



Construction Method Statement

Of

C.J. CONSTRUCTION (WALES) LTD
Building & Civil Engineering Contractors

**P.O BOX 71
THE BUILDERS YARD
SOMERSET LANE
TAIBACH
PORT TALBOT
SA13 1UA**

TEL. 01639 898743

**SONALYST
UNIT 4
BAGLAN INDUSTRIAL PARK
PORT TALBOT
SA12 7DG**



Construction Method Statement

Role	Name	Contact
Client	Sonalyst Unit 4 Baglan Industrial Estate Aberavon Road Port Talbot South Wales, SA12 7DJ	Rory Madden Tel:01639 821122 Rory@sonalyst.co.uk
Client Agent / Principal Designer	Greenbuild Management Services Ltd Unit 19 Mardon Park Central Avenue Baglan Port Talbot, SA12 7AX	Ron Leaf Mob: 07940 768167 ron.leaf@greenbuildconsult.co.uk
Principal Contractor	CJ Construction (Wales) Ltd The Builder's Yard Somerset lane Taibach Port Talbot, SA13 1UA	Alex Holland Tel: 01639 898743 07971619906 alexholland@cj-construction.co.uk
Civil & Structural Engineer	Vale Consultancy Consulting Civil & Structural Engineers 29 Bocam Park, Old Field Road Pencoed, Bridgend, CF35 5LJ	Matt Jones Tel: 01656 863794 Mob: 07967 221842 matt.jones@vale-consultancy.co.uk
Architect	360AD 29 Bocam Park Old Field Lane Pencoed Bridgend, CF35 5LJ	Nick Davies Tel: 01656 330997 Nick@360ad.co.uk
Enforcing Agency Health & Safety Executive	Wales Region Government Buildings Ty Glas Road Llanishen Cardiff, CF14 5SH	Tel. 02920 263000



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Nature of Works

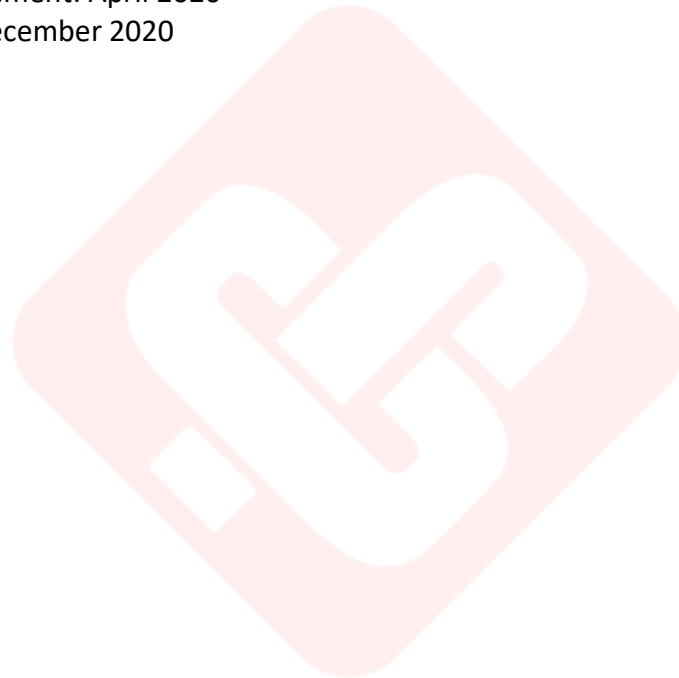
The project is to extend the existing warehouse creating a new storage facility for Sonalyst. The extent of the project will be 2no extensions, one at 700msq to the north-east elevation and the second at 1197msq to the south-east elevation.

Each section of the extension will be set as separate area in accordance with the proposed internal use. Larger areas will be created with a portal framed building similar in style to the existing and surrounding businesses.

Contract Duration

Site Commencement: April 2020

Completion: December 2020





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1. MANAGEMENT

Mr. C. Jones	Managing Director	Tel: 07971 619901
Mr. A. Holland	Commercial Director	Tel: 07971 619906
Mr. R. Jones	Contracts Director	Tel: 07971 619909
Mr L. Bamford	Site Manager	Tel: 07971 619904

The above will be resident or regular attendees on site. The overall responsibility for Health and Safety and Company Policy rests with Mr. Christopher Jones.

The Site Manager or nominee shall instruct his own workforce and subcontractors on the activities to be carried out. This may be undertaken verbally or in writing as necessary. Drawings, specification and any other relevant data required to carry out the works shall be made available before work commences.

SHEQ Manager Responsibilities

To undertake formal safety audits analysing all aspects of the project, including working practices, communication systems, compliance with safety standards, accident and dangerous occurrence statistics and health & safety resources with a view to continuously improving company safety standards.

To ensure all site personnel are provided with induction H&S training, Health & Safety awareness training as necessary and specific training as part of a programme.

To ensure all health & safety inspections and assessments are undertaken in accordance with all the relevant regulations and reports detailing the significant findings are brought to the attention of the person responsible for implementing the action.

Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

The main Health and Safety Goals within this project are to firstly eliminate and where this is not possible to control any hazards or potential to cause harm to any one on site. It is also the aim to: -

Improve the planning and management of projects on site.

Promote a healthy attitude to safety on site.

Encourage liaison and co-operation between parties on site.

Target efforts where they can do the most good in terms of Health and Safety on site.



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Regular liaison between parties on site
Liaising with operatives and sub contractors
Consultation with the workforce

The main methods for communicating safety information on this project will be via safety meetings/briefings, structured tool box talks, risk assessments, method statements, posters, safety signs and permits to work where applicable. Also copies of the company safety policy and manual are issued to all employees.

Toolbox / site induction talks will be given to all operatives on site, at the beginning of their first day, visitors will also be given a safety talk. The talk will highlight the dangers present, emergency procedures and requirements for entry onto the site. These talks will be issued to every new arrival to site. Health and Safety issues will be addressed during contract meetings held regularly on site between the Contracts Manager /Site Manager and the workforce. The outcomes of which will be recorded in the site file.

2. STANDARD SETTINGS

Health and Safety standards will be set to reflect current legislation. References can be made to H.S.E publication L144 –Managing health and safety in construction, C.I.T.B GE 700 series pamphlets and clients own safety rules governing works by contractors. It is our intention to eliminate, reduce, isolate and control all risks within this project.

3. INFORMATION FOR CONTRACTORS

The stability of the structure and working on or near fragile materials shall be assessed before undertaking the scheduled works. Risk Assessments, Method Statements and COSHH assessments shall be prepared as necessary for the works to be undertaken. All contractors and visitors shall receive an induction before commencing works on or visiting site where the hazards of the site and working processes shall be explained to them. Further information will be given via tool box talks or in writing as the project develops.

4. SELECTION PROCEDURES

The appointment of subcontractors and suppliers shall be made via the company's approved suppliers list in accordance with its Integrated Management System. New contractors are to be vetted to ensure adequate provisions are made with regard to Health and Safety. Subcontractors will provide risk assessments and method statements for approval by the Contracts Manager / Site Manager together with insurance details and trade qualifications as appropriate to the work being carried out. Periodic reviews of the subcontractors and suppliers shall be made at management meetings. A full list of subcontractors to be used on the project will be given to the Client when requested.



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5. COMMUNICATION AND CO- OPERATION

The Contracts Director / Site Manager or nominee shall liaise on a daily basis with all contractors to ascertain potential hazards in carrying out the works. Daily liaison will be held with the design team where matters relating to design information, handling design changes and Health and Safety issues can be clearly addressed. These will be formally addressed in site progress meetings. The Principal Contractor (Contracts Manager / Site Manager) will be responsible for liaising with the Client and all other relevant parties affected (i.e. specialist or sub contractors) about the collation and co-ordination of design/health & safety information.

6. ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

(a) Access and movements

Access to the site will be off Aberavon Road with contractor vehicle parking to be agreed by the client. CJC's vehicles and other contractor's vehicle must not obstruct the joint use roadway on the south Western side of the existing building. The site is via joint access road with the company next door. They are dependent on this access route for the delivery of raw materials and dispatch of finished goods. To alleviate any transportation issues, it is proposed that a layby will be built on the south west side of the building to ensure that the daily traffic movements will not be disrupted by the construction traffic.

Site vehicles are to be parked in agreed areas not to cause obstruction.

Deliveries of materials will be arranged to avoid any disruption to nearby businesses next door.

Banksman must be available when vehicles are entering site and wherever possible all vehicle must leave site in a forward direction.

Full traffic management plan to be completed as work commences on site.

(b) Exclusion of unauthorised persons

Both pedestrian and vehicular site entrances are to be locked at all times.

All visitors must access site via the pedestrian entrance which in turn will require them to visit the Site Managers office before accessing the site. Any person entering the site must Sign in.

(c) The storage and distribution of materials

All materials shall be located in secure stores or compounds. Concrete admixtures, adhesives, oils etc. shall be kept in re-sealable containers and clearly labelled. Where necessary items will be stored off site, brought in and fixed as the works proceed.

Any large delivery loads or removals shall be specifically arranged and supervised.



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(d) The provision and use of common mechanical plant

All mechanical and non- mechanical plant shall remain within the boundary of the site and be used only by trained personnel. When not in use plant shall be stored in suitable locations, locked or made unusable. All plant and equipment is maintained in accordance with the company's Integrated Management System and the results recorded. Hired in equipment will only be accepted with the relevant test certifications. See also the Provision and Use of Work Equipment Regulations 1998.

(e) Control and disposal of waste

CJ Construction (Wales) Ltd. holds certification to ISO 14001 and is committed to minimising its environmental impact. Wherever possible waste materials will be segregated for reuse or recycling. Waste shall be disposed of off site to licensed tips using appropriate skips, tipper Lorries or registered contractors as required. The burning of waste shall not be permitted. Waste food items shall not be left on site to encourage vermin. **Good housekeeping shall be encouraged to keep the site safe and tidy at all times.** Care shall be taken not to block or contaminate surface water drains and to keep roads clean at all times.

(f) Provision and use of temporary services

Arrangements shall be made for use of 110v electrical supplies from existing services or portable generators shall be used.

(g) Working at height and protection from falling materials

All open edges shall be protected by rigid barriers, scaffolding shall be erected by trained personnel and include handrails, knee rails, kick boards, material guards and correct width working platforms. Scaffold landing and working platforms will be designed by the scaffolding company to accept the loadings. Towers will be erected by suitably trained personnel. The scaffold will be inspected weekly or after adverse weather or alteration by the Site Supervisor or nominee and the findings entered into the scaffold register. Where scaffold has not been completed or is unsafe to use warning signs will be put at each point of access and ladders removed. See The Work at Height Regulations 2005.

(h) The provision and use of common means of access and places of work

Pedestrian routes shall be of sound construction and clear of anything which may cause a person to slip, trip or fall. All areas are to be sufficiently lit to carry out movements and tasks safely.

(i) Manual handling

Mechanical aids will be used where possible. The potential for risk of injury from manual handling that cannot be avoided will be assessed efficiently. Correct lifting techniques are to be used and repetitive handling to be avoided.



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(j) Existing services

All planned works are to be planned and undertaken in accordance with the Utilities Report provided in the PCI.

With regards new installations and alterations to existing services, contact with the service providers is to be sought at the outset.

(k) Control of noise

Hours of work are to be; Monday to Friday 7.30am to 5.30pm, and Saturday 8.00am to 1.00pm.

Consideration during the planning stage of each operation must be taken to reduce use time and prevent noise pollution from plant, power tools, and radios.

Where noise cannot be avoided is to be reduced by controlling noise at source, erecting barriers, relocating work activities or using silencing equipment with timing the work to reduce disturbance.

(l) Air Quality

All necessary and practicable mitigation measures to control dust emissions through good housekeeping and site operational practices shall be carried out including during both the demolition and construction phases.

The mitigation measures highlighted below are based on those presented by the Institute of Air Quality Management ("IAQM") in their guidance on demolition and construction sites.

(m) Substances Harmful to Health

Any substances used which may be hazardous to health must be stored according to Safety data Sheet information and a COSHH assessment carried out prior to use on site.

(n) Lifting operations

Risk assessments and method statements are to be undertaken prior to all lifting works. Care is to be taken during the selection and use of lifting equipment and accessories. All lifts are to be properly supervised and planned by a competent person. See also the Lifting Operations and Lifting Equipment Regulations 1998. Lifting operations shall not be carried in adverse weather conditions or poor light.

(o) Vibration

Where possible absorbing features are to be used on vibrating tools and job rotation shall be implemented to prevent exposure to vibration. See The Control of Vibration at Work Regulations 2005.



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(p) Asbestos

All CJC personnel are trained in Asbestos Awareness. No Asbestos containing materials have currently been identified on the current site but should they do so, work will cease immediately, the Site Manager shall be informed and the relevant process will take place to test the material and dispose of the material to a licenced tip (by a licenced contractor).

(q) Excavations

Prior to any earthworks and excavations suitable RAMS are to be provided. This documentation will include a review of the existing Utilities Report along with any further surveys that are deemed sufficient (See 6. (j)).

Known services are to be marked and operatives made aware.

When excavating with a machine, a banks mans will be present at all times. In the case of live services being found, the service provider is to be contacted if deemed necessary. Future related works will commence with hand dug excavations if required.

See HSE Avoiding danger from underground services HSG 47.

(r) Temporary works

CJC are responsible for all temporary works on site and must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. In accordance with BS 5975 :2008 Code of practice for temporary works & HSG 150 Health & Safety In Construction.

(s) Hot works

Hot works should only be undertaken where a safer method of working is not available. Wherever possible items subjected to hot works should be removed to a designated area for that purpose. All hot work is to cease 1 hour before the end of the shift. Maintain a continuous fire watch including that to the end of the shift.

(t) Confined spaces

No works shall be carried out in confined spaces until a full risk assessment is carried out and method statement prepared defining escape and rescue procedures. Works will only be carried out by trained personnel.

(u) Lighting

Every part of the site that is in use should, as far as possible, be arranged so that natural light is available for people to see to undertake working procedures and navigate the site safely. Where natural light is inadequate or not available, artificial lighting will be provided.



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(v) Demolitions

Ensure that risk assessments have been carried out and method statements prepared and have been developed to identify the correct sequence for carrying out the work. These must be fit for purpose, clearly communicated and understood by the persons using them. If at any time the structures appear to or becomes unsafe all workers should be withdrawn until actions have taken to remove any danger.

(w) Risk assessments and Method Statements

RAMS are to be produced by sub-contractors prior to carrying out works on site and is to be reviewed by the site supervisor and stored on site. All operatives involved should be made aware of method of working and any associated risk and sign the appropriate induction/method statement forms.

(x) Lead

If exposure to Lead is liable to be significant procedures are to be undertaken in accordance with HSE L132.

(y) Fire Precautions

Appropriate firefighting equipment will be available on site at the time when welfare facilities are placed on site and a fire and emergency evacuation plan will be developed once work commences on site.

There will be a no smoking on site policy and all waste skips if used will be stored away from adjacent buildings.



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7. CONSTRUCTION

Introduction

The total duration for the works is estimated to take 50 weeks comprising of the following key stages;

- a. Temporary access and boundary fencing
- b. Site clearance
- c. Service diversions
- d. Ground enabling works
- e. Access road and main drainage
- f. Foundations and structural slabs
- g. Main superstructure and roof covering
- h. Internal fit out
- i. External works

Build sequence;

- Site clearance & enabling works
- Piling
- Construct Pile caps and foundations
- Perimeter drainage, service ducts and under slab drainage
- Steel frame including cold rolled
- Install insulated roof and wall cladding
- Lay floor slab
- Install roller shutter and personnel doors
- First fix M&E
- Utility connections including procurement
- Construct internal blockwork wall
- External works including storm water attenuation
- 2nd fix M&E
- Ground enabling works
- Access road and main drainage
- Foundations and structural slabs
- Main superstructure and roof covering
- Internal fit out
- External works



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8. EMERGENCY PROCEDURES

First Aider cover for the site is provided the Site Supervisor (All of which are qualified in Emergency First Aid) who shall assess the extent of any injury and if necessary will summon an ambulance or arrange for transportation of the injured person to hospital. The nearest A&E hospital is located at Morriston – however a minor injuries unit is located at Port Talbot hospital. A route map is sited at the site office.

Adequate fire precaution measures will be taken on site and in storage areas by the provision of fire extinguishers. A fire evacuation plan will be formulated and amended as the project proceeds identifying routes and muster points. This will be displayed in the site accommodation. Warning signs will be erected and maintained throughout the contract.

Useful emergency contacts and telephone numbers

British Telecom
National Notice Handling Centre
PP 404B, Telecom House,
Trinity Street,
Hanley,
Stoke-on-Trent,
ST1 5ND
Free phone 0800 800 865

Transco
Wales & the West Network
Isca House
Haven Road
Exeter EX2 8DS
Telephone 01392 427143
24 hour gas escape number 0800 111 999

Dwr Cymru/Welsh Water
AIS Bureau
Duffryn Bach Terrace
Church Village
Pontypridd
CF38 1BN
Tel No: 01443 219054 / 74
Fax No: 01443 211914

Western Power Distribution
South and West Wales (Electric)
Emergency Tel No. 0800 052 0400



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Sewerage / Drainage Search Contract
Hyder Consulting - 01443 331000 (South Wales)
Environmental Agency
Ty Cambria
29 Newport Road
Cardiff
CF24 0TP
Pollution hotline 0800 807060

For Fire and Ambulance dial **999**.
Non emergencies – **101**.

9. REPORTING OF RIDDOR INFORMATION (RIDDOR 2013)

Accidents shall be initially recorded on in-house forms. Reportable injuries shall be made through head office on form F2508 for forwarding to the Health and Safety Executive. Investigations shall be carried out by Mr. C. Jones, Mr. A. Holland and Mr. R. Jones. All accidents or near misses will be reported to the progress meetings.

10. WELFARE

Adequate facilities will be provided for all site personnel and visitors in compliance with the CDM Regulations.

The site welfare facilities will be connected to temporary services to ensure the facilities meet with the requirements.

All statutory Health and Safety notices will be kept on site together with copies of our insurance certificates and first aid kit in the site office. A mobile phone will be available on site for the duration of the contract. Smoking is not permitted anywhere on site.

11. INFORMATION AND TRAINING FOR PEOPLE ON SITE

All contractors' management staff and operatives will receive an induction from the Site Supervisor before commencing work on the site explaining the dangers of the site and the CDM requirements. Further training and instruction for the use of new materials, plant, equipment and processes shall be carried out as the project proceeds. This may be carried out by the Contracts Manager, Site Supervisor, experienced tradesman and supplier as necessary. The record of the training will be entered in the site diary and individual training records. A detailed list of trained and qualified personnel shall be made available to the Site Supervisor or nominee.

12. CONSULTATION WITH PEOPLE ON SITE

The company will consult daily with its own, self employed and subcontract workers will be encouraged to approach the site foreman regarding any health, safety or welfare matter. All workers on site will be requested to report "near misses" to the site management.



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13. SITE RULES

Hours of working shall be available between 7.30 am to 5.30 pm Monday to Friday, and Saturday 8.00am to 1.00pm. Site operatives shall wear corporate clothing and Personal Protective Equipment shall be worn appropriate to the works being carried out. Alcoholic drink and non prescribed drugs will be prohibited from the site as will any person under their influence. All workers will wear appropriate clothing with regard to the prevailing weather conditions and shall guard themselves against cold and heat including sunburn.

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Sonalyst

SITE RULES

- All visits must be pre-arranged with the Site Supervisor and all visitors must then report to the site office and sign in before entering the site.
- All site workers shall sign in daily.
- Where the Client operates permit to work systems and these are to be followed at all times.
- Safety boots, fluorescent vests/jackets, helmets and eye protection must be worn at all times, on all sites. Any other PPE requirements will be instructed by the Site Supervisor.
- All works shall be confined to the site or site compound. Site workers will be informed of any 'no go' or restricted areas.
- There is a 'no bare chest' policy and all site operatives will refrain from bad language or lewd behaviour.
- Any complaints are to be dealt with in a polite and considerate manner. Complainers are to be directed to the Site Supervisor in the first instance.
- Working hours will be between 0730 and 1730 hours Monday to Friday, and Saturday 8.00am to 1.00pm.
- All mobile phones on site are to be used to make and receive work related calls only.
- Report all accidents and any work situation that might present danger.
- Asbestos / Controlled Substances – Be extremely vigilant at all times. If you have any concerns regarding any material contact a Site Supervisor immediately and do not proceed until a decision has been made confirming the legality of the Material in question. Under no circumstances must any fibre board / insulation board / plasterboard be disposed of with general waste.



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- Make full use of any control measures provided to prevent or limit exposure to substances hazardous to health and wear the personal protective equipment provided.
- Do not remove safety guards or render inoperative any safety device fitted to any plant or equipment.
- All reasonable precautions must be taken to prevent nuisance from dust, smoke, noise, and rubbish and waste materials.
- The burning of rubbish or vegetation on site will not be permitted.
- All general building waste materials are to be disposed of in skips provided.
- All skips must be positioned in a secure area. Under no circumstances must any non-CJC employees be able to dispose of any waste in our skips. If necessary, measures must be put into place to secure skips outside of working hours and/or when there are no CJC employees on site.
- Water courses are to be kept clear and free of pollution.
- All public and private roads, footpaths and rights of way in and around the site are to be kept clean from mud and debris.
- Site vehicles are to be parked in the designated parking areas and in any event must not cause obstruction to residents, pedestrians and other road users and shall conform to any road restrictions.
- All site access routes are to be kept clear of obstructions.
- No smoking will be permitted on this site. You may only smoke during meal times and within a designated smoking area.
- No radios are permitted on site.
- Designated toilets must be used; anyone found urinating on site will be liable for dismissal.
- The use of 110v electrical equipment must be used as far as is reasonably practical.
- The consumption of alcohol or the use of illegal substances will not be tolerated on site.
- Site operatives taking prescribed drugs are to inform the Site Supervisor of any potential side effects.
- Meal break – 40mins Max. Can be taken as two shorter breaks if preferred.



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ALCOHOL

- In this type of high risk industry alcohol and work are not compatible
- Alcohol is a drug that depresses parts of the brain function. When working you require all of your brain function to prevent injury
- If you are found to be intoxicated with drink you will not be allowed to work and the Company reserves the right to terminate employment

DRUGS

- You are at greater risk of accidents on site when under the influence of drugs
- If you suspect a colleague of using drugs tell your Site Supervisor. Their habit may compromise your own safety and that of others
- If you are believed to be under the influence of drugs you will be required to leave site
- The Company reserve the right to request that employees be screened for illicit substances and will terminate the contract of any employee who tests positive for drugs
- If you are given prescribed drugs inform your Supervisor particularly if there are side effects which may make the operation of plant or equipment or working at height dangerous



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14. HEALTH & SAFETY FILE

All information shall be passed on to the Principal Designer in written correspondence.

15. ARRANGEMENTS FOR MONITORING

The Site Supervisor or nominee shall on a daily basis inspect the site for compliance with Health and Safety rules, legal requirements, safety performance, standards and specification. Results shall be recorded by the use of checklists or by entering details in the daily site report. It is intended that there are no lost time accidents or near misses. They shall investigate any complaints made against any worker on site.

