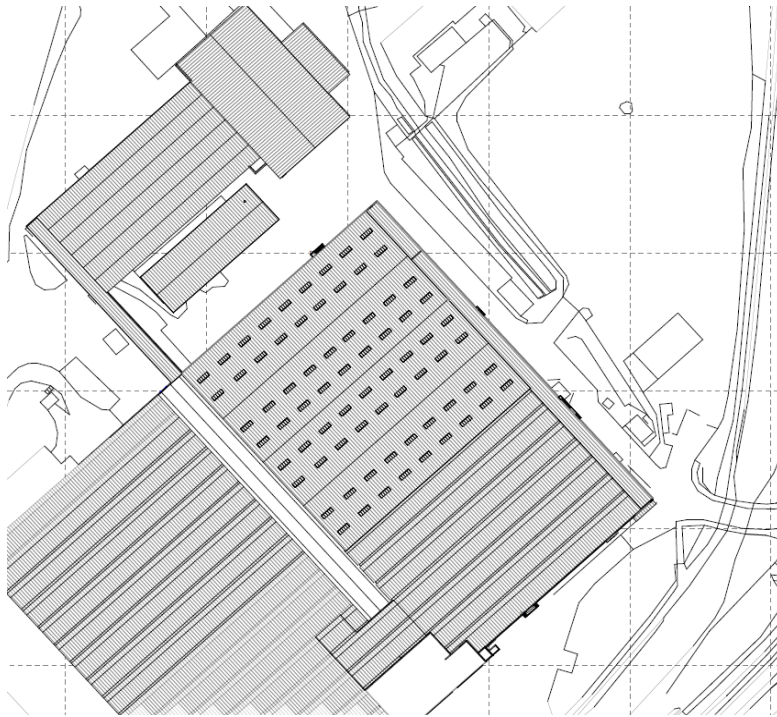


Construction Method Statement And Environmental Protection Statement



JCG Building
Milland Rd
SA11 1NJ

Rev-3 6th January 2020

All work to be carried out as the agreed strategy listed below. Primary consideration whilst drafting this statement has been Health and Safety and the safety to the public and the workforce

Foreword.

1). The proposed development is to comprise of Asbestos removal from roof area and the demolition and installation of new roof area as per site plan

Site Working Hours

The site working hours for the week are 7.45 am to 4.30 pm Monday to Thursday and Friday 7.45am – 3.30pm.

Saturdays is 7.45am – 1.00pm if agreed upon,

Principle Contractor Details

Hale construction

Unit 2

Milland Road

Neath SA11 1NJ

Phone Number 01639 622189

Fax Number 016939 642008

Contracts Manager – K O Mahony 07989740579

Approach Road to site

Consideration to other Road Users

- Signage erected to warn approaching vehicles of moving plant and speed restrictions
- Speed restriction on site traffic coming through the factory and relay information to all sub-contractors and delivery vehicles
- Minimise any obstructions on the public highway by maintaining a clear access to the site.
- Keeping the road clean and well maintained and free from debris
- Erect signs along traffic route on site depicting speed limit national speed limit of 20mph on Milland Rd
- Interface with local resident on entrance to site (minimise speed limit on site entrance



The parking of vehicles of site operatives and visitors – adjacent site compound

- The parking of site vehicles will be in a prepared car park with access from main entrance as site layout
- These vehicles will use the car park with consideration to Sevenoaks Joinery
- The car park will be locked outside of working hours.
- The car park will be regularly maintained to ensure it is kept clean and tidy and that no mud or rubbish carries onto the local highway.

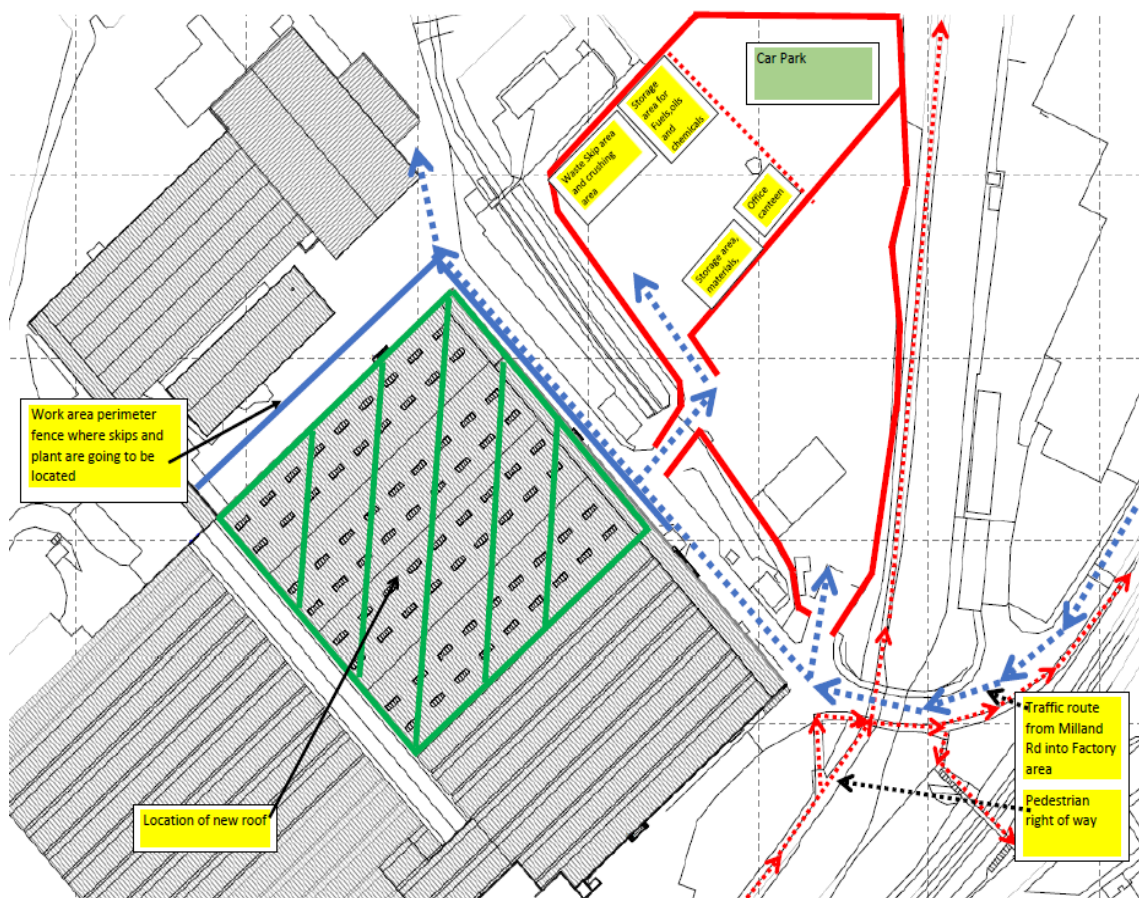
Loading and unloading of Plant and Machinery

- All loading and off loading of plant and machinery will take place within the site boundaries within to the site compound.
- Access to the site will be through the main entrance off and deliveries will be between 07.45 – 16.30 hrs.
- All vehicles will be banked into the site using an experienced banks man.
- No vehicles to be allowed to park outside of site and cause traffic congestion on Milland Rd

Storage of Plant and Materials used in constructing the development

- Outside working hours and when not in use the vehicles will be stored within to the site compound. As per site TMP
- All Plant and machinery will be fitted with anti-vandal shutters
- No Keys will be left in any machinery during out of hours

- A compound will be set up for the storage of materials which are to be used in constructing the Development.
- Fueling of all vehicles will take place next to the bunded fuel tank where spill kits will be stored in case required.
- Additional spill kits will be kept in the site stores.
- Many of the materials used in construction operations, such as oil, chemicals, cement, lime, cleaning materials and paint have the potential to cause serious pollution.
- All fuel, oil and chemical storage as per Plan Fig 1
- The base and bund walls must be impermeable to the material stored and of an adequate capacity.
- Leaking or empty oil drums must be removed from the site immediately and disposed of via a licensed waste disposal contractor.
- The contents of any tank are to be clearly marked on the tank, and a notice displayed requiring that valves and trigger guns be locked when not in use.
- All valves and trigger guns are to be protected from vandalism and unauthorised interference and turned off and securely locked when not in use. Any tanks or drums are to be stored in a secure container or compound, which is to be kept locked when not in use. Bowsers should be stored within site security compounds when not in use



Site accommodation and compound

Operatives will be using Sevenoaks toilets and welfare facilities on a short-term basis which is already on site



The erection and maintenance of Security hoardings

- A Heras Panel fence will be erected around the site compound. The original perimeter fence is already in place
- The perimeter of the site will be enclosed with timber hoarding panels with access gates to the front of the site. The visitor's car park will be enclosed with Heras fencing with galvanised gates to the car park entrance.
- Display boards showing architect impressions will be erected near the site

Wheel washing Facilities and Surface Water run off

Although the volume of traffic from the site will be considerably lower than normal due to the nature of work being carried out on site and with a standard number of deliveries along with the existing spine tarmac access road it will be necessary to establish and maintain a wheel washing facility on site to prevent mud or dust from carrying out onto the road. This will be continually monitored throughout the contract period.

- A road sweeper will be brought in when necessary to ensure the roads are kept clean and tidy.
- Gully covers will be covered with Terram to prevent them from becoming blocked from dirt and dust build up.
- Care will be taken during winter months to ensure water does not run onto the road where it may freeze causing a hazard
- The entrance to the site will be swept and washed regularly and whenever a build-up of excess debris/muck/ occurs.
- Regular inspections of manholes and local water courses will be carried out to monitor and prevent any interference from site activities.



The Emission of Dust

- As part of the environmental Risk Assessment the requirement for wetting down road surfaces and water suppression during construction activities such as the use of disk cutters and soil storage, vehicles leaving site will be covered and soil will be wetted down during high wind weather,
- Speed limit to be 10mph to minimise dust by vehicles
- Daily inspections will be undertaken by the site manager who will ensure such requirements are identified and that the appropriate actions are taken.
- Site vehicles will be regularly checked and monitored for cleanliness to prevent dirt carrying out on residential roads and to present a good image.
- Wheel wash facilities to be installed close to entrance
- All Plant vehicles will be maintained and in good working order,
- Dust extraction equipment will be used on all hand-held power tools regarding cutting/planeing and drilling,
- All waste skips will be covered over to prevent dust
- Stockpiles will be kept to a minimum on site and compacted
- Deliveries will be controlled to prevent queuing and will minimise fumes,
- All engines will be switched off during non-operations

Storage of Soil on Site

Hales do not envisage a large amount of surplus soil on site when carrying out the new sub-base activity

Where there it is likely that silt may discharge off the site silt fencing will be erected to contain any discharge.

To dampen down soil during dry weather,

Stockpile will be kept to a minimum,

Minimise the grade of the stockpile

During dry periods, it may become necessary to dampen or cover the stored soil to prevent dust from becoming a nuisance.

Silt Pollution

- a. Virtually all development, construction and maintenance works are possible sources of silt pollution.
- b. The Project Manager has responsibility to ensure that all surface water drains are protected to prevent silt entering controlled waters.
- c. Where possible silty water is discharged to a foul drain.
- d. If work requires effluent to be discharged to controlled waters, the Project Manager contacts the Environment Agency on 08708 506 506 for advice and to obtain a consent in accordance with the Water Resources Act 1991, before any discharges are made. If silt pollution occurs accidentally on site. It is the Project Managers responsibility to stop the source of the silt pollution and protect the surface water drains.
- e. For general advice on silt pollution the Environment Agency are contacted on 08708 506 506 or in an emergency on 0800 80 70 60.

Oil Pollution

- a. To prevent pollution from the storage of oil, it is sited on an impervious base, within a bund that is large enough to contain 110% of the volume of the tank.
- b. The Project Manager ensures that storage tanks are not overfilled and stops the delivery if any spillage occurs.
- c. If a spillage occurs, it is the Project Managers responsibility to ensure that the oil is stopped from entering any drains or watercourses using earth or sandbags to absorb it.
- d. For general advice on oil pollution the NRW are contacted on 08708 506 506 or in an emergency on 0800 80 70 60.
- e. Hales don't envisage a high volume of oil to be stored on site

Chemical Pollution

- a. The Project Manager ensures that all drums and containers of chemicals are kept in a secure store with a supply of absorbent material.
- b. In the event of a spillage, the Project Manager ensures that the liquid is contained, and absorbent material is used to soak up the spillage, and that access to drains, manholes and gullies is blocked off.
- c. For general advice on chemical pollution the Environment Agency are contacted on 08708 506 506 or in an emergency on 0800 80 70 60.

Use of Concrete

- a. Concrete is highly alkaline and corrosive and can have a devastating impact on watercourse. The Project Manager ensures that concrete does not enter rivers, streams or surface water drains.
- b. A lay down area will be allotted within the site compound for the cleaning of Concrete Wagons

Storage

- a. The Project Manager is responsible for ensuring that all fuel, oil and chemical storage is sited on an impervious base within a bund and secured
- b. The Project Manager will ensure that any leaking or empty oil drums are removed from the site and disposed of via a licensed waste disposal contractor.
- c. All valves and triggers are protected against vandalism and unauthorised use and turned off and made secure when not in use.
- d. The Project Manager ensures that the contents of all tanks are clearly marked.

Waste Recycling during Construction Period

- The site will be monitored using our in-house waste management system and as such all waste will be recorded
- Waste material will be segregated and stored in separate skips.
- The Skips will be supplied and changed by GD Environmental Ltd who will then send the waste for recycling and report back as to the percentage of material recycled.
- To minimise the creation of waste wherever possible;
- To remove rubbish, debris, surplus material and spoil regularly and keep the site clean and tidy
- To ensure that waste disposal is managed in a controlled way
- To ensure that surplus material is minimised, and any non- usable surplus is recycled;
- To provide all necessary waste transfer documentation

Run-off from Demolition/Roof installation

The site already has a formal surface water drainage system. Refer to drawing C1123-C-SK14. The proposed works involve the demolition of an existing area of the industrial unit and construction of a replacement structure on the same footprint utilising the existing foundation and floor slab. The new structure will comprise of a steel frame supporting composite cladding with a low-level dado wall around the perimeter. The construction involves very limited wet trades as the existing concrete foundation and floor slab of the demolished building will be reused and therefore any contamination risk to the below ground surface water system and adjoining water course will be limited to the mechanical plant required to assist with the construction. No additional surface water runoff will be generated by the new construction and the existing surface water drainage system will be retained and reused. No additional external hard standing areas are to be constructed as part of this development.

During the construction works the following temporary measures will be put in place:-

Fuel/ oil is to be stored at least 30m away from any watercourse in suitably bunded tanks to at least 110% of capacity.; these bunds are to be protected from rainwater to prevent spillage. All fuelling points will have drip trays and spill kits placed adjacent to filling areas. A site-specific emergency spill response plan will be developed, and site personnel will be inducted in its use to ensure any spills are acted upon and immediately and correctly. The emergency spill response plan will be tested to ensure its effectiveness. A regime of regular inspections will be implemented to ensure plant is properly maintained and locked when not in use. Fuel/ oil will be located away from access routes, drains and water courses on flat areas of ground. COSHH data will be available for all Hazardous substances, which will all be appropriately labelled.

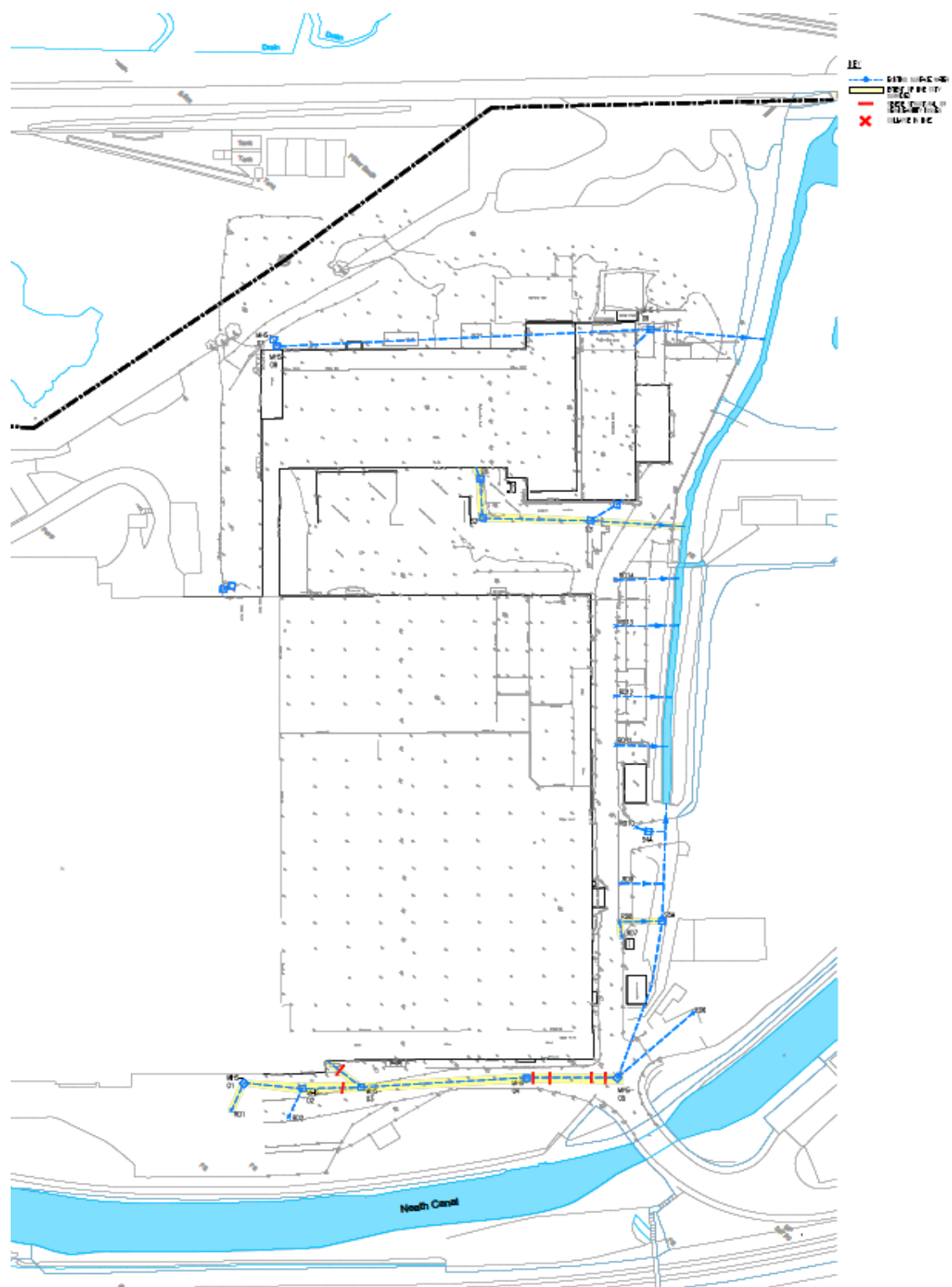
Generally, all surface water gulley's will be covered with Terram to limit dust and debris from entering the surface water system. During the demolition works any nearby gulley's will be covered with a drain guard or similar product to prevent any dust or debris entering the surface water system.

Demolition works are located approximately 20m or more from the watercourse. The demolition will be undertaken in a controlled manner in accordance with current good practice limiting the spread of dust and debris. Demolition material will be stockpiled in a level flat area located more than 30m away from the water course prior to either offsite disposal.

The sequence and method of working will be planned to minimise impact on, and maximise protection of, all sensitive targets. The methods of working will be clearly outlined during specific operational method statements and inductions. All works will be managed to minimise any harm to this particularly environmentally sensitive location.

For the permanent structure the new roof structure will be connected to the existing surface water system. The footprint of the new building is the same as the building being demolished and therefore no additional surface water run-off will be generated by the development. No additional hard standing areas are being constructed as part of this development.

Please refer to adjoining drawing



MONITORING

- The skips will need to be monitored to ensure that contamination of segregated skips does not occur. Therefore, we will advise regularly on how the waste management system is working.
- We will continually review the type of surplus materials being produced and where we can change the site set up to maximise on re-use or recycling and the use of landfill will be the last resort.
- The plan will be communicated to the whole project team regularly. Updates will be communicated and discussed at Safety Meetings

Noise

We propose to carry out noise logging to produce accurate data and give us a much clearer picture of noise patterns and how they can be controlled to minimise their impact on the Site, this also allows us to confirm the noise level at the time of any alleged noise incident,

The escalation procedure proposed is: -

In the case of a noise complaint, the first contact should be directed to the responsible manager or in the case of a weekend, the weekend manager. [Contact details will be distributed separately]. They will immediately check site activities, intervening where necessary.

Noise management procedure

BS 5228-1:2009+A1:2014

It is noted that main periods of concern are as follows:

Quiet periods as noted in the Project Agreement

Noise before 0800 on Weekdays

Noise after 16.30 on Weekdays

Blake Lucas an Acoustic Consultant has carried out monitoring on site and awaiting report,

- 1-Crushing Plant will be stored away from receptors at furthestmost distance from residential area,
- 2-Enclosed chutes will be used during soft strip of demolition,
- 3-There will be no use of compressed air powered drills on site,
- 4-Engine will be switched off during loading/unloading and vehicles waiting deliveries.
- 5-Noise Reduction of Stationary Plant and Tools Possible noise reduction



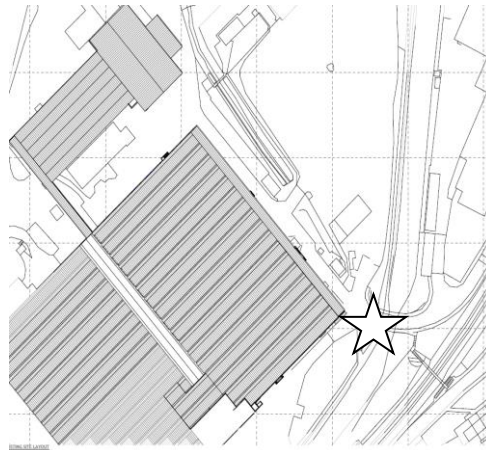
measures for compressors or generators are as follows:

- 6-Use of electric powered compressors as opposed to diesel or petrol;
- 7-Sound reduced compressor or generator can be used to supply several pieces of plant;
- 8-Use of centralized generator system;
- 9-Efficient sound reduction equipment should be fitted to engines;
- 10-Metal casings should be acoustically dampened;
- 11-Manufacturers' enclosure panels should be kept closed;
- 12-Erection of an acoustic screen between the compressor or generator and noise sensitive locations;
- 13-Enclosure of compressor or generator in a ventilated acoustic enclosure.

Possible noise reduction measures for tools are as follows:

- 1-Use of hydraulic or electric tools where possible;
- 2-Use of alternative quieter equipment for concrete breaking/cutting;
- 3-Fitting suitably designed sound reduction equipment to reduce noise without impairing efficiency;
- 4-Use of damped tool piece or saw blade;
- 5-Enclose in a suitably designed portable or fixed acoustic enclosure with suitable ventilation (with due regard to the health and safety of operatives).

Area where noise monitoring will be carried out



2.0 GENERAL WORK DEMOLITION OVERVIEW

The Contractor will have a license for Asbestos Removal and certification will be produced prior to any work being carried out, Asbestos survey will be issued to the Contractor and a seclusion zone to be installed prior to any work being carried out, The work covered under this Work plan will be conducted in a sequential manner, with some activities being conducted concurrently with others. Demolition work will be performed in accordance with and the requirements of the. Depending upon site and other unknown conditions, Contractor's general sequence of demolition

activities may require alteration at any given time. A summary of the general sequence for the work activities is outlined as follows:

- Pre-demolition survey of the building
- Pre-construction activities and site mobilization
- Verification of utility disconnects and isolations by others
- Removal of remaining chemicals and hazardous materials
- Removal of asbestos containing materials (ACM)
- Demolition part of existing buildings.
- Removal of demolition debris and material to appropriate offsite disposal/recycling facilities.

Erection of Temporary/ semi Temporary Site signage and Site Hoarding examples



- Signs will be displayed around the site and policed to control site traffic and maintain a site speed limit of 20MPH.
- Direction signage will be erected to guide delivery drivers and visitors to the site entrance off Milland Road,
- Welfare signs for first aid post and assembly area will be visible on site
- Site Contact Telephone numbers will be installed on site notice boards,
- Entrance gates will always be locked

Communication with Residents and Emergency Services

- The Site Management team are to visit the adjacent factory to discuss general safety issues with them and offer support regarding a Talk on general Site Safety and Awareness.
- A regular meeting will be held with a representative of the to ensure ongoing good relationships and standards of Safety.
- Contact details of the Site Team will be given to the factory in case of emergency
- The Site Manager will contact the Emergency Services and suggest a Site Familiarisation visit to ensure that there would be no problems with access should an emergency occur.
- Access points at footpath and bridge area to be kept free from obstruction regarding a cycle link and footpath

LIASON BETWEEN PARTIES

Liaison with Parties Involved in the Project

Staff members of Hale Construction Ltd and the sub-contractors are required to co-operate fully with other parties involved in the projects for issues that affect health and safety arrangements on the project.

Regular project progress meetings will be held with the Client, Designers and other parties involved in the project to ensure liaison between the parties involved in the project. Meeting minutes and any other relevant information will be circulated to the relevant parties involved in the project.

Liaison with Parties Outside the Project Hale Construction Ltd will ensure that regular liaison is carried out between the site and residents and local businesses.

H&S INFORMATION FOR (SUB-) CONTRACTORS

Sub-contractors have been issued with relevant health and safety information during the tender process to allow them to resource and plan their works accordingly.

The Health and Safety Conditions for Sub-contractors have been issued to every sub-contractor and is applicable to this project.

Every sub-contractor will attend a pre-start meeting at which the sub-contractor Quality and Safety Summary is completed to identify duty holders, allocate responsibilities, record common facilities and identify high risk activities and associated controls.

Everyone prior to starting work on site will receive Induction Training at which time all appropriate health and safety information will be given.

In addition to the daily management and monitoring of site activities there will be specific Progress Meetings where health and safety will be discussed, Health and

Safety Meetings where Sub-contractors and the workforce will be consulted and there will also be briefings for all personnel engaged in high risk activities.

[Entrance to existing property](#)

All deliveries will be on rigid loads preferably or on larger articulated loads only with prior agreement of the Site Manager, as shorter vehicles are unlikely to cause disruption or damage to the highway. Signage will be erected to assist delivery drivers as well as sending directions to the site when placing orders.

All deliveries are to be unloaded within the safety of the site boundaries.

Delivery times to be between 07.45am and 4.30pm unless with prior agreement of the Site Manager.

The position of the site compound and car park will be located as shown on the attached site plan.

All vehicles entering or leaving will be managed by a Traffic Marshal,

No vehicles will park up in the road leading to the site,

Erect barriers on access/egress road to site as resident access is needed (please see photo)

The entrance on Milland Rd will be the dedicated Site entrance for all Construction works within the development.

The entrance road to the site will be developed with the installation of road kerbs, main drainage and base course tarmac allowing uninterrupted safe access to the site, following completion of demolition works.

All work to the entrance will be completed prior to developing the main construction works.

[Emergency services will be contacted to advise them of access arrangements.](#)

Police, Ambulance, and Fire Brigade services are to be notified prior to commencement of works on site. All services will be invited for a prestart familiarisation visit.

Names / organisations	Responsibility	Contact number
Emergency services	Fire and Accident Assistance	999
Natural Resources Wales	Pollution Incidents	0800 807060
Virgin Media damage hotline	Cable damage	0870 8883113, Option 1
Wales & West	Gas release incident	0800 111999
Electricity Supplier	Cable strike/OH line incident	0800 6783 105
Water company	Service strike	0800 052 0130
HSE	Major Incidents	0345 300 9923

Site Inductions and Toolbox Talks

All site operatives and visitors will be inducted when first attending site. The site induction will include slides on how to minimise environmental impact on the surrounding area and what procedures to take in the case of an emergency. Signs will be erected on the site notice boards instructing workers to notify the site manager if any pollution situation arises or call the [Pollution Line on 0800 807060](#).

Site Managers Duties

The SM will report on environmental activities to the site environmental representative and will be responsible for the following:

- Implement and maintain environmental controls on site
- Attend to any spills or environmental incident that may occur on site
- Report any activity that has resulted, or has the potential to result, in an environmental incident immediately to Hales HSE Manager
- Complete daily environmental log
- Maintain waste register and ensure correct waste management procedures are being implemented

Hales Environmental Representative

The SM will report to the project environmental manager and would be directly involved in managing and co-ordinating environmental activities on-site. These would include:

- Assist environmental manager in developing and maintaining the CEMP, and various registers and checklists
- Monitor construction activities to ensure that identified and appropriate control measures are effective and in compliance with the CEMP
- Undertake weekly site inspections, initiate actions, and complete a weekly environmental inspection report
- Maintain training register, identify training needs and provide training where required
- Provide advice and assistance to site personnel on environmental matters
- Assist HSE Manager in maintaining environmental records
- Assist in investigating and resolving complaints
- Undertake monitoring when required
- Ensure correct procedures are followed in the event of an environmental incident
- Dissemination of waste reduction and waste management procedures to all relevant personnel on site