivery vehicles will be limited to one at a time and need to be pre-booked with the site team and will strictly adhere to the requirements within the site specific Delivery Logistics Plan.
 - Once Underpinning works are underway access to work areas is strictly managed on site with the Culena London Permit to Work System permitted by the Culena London Site Manager

5. Waste Control

- All waste removal will follow the site waste management plan.
- Waste removal is to be via conveyor directly onto waiting muck away truck and will be arranged in line with the Site Specific Delivery Logistics Plan.

It is not thought that there will be any hazardous waste generated as part of the underpinning works but this will be monitored by the Culena London Site Manager on a daily basis.

- 6. Third Party Protection**
- Attention will be given to the movement of materials and plant and the access onto the site area by operatives with particular attention given to pedestrians passing directly adjacent to the site area.



- Non construction third parties should not be present within the site as controlled access will prevent unauthorised access.
- Site boundary (Hoarding) supplied and erected by CL, with clear demarcation showing the property boundaries of 44 & 48 Avenue Road
- All personnel are to sign in and out of site reducing the risk of trespassing, unauthorised access.
- No operatives are to be permitted to the localised work area unless trained and a member of the direct working team.
- Exclusion zones are to be set up around work area to protect site personnel.
- Noise levels to be monitored ear protection provided for personnel within the vicinity if above 85db.
Read the signs

7. Emergency Arrangements

- All operatives to be inducted by CL site management prior to commencing work.
- A First aider to be provided by CL site management with 1st aid kit located in the site canteen and CL office
- CL First Aiders are: John Brady
- Operatives to be briefed on site fire regulations and evacuation procedures during induction and any changes advised via task briefing or toolbox talk.
- Fire plan, escape routes and assembly point, to be displayed on the site notice board and at each level.
- On hearing the fire alarm all operatives must down tools and exit the site via the front entrance and assemble at the muster point in front of 48 Avenue Road

8. Communication

All operatives to have read, understood and signed for the method statement.
Toolbox talks will be held at regular intervals.

Weekly site meetings will take place to discuss safety, co-ordinate works etc
NO mobile phone to be used whilst the operative is undertaking their works

9. PPE – 4 Point PPE

- Safety Boots (with mid-sole protection) EN 345/346 (P, S2, S3, S5) (BS 1870)
- High Visibility (Class 2) fluorescent Jacket/Vests EN 471
- Hard Hats EN 397 (BS5240)
- Hand protection EN 388
- Safety Glasses or goggles EN166 – if required
- FFP3 Dust mask EN149:2001 – if required

10. Power

- 110v power will be provided by CL throughout the site via site temporary supply transformers.
- Contractors to supply their own 110v Leads
- NO 240v power to be used on the building site.
- Battery charging points will be available in the site office/Welfare

11. Lighting

- Access and egress lighting will be provided by CL
- Any extra task lighting will be provided by the contractor



12. Working Platforms

- When working at height, all due care and attention will be given and all works will progress in accordance with the Working at Height Regulations 2005.
- All mobile towers MUST be signed off by a PASMA trained person every 7 days or if moved or amended by form of Scafftag. Inspection to be recorded and a copy given to CL management
- All steps/ladders must be on the site register and permits issued along with appropriate Risk Assessment.
- Harness and inertia reels will be checked for serviceability before use as per the SCP company policy and procedures

13. Excavations

- All excavations will have adequate edge protection to prevent falls from height (950mm height double handrails with no gap greater than 470mm plus toe board)
- Adequate access and egress into and out of the excavation will be provided
- All excavations will be inspected by a competent person from the sub-contractor

14. Temporary Works

- CL Temporary Works procedure is to be followed.
- All Temporary Works are to be entered on the Temporary Works Register
- Permits to Load/Unload/Dismantle are to be in place and followed
- Design Checks and Briefings to be managed
- When work are complete, no scaffold is to be used until thoroughly inspected by the TWE and handed over.

15. Fire

Fire plan will be included in the construction phase plan. This will be communicated as part of the site induction.

Fire plan will be displayed on the site notice boards thought out the site and at each fire point.

Signage and fire points to be installed as per the CL fire plan.

16. Information & Inspection

- Inspections to be carried out by contractors supervisor on a weekly basis
- RAMS MUST be read and understood by all operatives, spot check WILL be carried out by CL management
- These will check every operative understands the site rules, their daily tasks and their RAMS. Failure to understand these 3 items will mean this operative is re-inducted.
- Multiple failures will mean the operatives supervisor will also be re-inducted and the company directors will be informed

17. Monitoring & Quality Control

CL site management will monitor works being carried out at regular intervals as per the CL Zero Defects Plan.

Sub-contractor supervisors are expected to monitor the sequence /method of works and update this document to reflect working practices regularly and when something changes.

All subcontractors will be expected to complete QA check sheets and ensure the high standards and specified requires are adhered to at all times

