



CONSTRUCTION METHOD STATEMENT

Refurbishment Works & Conversion to Flats, 18 Orchard Street, Neath,

Issue Register

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01	Draft	4.5.22	R Sydenham
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Reviewed & Approved by Vaughan Construction Limited

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02	First Issue		B David
03	Second Issue		B David

Reviewed & Accepted by Client

Rev	Details	Date	Client
01	Draft		
02	First Issue		
03			

This document shall be reviewed, as a minimum, at intervals not greater than three months by the Site Manager and any amendments shall be distributed to all relevant persons. The Site Manager shall ensure that the plan is communicated, read and understood by all relevant parties including contractors.

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1.0 DESCRIPTION OF PROJECT

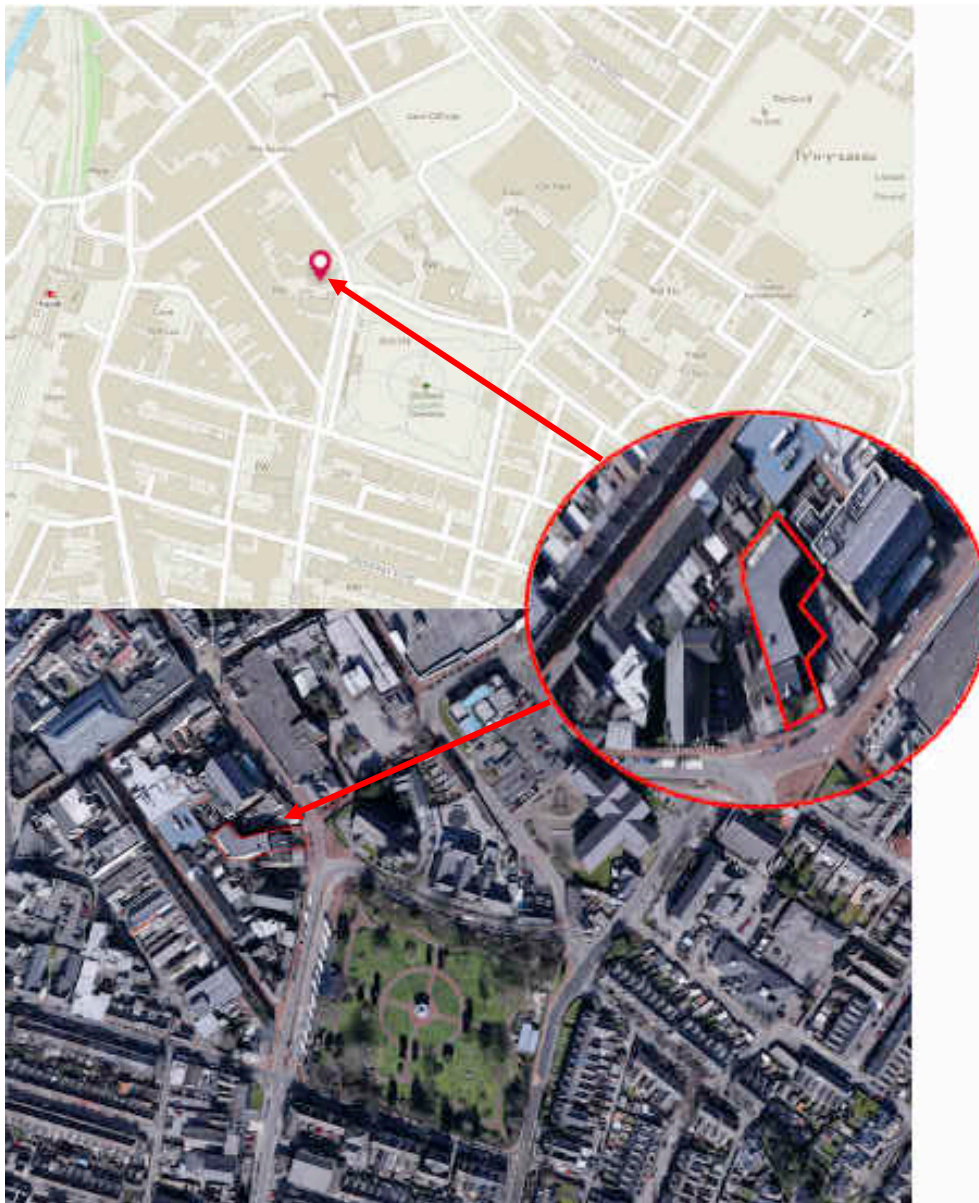
1.1 Project Description and programme details including key dates

1.1a) Location.

18 Orchard Street, Neath, SA11 1DU.

Grid Reference : SS753974 | X (Easting) 275342 : Y (Northing) 197492

Latitude 51°39'44"N : Longitude 003°48'13"W | What3Words: yard.sleep.lance



1.1b) Description

The site has been previously partially developed as office building until the developer went into receivership. The existing building has been left deteriorating for several years.

The project will require an initial site clearance of detritus from the existing building and surrounding area within the plot boundary.

Refurbishment and conversion work throughout the building to provide 32 apartments units (19 one bed/two person and 8 two bed/three person for older persons accommodation, and 5 one bed/one person move on units for previously homeless persons), to housing association standards.

The façades are to be refurbished, a new roof with a bank of photovoltaic panels, and new windows to be installed.

The basement will be refurbished to provide a buggy store, plant room, storage and access facilities.

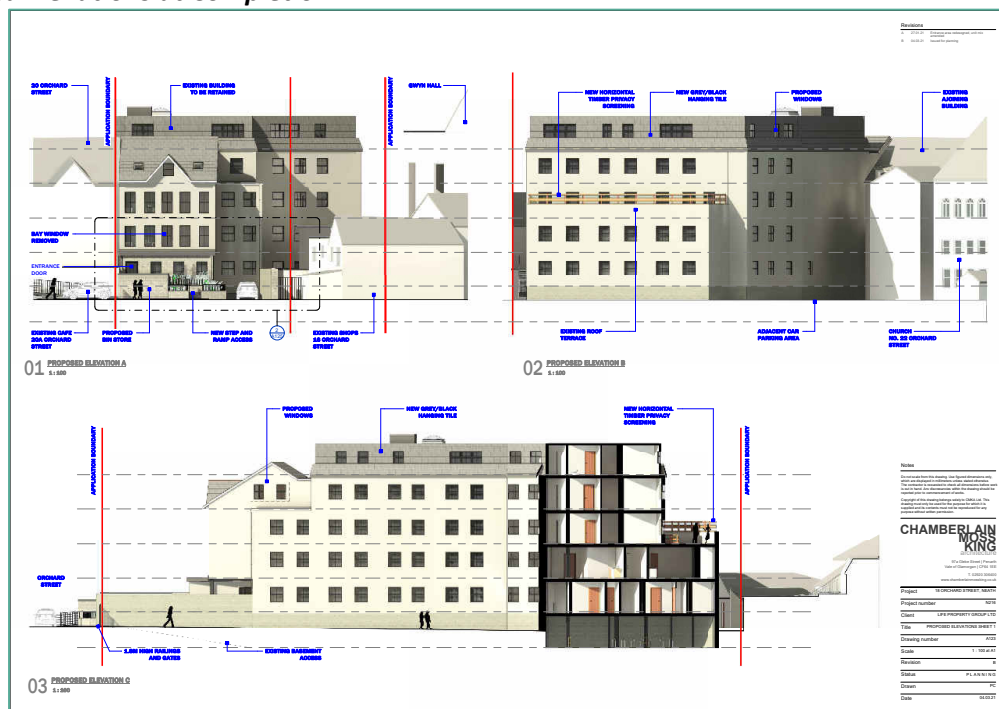
1.1c) Key Dates

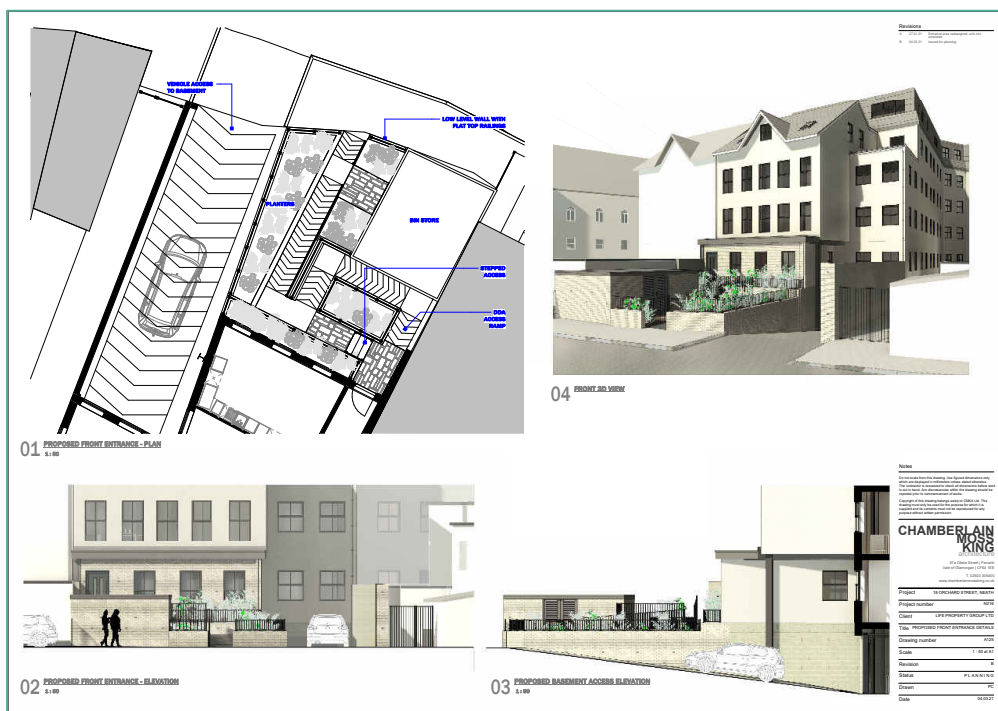
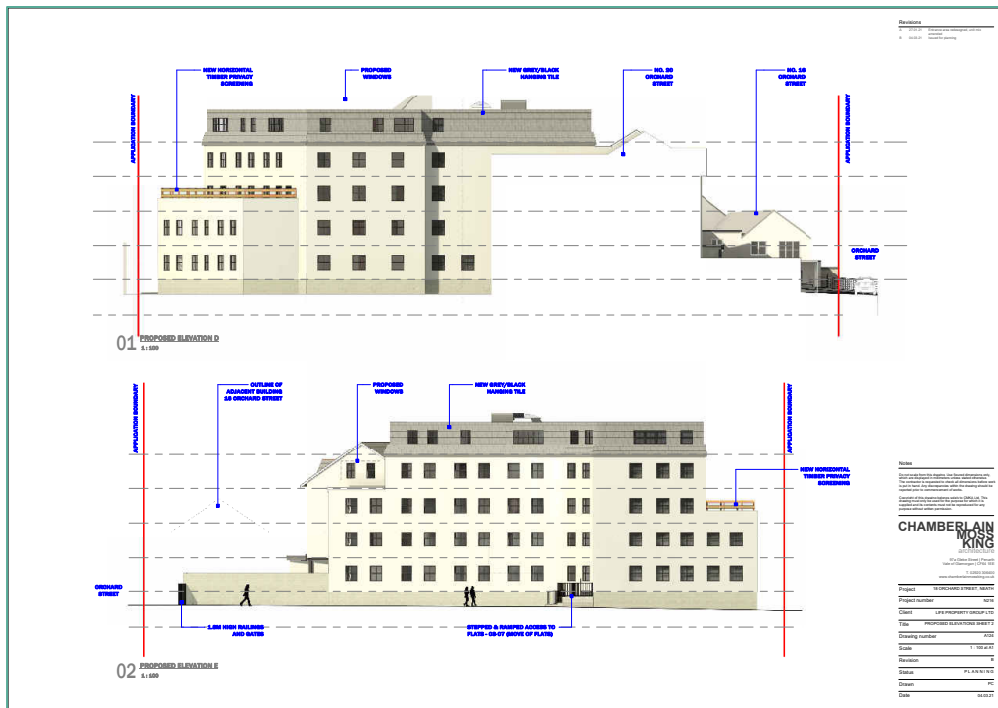
Construction start: TBC

Duration: 61 weeks

Completion: August 2023

Proposed Elevations at Completion.





1.2 Project Directory

Role	Name	Contact	
Client	Orchard Street (Neath) Ltd., 65a Station Road, Port Talbot, SA13 1NW	Name: Tel: e-mail:	Dan Madge 01792 546666 dan@lifepropertygroup.com
Principal Contractor	Vaughan Construction Ltd., Arfryn, Horeb, Five Roads, Llanelli, SA15 5AQ	Name: Tel: e-mail:	Adam Jones 01269 839499 07855 033641 adam@vaughanconstruction.co.uk
Principal Designer	Greenbuild Management Services Ltd., Unit 19, Central Avenue, Mardon Park, Baglan Energy Park, Port Talbot SA12 7AX	Name: Tel: e-mail:	Robert Williams 033 355 3610 07469235178 robert.williams@greenbuildms.co.uk
Architect	Chamberlain Moss King, 97a Glebe Street, Penarth, Vale of Glamorgan, CF64 1EE	Name: Tel: e-mail:	Phil Chamberlain 02920 306400 phil@chamberlainmossking.co.uk
Civil & Structural Engineer	CB3 Consult Ltd., 7 St James's Crescent, Swansea, SA1 6DP	Name: Tel: e-mail:	Dylan Huws 01792 473182 dylanhuws@cb3consult.co.uk
Structural Engineer	Grade Consulting, Cae Hir, Pencoed, Llangennech, Llanelli, SA14 9RT	Name: Tel: e-mail:	Iwan Griffiths 07915 318863

M&E Designers	SABA Consult Ltd., 10 Pentrepoeth Rd, Morriston, Swansea, SA6 6AB	Name: Tel: e-mail:	Wayne Curtis 01792 792323 07841 505441 wayne@sabaconsult.wales
Fire Engineer	Black Dragon Safety Ltd., SA12 Business Centre, Seaway Parade, Baglan Energy Park, Port Talbot, SA12 7EB	Name: Tel: e-mail:	Ian Bevan 07495 290627 ian.bevan@bdfireandconstructionsafety.co.uk
Acoustic Engineer	Acoustician, 194 West Street, Bristol, BS3 3NB.	Name: Tel: e-mail:	Blake Lucas 01179 862956 blake@acoustic-ltd.co.uk
Contractors		Name: Tel: e-mail:	
		Name: Tel: e-mail:	

2.0 MANAGEMENT OF THE WORK

2.1 Management Structure and Responsibilities

The Principal Contractor, Vaughan Construction Limited, will manage all construction activities and all sub-contractors will report to the Project Manager / Site Manager for Vaughan Construction Limited – Site Manager Daffron Williams.

Regulation 6 – Notification;

- (1) A project is notifiable if the construction work on a construction site is scheduled to—
 - (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
 - (b) exceed 500 person days.
- (2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.
- (3) The notice must—
 - (a) contain the particulars specified in Schedule 1;
 - (b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work;and
if necessary, be periodically updated.

2.2 Goals for the project.

To do all that is reasonably practicable to ensure a safe and healthy environment for all who work for us, or who may be affected by our work and to comply with all relevant legislation and Approved Codes of Practice.

To ensure that all employees, suppliers, and contractors involved in this contract understand the importance of both quality, occupational health, safety and the protection of the environment in their work and the need to employ only those safe and environmentally acceptable working practices and procedures which will produce the required standards.

To ensure, through good Health & Safety Management, that there are no accidents, incidents, or injuries to anyone.

This will be achieved via the methods described below.

2.3 Arrangements

2.3.1 Regular liaison between parties on site

Meetings will be held monthly including the Client, Principal Contractor, and the Principal Designer. Contractors will be briefed, by the Site Manager or Supervisor, on the content of this Plan as part of site induction.

At the start of each week (or more often when necessary) the Site Manager/Supervisor will meet with subcontractors to coordinate activities and to ensure that there are no additional risks associated with simultaneous operation of various trades on site.

Daily inspections of the site will be carried out by the Site Supervisor and significant findings will be recorded.

2.3.2 Consultation with workforce

Methods of communication will be instigated by the Site Manager & Supervisor to ensure an adequate flow of on-site safety information reaches all site workers and these may include:-

- Method statement briefings
- Toolbox talks
- Safety notices
- Posters.

Workers will always be encouraged to give their views and to contribute to a positive health and safety culture.

Posters and Safety Bulletins will be displayed in the Site Office or at the daily signing in point.

Given the COVID 19 virus pandemic the following will be briefed to all workers on the site until the advice and guidance from the government authorities' changes.

Vaughan Construction Limited will review this continually throughout the programme of works

See Site Rules in Section 2.4 and Site Induction Appendix 5.4

2.3.3 Exchange of design information between client, principal designer, designers, and contractors on site

Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM Regulations 2015. Vaughan Construction Limited in execution of the project and as Principal Contractor will engage in the detailed design, shall agree all materials, construction sequences, principles of structural design etc appropriate for construction of the works.

Any relevant design information required by the Principal Designer shall be forwarded for retention in the project health and safety file.

2.3.4 Handling design changes during the project

Changes in design, or changes which negate primary assumptions made in the Pre-Construction Information shall be referred to the Principal Designer.

Design changes will be tracked by the Site Manager of Vaughan Construction Limited, in conjunction with the Principal Designer and designers, they will ensure that drawings reflect the latest design intent.

Where there is any further design connected to any sub-contractor packages then the design will be reviewed to ensure any residual risk is managed effectively throughout the construction period.

2.3.5 The selection and control of contractors

All contractors used will be selected on the basis that they have successfully carried out similar work, they have the necessary technical qualifications and that they are able to demonstrate a good health and safety record.

Vaughan Construction Limited will assess contractors using a Contractors Competency Assessment Questionnaire if deemed necessary.

All sub-contractors shall prepare and operate their own safety management systems, taking account of the CDM Regulations 2015 and comply with the site rules of Vaughan Construction Limited

Pre-commencement meetings will take place to ensure that the contractors understanding the requirements of this Construction Phase Plan and Health & Safety Legislation in general.

The contractor or sub-contractor shall promptly identify to Vaughan Construction Limited any contractor they intend to appoint or engage in connection with their agreed works. They shall ensure that any approved contractor whom they appoint or engage in connection with the project is informed of the minimum amount of time which will be allowed to them for planning and preparation before they begin construction work

2.3.6 The exchange of health & Safety information between contractors

Relevant sections of this Construction Phase Plan will be briefed to contractors at induction and throughout the project as required.

Vaughan Construction Limited is responsible for reviewing, updating, and amending this Plan on an ongoing basis.

Vaughan Construction Limited will coordinate between relevant contractors & subcontractors throughout this project.

2.3.7 Site Security:

Vaughan Construction Limited is responsible for site security and the prevention of unauthorised access. The construction area will be secured by means of timber hoarding and steel delivery gates to front elevation, and temporary heras fencing to the rear and side elevations. This will be checked daily for any breaches or damage and modified to suit site requirements as progress is achieved.

A temporary security system comprising BOSS security cameras and alarm system will be installed. Materials and equipment will be secured out of hours.

There will be a site set and materials laydown area within the boundary of the site at 18 Orchard Street, Neath, SA11 1DU.

Security measures will be inspected every day by the Site Supervisor.

Plant/machinery will be secured out of hours when on site given their use on the project.

2.3.8 Site Induction:

All persons working on the site will receive a site induction before commencing work.

Visitors will sign in and shall be accompanied at all times whilst visiting the work site by an authorised member of the site team who is familiar with the site construction hazards, layout and restricted working areas.

See appendix 5.5 for Site induction/Site rules.

2.3.9 On-site training:

All personnel will have a site induction.

Operatives will be briefed on the contents of relevant method statements and risk assessments pertinent to their scope of works

Tool box talks relevant to the tasks being performed will be undertaken on a regular basis.

2.3.10 Welfare Facilities and First Aid:

Vaughan Construction Limited will have a first aider on site, and he/she will be identified at the site office and by the wearing of vis vest/badged accordingly.

First Aiders are:

- Daffron Williams (On Site)

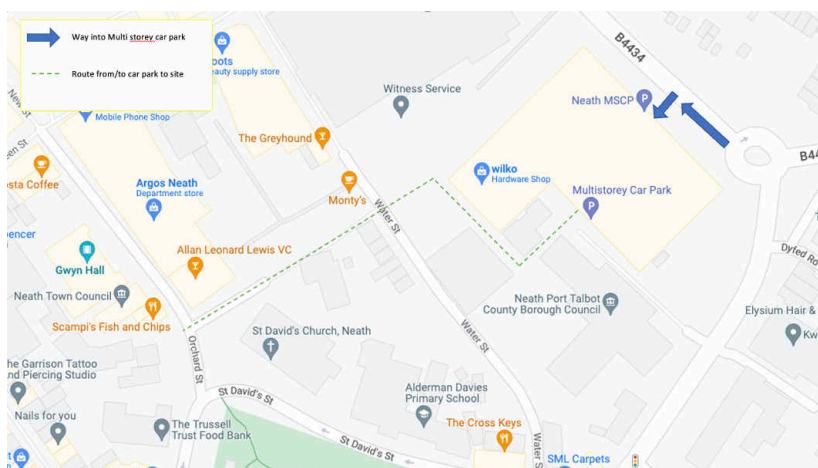
- Barry David (On Site Stand-in)

Furthermore, Sub Contractors will provide first aiders as required by their risk assessment.

Vaughan Construction Limited will ensure that temporary site accommodation and welfare facilities are provided on site, in accordance with HSE's Construction Information Sheet No 59 and Schedule 2 of the Construction (Design and Management) Regulations 2015.

The Site Office & Welfare will be located inside the former Cwtch Café Building next door to the site and will be maintained to comply with the above Schedule 2 of CDM 2015

Due to the constraints of the site there is no onsite parking facilities. Site Operatives to utilise Neath multi-storey car park (entrance off the B4434) and walk to the site via Water Street and the lane access between Water Street and Orchard Street



2.3.11 Statutory Notifications / Reporting and investigation of accidents & incidents.

The F10 notification of this project is a requirement to the HSE – *see appendix 5.2*, and has been registered by Vaughan Construction Limited on behalf of the Client.

The project is notifiable, and we have been appointed as the Principal Contractor and the programme for the construction works including start & finish dates are now confirmed.

A project is notifiable if the construction work on a construction site is scheduled to:

- a) Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project;
OR
- b) Exceed 500 person days.

All accidents including those to subcontractor's workers must be reported immediately to the site management and a record entered in the site accident book located in the site H&S file. This includes all cases where first aid is provided, regardless of how minor the injury is considered.

After an investigation is carried out, the Site Manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all on site who may be affected by findings.

The Site Manager will ensure that all accidents/incidents categorised under RIDDOR are reported to the relevant enforcing authority.

'Significant Learning Event' incidents, those categorised as Dangerous Occurrences under statute, and those causing major damage whether injuries occur or not will be reported, investigated, and recorded.

2.3.12 Production and approval of risk assessments & written systems of work/method statements.

Hazard Identification

Areas of significant risk have been identified during the pre-construction phase and are listed in the Pre-Construction Information and will be considered in the project hazard identification process.

- Segregation of the construction activities from others/3rd parties.
- Maintaining of access and emergency access to the rear and side of the property for the other active businesses/properties
- Security of site – 3rd Parties entering the construction areas out of hours.
- Close proximity of the site with Primary School / Bus Station / Victoria Gardens / Gwyn Hall Theatre / Public House and peak time traffic flow and persons.
- Existing services above and below ground.
- Loose roof tiles and roof structure.
- Smashed/defective existing windows.
- Extensive scaffold structures to control and manage.
- Potential for drug use paraphernalia (discarded needles/sharps) in the derelict building and the immediate surrounding vicinity.
- Pigeon Guano – extensive clean is required to the whole building
- Risk of fire caused by arson.
- Risks associated with the instability of any temporary works.

- The control of temporary works.
- Working at Height and over 3rd party land on the party wall side
- Deliveries off the highway and peak times pedestrian/traffic/parking interface on the Public Highway.
- Work at height
- Manual handling
- Dusts
- Noise
- HAVS

Any additional risks identified by the Site Manager/supervisor, or his team will also be considered in the project hazard identification process

Risk Assessments

The Site Manager will produce risk assessments where any significant risks are identified. Contractors and sub-contractors will supply the Site Manager/Supervisor with Risk Assessments and Method Statements relevant to their activities. Risk Assessments will be produced by competent persons.

Method Statements

Method Statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements. The contents of the Method Statement will be communicated to all those undertaking and associated with the work activity including contractors and sub-contractors.

2.4 Site Rules

- Ladders/Step-ladders only to be used where identified by risk assessment and for tasks of short duration.
- Operatives must remove waste and any materials not required as work proceeds and at the end of every shift and place in the waste skips provided
- Work at Height Access Equipment must be erected by trained personnel only.
- Site operatives must maintain clear access/egress routes at all times.
- Site operatives must not create slip, trip, and fall hazards. They should store material and equipment in agreed areas.
- Electrical plant, handheld tools and leads must be properly tested on a regular basis. Operatives must not use unsafe equipment on site, report any defects and keep leads tidy.
- Safety helmets, high visibility clothing, safety footwear are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements.
- Operatives must understand the Site Fire Plan, the interface with adjoining operational areas and the impact their work may have on others.
- Smoking is not allowed on site and should only be undertaken outside of the site perimeter.
- The use or possession of drugs / alcohol on site is strictly prohibited.
- Operatives must only operate plant / tools if they are trained, competent & authorised to do so.
- Operatives must avoid side loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems.
- Eating and drinking is restricted to the Welfare facility provided.
- Horseplay and bullying will not be tolerated.
- Mobile phones should not be used whilst operating plant and machinery, and calls should only be taken / made when in a position of safety.

- All personnel must undergo site induction before starting work.
- Burning of any waste material will not be permitted on site.
- Any visitors to the site must be accompanied at all times by the Principal Contractor's staff.
- Attention is also drawn to the partial timber frame construction at 4th Floor and roof level and strict adherence to the Fire Risk Assessment and Fire Action Plan

General House Keeping

- The area of work must always be maintained in a clean, tidy, and safe condition.
- Materials must be stacked and organised correctly and any rubbish scrap and debris etc. must be removed as and when necessary and not left until the completion of work.
- Storage of equipment must be in an orderly fashion in an area.
- All designated walkways, vehicle routes, access and egress routes must be kept clear always.
- Good housekeeping is paramount to a safe and organised site.

Key Note

The workforce will remain mindful at all times of their own behaviours and actions, and ensure that the high standards required by Vaughan Construction Limited are met throughout the duration of the project

COVID 19 Rules

Covid-19 restrictions have been removed and society is moving to "living with Covid". However, Covid-19 has not gone away.

Any employee who shows symptoms of Covid19 must not report for work and must undertake a lateral flow test (kits available from local community Pharmacies). If negative result (i.e. Covid free) then there is no requirement to self-isolate.

Mitigation to prevent the spread of Covid19, and other respiratory illnesses, include:-

- Wash your hands frequently with soap and hot water for at least 20 seconds or use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or a sleeve when coughing or sneezing. Discard the tissue immediately into a bin.
- Avoid close contact with people who appear to be ill.
- Stay at home when you display symptoms outlined in the government guidelines
- Clean and disinfect frequently touched objects and surfaces such as work surfaces, sinks and toilets.
- Keep rooms ventilated.
- Try and retain distances from other people where practicable.

Please be safe and make sure that you follow all guidance.

2.5 Fire and emergency arrangements.

2.5.1 Fire Arrangements

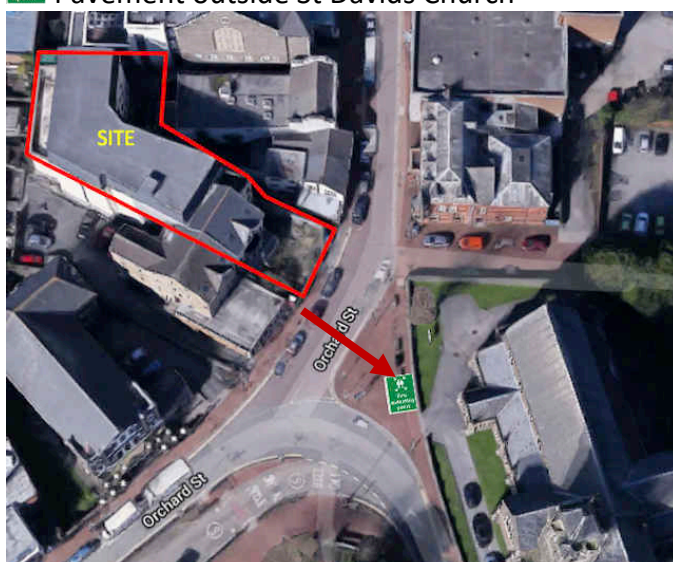
Local Fire Authority: Mid & West Wales Fire and Rescue Service, Service Headquarters, Lime Grove Avenue, Carmarthen, SA31 1SP	Local Fire Station (manned 24/7) Cimla Fire Station Cimla Road, Cimla, Neath, SA11 3UG
General Enquiries e-mail: mail@mawwfire.gov.uk Tel: 0370 6060699	
Emergency: 999	

On Discovering A Fire-

- Raise the alarm by ringing the bell.
- Contact the Site Manager or Site Supervisor of Vaughan Construction Limited who will then Dial 999. Asking for the Fire Service, giving the address and the location of the fire. Speak slowly and clearly.
- Only attempt to control the fire if you have been trained in fire extinguisher use and you are not at risk. Fire extinguishers are located on site as per the Fire Risk Assessment and the Fire Action Plan.
- Go to your designated Assembly Point using the shortest, safest route, closing doors and windows behind you.
- Your designated Assembly Point is:



Pavement outside St Davids Church



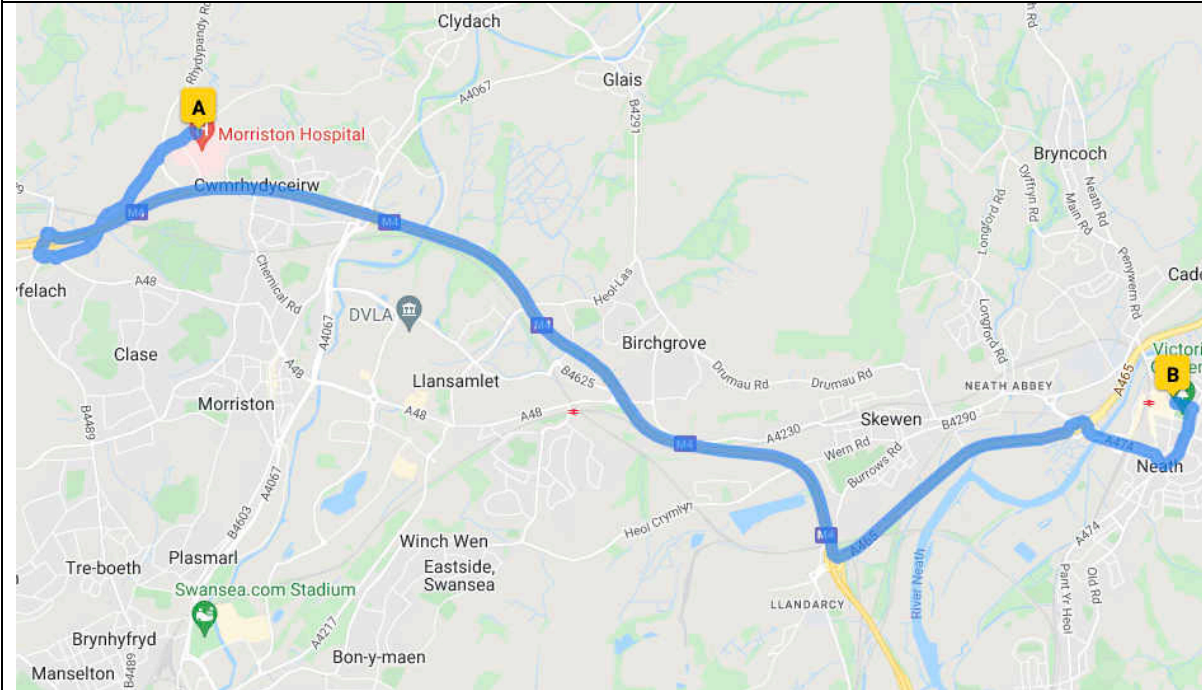
On Hearing The Alarm

- Leave the premises by the safest convenient route, quickly but in an orderly manner.
- Do not wait to collect personal belongings.
- Report to the appointed person at the Assembly point and await instructions. Do not leave the Assembly Point until told to do so by the appointed person.

- Fire and Emergency Arrangements to be displayed at the site office.

2.5.2 Emergency Arrangements

Nearest A&E

 Morrison Hospital Heol Maes Eglwys, Morrison, Cwmrhydyceirw, Swansea, SA6 6NL	Distance : 9.4 miles Average Travel Time : 17 minutes
Tel: (general enquiries) 01792 702222 Tel: Emergencies 999	
	
Directions • Orchard St towards London Road • Continue onto London Rd • Turn right onto Alford Rd • At the roundabout, take the 2nd exit onto A474 • At the roundabout, take the 1st exit onto the A465 slip road to M4/Swansea • Merge onto A465 • At Llandarcy Interchange, take the 3rd exit onto the M4 slip road to Carmarthen/ • Merge onto M4 • At junction 46, take the B4489 exit to Llangyfelach/Felindre • At the roundabout, take the 1st exit onto Clasemont Rd/A48 • At the roundabout, take the 1st exit onto Pant Lasau Rd • At the roundabout, take the 1st exit onto Mynydd Gelli Wastad Rd • Turn right • Destination will be on the left	

2.5.3 Services/Utilities Arrangements

Service	Address	Contact No's / e-mails
Gas 	Wales & West Utilities Limited Wales & West House Spooner Close Celtic Springs Coedkernew Newport NP10 8FZ	National Gas Emergency Number: 0800 111 999
Electrical 	Western Power Distribution Avonbank Feeder Road Bristol BS2 0TB	National Emergency Number: 0800 6783 105
Water / Sewage 	Dwr Cymru / Welsh Water Fortran Road St Mellons Cardiff CF3 0LT	0800 052 0130
Environmental 	Natural Resources Wales 29 Newport Road Cardiff CF24 0TP	0300 065 3000 (24 hour service) enquiries@naturalresourceswales.gov.uk
Highways 	Traffic Wales 27 Pendwyallt Road Cardiff CF14 7EF To report issues such as road traffic incidents or hazards	0300 123 1213 contact@traffic.wales

2.5.4 Site Emergency / Out of Hours Contact Details

In the event of an emergency situation arising out of normal working hours, the following contacts are to be used:

Daffron Williams 07845 183188
 Barry David 07866 046741

Architectural Drawings.

DRAWING REGISTER & ISSUE SHEET		CHAMBERLAIN MOSS KING		
CONSTRUCTION ISSUE				
Project:	18 ORCHARD STREET, NEATH			
Project No.:	N 216			
Client:	ORCHARD STREET (NEATH) LTD			
DATE OF ISSUE				
Day	29	16	17	9
Month	4	5	5	6
Year	22	22	22	22
DISTRIBUTION LIST				
Company	Person	No. of Copies		
VAUGHAN CONSTRUCTION LTD		1	1	
METHOD OF ISSUE				
H-HARD COPY E-EMAIL CD-CD/USB	E	E	E	
DOCUMENTATION LIST				
Title	Dwg. No.	Size	Revision	
BASEMENT - PART A	A130	A1	E F G H	
BASEMENT - PART B	A131	A1	E F G H	
GROUND FLOOR PLAN - PART A	A132	A1	E F G H	
GROUND FLOOR PLAN - PART B	A133	A1	E F G H	
FIRST FLOOR PLAN - PART A	A134	A1	E F G H	
FIRST FLOOR PLAN - PART B	A135	A1	E F G H	
SECOND FLOOR PLAN - PART A	A136	A1	E F G H	
SECOND FLOOR PLAN - PART B	A137	A1	E F G H	
THIRD FLOOR PLAN - PART A	A138	A1	E F G H	
THIRD FLOOR PLAN - PART B	A139	A1	E F G H	
FOURTH FLOOR - PART A	A140	A1	E F G H	
FOURTH FLOOR - PART B	A141	A1	E F G H	
ROOF PLAN - PART A	A142	A1	D E F	
ROOF PLAN - PART B	A143	A1	D E F	
PROPOSED ELEVATION A	A144	A1	D E F	
PROPOSED ELEVATION B	A145	A1	D E F	
PROPOSED ELEVATION C	A146	A1	D E F	
PROPOSED ELEVATION D	A147	A1	D E F	
PROPOSED ELEVATION E	A148	A1	D E F	
PROPOSED ELEVATION F	A149	A1	D E F	
SECTION A-A	A150	A1	D E F	
SECTION B-B	A151	A1	D E F	
SECTION C-C	A152	A1	D E F	
SECTION D-D	A153	A1	D E F	

1/2 09/06/22

Title	Dwg. No.	Size	Revision
INDICATIVE DRAINAGE RUNS	A158	A1	C D E
SITE ENTRANCE/BIN STORE LAYOUT	A159	A1	C D E
EXTERNAL WORKS LAYOUT	A160	A1	B C D
SEPARATING WALL & FLOOR DETAILS - SHEET 1	A161	A1	B C D E
SEPARATING WALL & FLOOR DETAILS - SHEET 2	A162	A1	B C D E
SEPARATING WALL & FLOOR DETAILS - SHEET 3	A163	A3	B C D E
SEPARATING WALL - HEAD AND BASE DETAILS	A164	A3	B C D E
TYPICAL APARTMENT PARTITION WALL DETAILS	A165	A3	B C D E
WINDOW DETAILS	A166	A3	A B C D
EXTENSION DETAILS	A167	A1	A B C
FLAT ROOF - EAVES DETAIL	A168	A3	A B C
FLAT ROOF TO EXTERNAL WALL ABUTMENT DETAIL	A169	A3	A B C
MANSARD ROOF DETAILS	A170	A1	A B C D
SERVICE PENETRATIONS DETAILS	A171	A3	B C D E
INTERNAL DOOR SCHEDULE	A172	A3	A B C
EXTERNAL WINDOW & DOOR SCHEDULE	A173	A3	A B C
INTERNAL FLAT PARTITION TO FIRE CEILING	A174	A3	- A
STAIR CORE A - SECTION	A175	A1	-
STAIR CORE B - SECTION	A176	A1	-

2/2 09/06/22

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

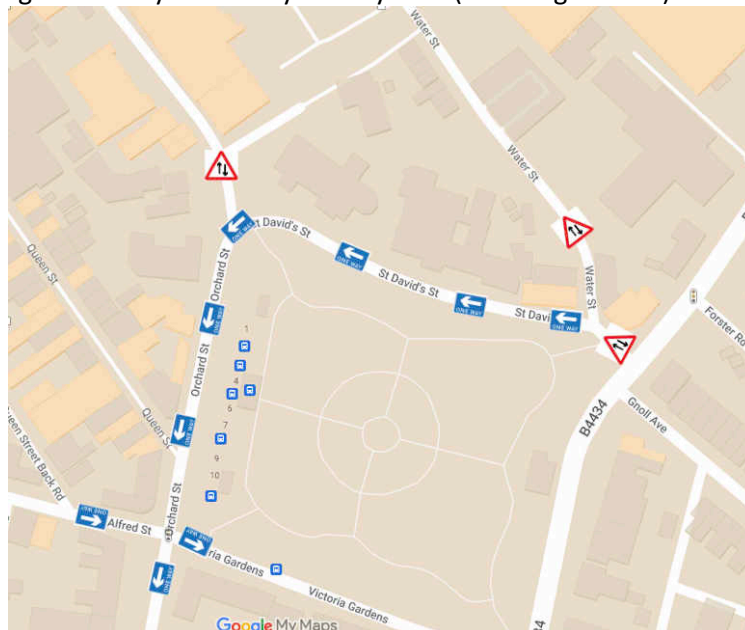
3.1 Safety risks, including;

3.1.1 Delivery and removal of material (including waste) and work equipment taking into account risks to public

Routing of Delivery and Construction Traffic

Delivery companies, suppliers, contractors will be sent a planned route which they will be expected to follow.

Access to the site is governed by a one way road system (see image below).



All main deliveries will be made to the site in suitably sized vehicles and will be off loaded with either a on board telehandler, the site telehandler or 360 excavator or by hand and as appropriate for the materials/loads in question.

Entering and Leaving Site

The site access is over the pavement off Orchard Street so all traffic will need to be effectively managed for access on and off site.

Vehicles will park in a safe location on the highway and attend site before being unloaded.

All manoeuvres will be supervised by a banksman where necessary.

As the construction site is located near a school and residential area all drivers need to be vigilant at all times, given close proximity to these hazards when delivery on the main road outside of the site.

Deliveries And Collections

All deliveries and collections will be scheduled by the Site Manager.

No deliveries exceeding 3.5 tonnes will be made to or leave the site between the hours of 8:00am to 9:30am and 2:30pm to 4:00pm.

Suppliers / Contractors will be advised that should they be unable to meet their planned time slot they must phone ahead to reschedule, or agreement reached with Vaughan Construction Limited Site Manager/Supervisor before arriving and off-loading/loading takes place.

The size of the delivery vehicles will be reduced where practicable to do so.

Scheduling of deliveries and collections will ensure that vehicles will not wait or stack for undue periods as there can be congestion at peak times given the school and the general local area.

Banksmen will assist when vehicles are accessing or leaving the site, they will also ensure safe passage of site workers and or pedestrians (if necessary) and vehicular traffic during loading and unloading.

Number of Banksmen deployed will take into consideration the requirement for the holding of pedestrians and/or vehicles as necessary during the delivery/collection process. Where safe and appropriate, pedestrians will be requested to use the walkway on the opposite side of the road.

Once the delivery/collection activity has been completed, banksmen to ensure the area is safe and clear before releasing pedestrians/vehicles.

Segregation of Site from Public/Third Parties

The site will be timber hoarded/fenced off and Vaughan Construction Limited will ensure the public and third parties cannot enter the site unauthorised by continually monitoring the site boundary for security breaches.

The access and egress will be managed by Vaughan Construction Limited at all times. All working parties to remain vigilant at all times for possible breaches of the site by the general public whilst work is ongoing.

Daily coordination with the school and local businesses will be carried out if required and all workers are to be vigilant for the movement of occupants/public and 3rd parties at all times outside of the site boundary.

3.1.2 Dealing with services

We will ensure that existing services are located, and where necessary, disconnected, or isolated and locked off before demolition/construction works begin.

Service Drawings if available are located in *Appendix 5.6* taken from the search completed previously.

As the works are localised to the property, we will ensure that all services entering the property are either disconnected isolated or removed for the works to commence in a safe manner.

We will ensure that;

- Confirmation of the location or absence of services will be completed by Vaughan Construction Limited before work commences and if there are any ground works commencing on site.

- Where necessary gas, electricity, BT, media, and water services will be isolated or disconnected before work begins.
- Vaughan Construction Limited shall take any such steps required to protect and maintain all existing services during the life of the project.
- Vaughan Construction Limited shall ensure that site run-off does not enter or contaminate any surface water sewer or to any nearby watercourse.

3.1.3 Working At Height

In accordance with the Work at Height Regulations 2005, all work at height will be properly planned, supervised, and carried out safely. We will ensure risks from WAH are assessed and appropriate work equipment used. Means of access e.g., scaffolding will be designed, maintained, and inspected by competent persons and in line with TG20:13 standards.

3.1.4 Work with or near fragile material:

N/A

3.1.5 Control of lifting operations:

Where lifting operations are required, they will be planned (by the “appointed person”), supervised and carried out by trained, competent persons. The level of planning and supervision will be proportionate to the risks associated with the operation. Lifting plans will be prepared taking into account issues such as weight/shape of load, ground conditions. Accessories for lifting may only be attached to a purpose-made point on the machine/equipment. Inspection and maintenance of machines and lifting equipment will take place in compliance with LOLER regulations and will be evidenced by reports.

3.1.6 Selection, maintenance and use of plant and equipment

All tools and equipment used on site will be: -

- Suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction, and training; and accompanied by suitable safety measures, e.g., protective devices, markings, warnings.
- Instructions regarding the use of plant and equipment will be included in the site induction.
- Contractors will confirm that any plant and equipment they intend to use on this project has been properly selected, inspected, tested, and maintained and is safe to use.
- Records of inspection and testing of plant and equipment will be kept in the site office.

3.1.7 Work on excavations and work where there are poor ground conditions

Before commencing any excavations, the Site Manager will determine what temporary support (if necessary) will be required and plan the precautions to be taken, including obtaining the relevant designs to comply with temporary works and make sure the equipment and precautions needed (e.g.: trench sheets) are available on site before work starts.

We will not park any mobile plant and vehicles close to the sides of excavations thus overloading the edge of the excavation.

We will ensure that the edges of excavations are protected with barriers where there is a risk of falling.

A competent person who fully understands the dangers and necessary precautions will inspect the excavation at the start of each shift.

Excavations will also be inspected after any event that may have affected their strength or stability, such as adverse weather or after a considerable shift or movement observed.

Vaughan Construction Limited will follow HSG 47 “Avoiding danger from underground services” for all excavations on this site.

3.1.8 Work In Confined Spaces

Where these arise during construction period, they will be subject to a separate and specific Method Statement and Risk Assessment – None anticipated at this Phase of the works.

A safe means of access and egress will be necessary for the basement construction.

3.1.9 Demolition

There are no demolition major works being undertaken on this project.

The existing timber roof needs the minor members replaced but structurally is in good condition.

The existing parapet walls to be removed with use of 110v Breaker and hand tools.

3.1.10 Managing Temporary Works

All temporary supports and structures if required will be designed so that they comply with foreseeable loads. Management of temporary works will be in accordance with BS 5975.

Vaughan Construction Limited Site Manager will be the site’s temporary works coordinator.

3.1.11 Traffic routes and segregation of vehicles and pedestrians.

All deliveries and collections will be planned in advance and supervised by a banksman when being off loaded or loaded for removal from site.

Mobile plant and pedestrian access on site will be controlled with banksman when necessary and segregated

The site supervisor will ensure these are managed on a daily basis as work progresses.

Refer also to 3.1.1 Delivery and removal of material

3.1.12 Storage of materials and work equipment:

Equipment will be kept inside the stores/container when not in use. Plant and equipment will be stored in such a manner that they are protected from impact, water damage, freezing or other sources of damage and away from the public.

There will a lockable steel container in the site set up for storage of small tools and equipment.

The site set up will have sufficient and suitable room for the storage of materials and work equipment.

3.1.13 Dealing with Unstable Structures

Not Applicable

3.1.14 Accommodating Adjacent Land Use

The local area is predominantly commercial with limited residential properties. In close proximity to the site is a junior school, 2 No. churches, theatre and cinema, public house, busy bus station, public open space, and a community centre.

The local roads are free flowing although are generally busy, with increased users during peak times and school pick/drop off times. The main retail centre of Neath is pedestrianised zone with no vehicle access between 8:00am and 5:00pm except for loading and disabled between 8:00am and 10:30am with time restrictions for delivery/service vehicles.

As per item 3.1.1 above, the roads include a one-way system.

Coordination with the adjoining parties noted above will be carried out to suit the programme of works being undertaken.

Disruption will be minimised with clear and regular communications and coordination with the parties noted if deemed necessary for the particular section of works / delivery / disruption anticipated during the project.

Other Significant Safety Risks

See 2.3.12 Production and approval of risk assessments & written systems of work/method statements.

Method Statements & Risk Assessments and safe systems of work will be briefed to all relevant staff/operatives before works begins. The Site Manager/Supervisor will continually monitor site operations to ensure that safe systems of work are being followed at all times.

3.1.15 Deep Water

Not Applicable

3.1.16 Increased Risk of Fire

The Site Manager will be responsible for ensuring the fire plan is updated to reflect the site arrangements as progress is made. He will also inspect the site at the end of each shift to ensure that the risk of fire is controlled.

The Site Manager will always ensure that the fire safety processes and precautions for the site are fully maintained throughout the entire construction period and will promote a 'fire safe' working environment, working in close partnership with the site management and sub-contractors.

Once the construction is underway, the Site Manager will ensure that any sub-division fire walls are not compromised by subsequent work (such as the installation of services).

A manual hand operated fire alarm system will be used and will be loud enough to be heard easily by all site operatives on the project.

A minimum of two emergency escape routes will be maintained at all levels until completion of the internal plasterboard.

There will be a maximum combined (both horizontal and vertical) travel distance of no more than 35 metres from a place of work to either the outside air at ground level, or to a 30 minutes' fire protected stair (either internal or external to the building).

The site will be kept secure at all times with access ladders or stairs to upper levels made secure at the end of the day to prevent potential arsonists getting further into the building. Other possible access points such as windows will also be made secure as early as practical in the construction programme.

Highly combustible materials will not be stored in the building under construction.

Any area of hot work will be actively monitored for at least one hour after completion and the area re-visited two hours later. This will mean that any such work will not be carried out towards the end of the day or within at least two hours of the site being vacated.

Vaughan Construction Limited do not anticipate the use of flame cutting equipment during the scope of the works.

The Site Manager will ensure that all areas are cleared of rubbish daily into skips.

Strict controls on fuel storage and refuelling will be observed. Any spillages will be cleaned up and removed from the building at once.

A smoking ban will be vigorously enforced by the Site Manager.

3.2 Health Risks

3.2.1 Asbestos

ACMS have not been identified in the property (existing building built after year 2000)

If any unforeseen ACMs are uncovered then these will be removed under control conditions as per the Control of Asbestos Regulations (CAR) 2012.

Vaughan Construction Limited will be vigilant during the works for any ACM's as there maybe undetected ACMS within the property.

Vaughan Construction Limited Site Manager and Site Supervisor have a minimum of a valid asbestos awareness (IATP, UKATA or equivalent) training.

All operatives are to remain vigilant for any suspected ACM's during the work and are to stop work and contact the site supervisor/manager from Vaughan Construction Limited if there is any doubt as to the substance uncovered.

3.2.2 Dealing with Contaminated Land.

Vaughan Construction Limited are not anticipating having to deal with any contaminated land.

3.2.3 Manual Handling

Where possible, we will avoid manual handling of heavy or awkwardly shaped objects and utilise mechanical lifting methods such as trolley trucks, scissor lifts etc. All operatives are trained in basic manual handling techniques and, following risk assessment, information on any residual risk will be conveyed to operatives and reinforced with toolbox talks.

Given the location of the property and the access into the site there will be some extensive manual handling to be carried out.

3.2.4 Use of Hazardous Substances

The storage and use of substances which may be hazardous to health will be in accordance with the COSHH Regulations.

Storage and use of substances hazardous to health will be controlled by the Site Manager who will also co-ordinate and disseminate COSHH information and in addition monitor and maintain a COSHH Register relevant to the substances to be used and stored on site. COSHH Risk Assessments will be carried out as appropriate.

3.2.5 Reducing noise and vibration

Noise and vibration will be reduced to the lowest practicable level.

Between 80 and 85dB(A), all employees will be advised to wear hearing protection and provided with it on request.

Above 85dB(A) the use of hearing protection is mandatory and will be strictly enforced.

We will ensure that different types of hearing protection are available so as to suit individual requirements (e.g., earmuffs, earplugs, semi-inserts).

We will ensure that the hearing protection selected is effective in reducing exposure to a safe level (i.e. below 80dB(A)).

We will avoid use of vibrating equipment where possible e.g., hand-held breakers, angle grinders etc. Where use cannot be avoided, manufacturers' guidance will be followed with regard to permissible usage times, vibration damped tools will be used, and job rotation implemented whenever possible.

Consideration will be given to the time of day when any major noise sources as the work is within a commercial / residential area.

3.2.6 Dust

We will: -

- Look to employ mechanical techniques that are able to capture any dusts generated or reduce the spread of dusts during their operation.
- Minimise creation of dust by damping down where necessary and use water spraying devices during any dust generating works.
- Minimise presence of dust by using a hepa filtered vacuum where possible and avoid dry brushing practices
- Ensure that smoking, eating, and drinking will not be allowed in dusty atmospheres.
- Ensure that goggles are worn when carrying out tasks which create dust.
- Ensure RPE is worn – correct RPE must be selected to protect against the particular type of dust encountered – refer to COSHH Assessments.

- Ensure RPE is correctly fitted so as to be fully effective, and operatives are advised to be face fit tested and clean shaven when using such RPE.
- Ensure good standards of personal hygiene – all personnel to wash thoroughly after exposure to dust.

3.2.7 Weils Disease & Leptospirosis

The disease, Leptospirosis is caused by Leptospira bacteria. It is transmitted to humans by contact with the urine of rats, cattle, foxes, rodents, and other wild animals, usually by contact with contaminated soil or water.

The bacteria, enters the body via cuts to the skin, or via the nose, mouth, or other mucous membranes. In most cases the infection causes a flu-like illness and severe headaches. The severe form of the disease (Weils disease) causes jaundice and liver damage and carries a reported death rate anywhere between 4% and 40%.

Only about 10% to 15% of affected people suffer this more dangerous form. Leptospirosis is rare in the UK, and Weils disease extremely rare.

Weils Disease is however a very serious illness and must be swiftly diagnosed and treated.

There is a small risk of infection from rats given there is some habitat close by (Public Open Space – Victoria Gardens) and potential for rubbish, especially food wastes from food establishments close by.

As a precaution: -

- Cover any cuts and grazes and have a waterproof dressing put over them.
- Ensure the correct PPE is worn.
- Ensure a high-level of personal hygiene is maintained at all times. All personnel to wash thoroughly after exposure in these instances.

3.2.8 Other significant health risks.

UV – Exposure to the Sun

As the seasons dictates we will: -

Take care if any workers have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

Generally, we will: -

- Keep our tops on.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots.
- See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

Needle Stick & Syringe Injuries

There is the possibility of needle stick use around the existing property or location and therefore there is a risk of there being a discarded used needles in the local area and in the close by the streets.

Vaughan Construction Limited Site Management will carry out regular checks to the site boundary and space within.

If you encounter any needles or any other form of sharps, then contact the site management immediately and do no attempt to handle/move any such object

Pigeon Guano

Pigeon guano is extensively located to the window cills, rainwater downpipes and guttering to the elevations and internally and so where this is encountered, we will remove the pigeon guano under controlled conditions.

An environmental clean should be carried out prior to the commencement of work. This must be carried out by competent persons who must wear full PPE/RPE:

- Disposable overalls
 - Elasticated cuffs
 - Hoods
- Impervious gloves
- Wellington Boots

The inhalation of dust must be avoided during this process.

4.0 THE HEALTH AND SAFETY FILE

We will implement an effective management system by which the requisite information is provided for inclusion in the Health and Safety File which is produced by the Principal Designer and which will include:

- The Contents of the H&S File will be under the following headings as per **L153 Managing Health & Safety In Construction**
- A brief description of the work carried out.
- Any residual hazards and how they have been dealt with e.g., surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services.
- Key structural principles incorporated in the design of the structure e.g., bracing, sources of substantial stored energy-including pre-or post-tensioned members and safe working loads for floors and roofs etc.
- Any hazards associated with the materials used, e.g., hazardous substances, special coatings which should not be burned off etc.
- Information regarding the removal or dismantling of installed plant and equipment.
- Health and safety information about equipment provided for cleaning or maintaining the structures.
- The nature, location and markings of significant services.
- Information and as-built drawings of the Dwelling/structure, its operation of any installed equipment.

The above information will be provided to the Principal Designer who will ensure that this is incorporated into the Health and Safety File for subsequent handover to the Client.

During the life of the Project, all relevant Health & Safety, design / construction, quality assurance, test and commissioning data / information will be collected by the Principal Contractor and passed to the Principal Designer.

It is the responsibility of the Principal Designer to collate all such information and establish an adequate reference system, prior to handover of the CDM H&S File, to ensure that any relevant information is available from all interested parties.

Signed on behalf of Vaughan Construction Ltd



Barry David
Project & Technical Coordinator

5.0 APPENDICES.

- 5.1 Site Set Up
- 5.2 F10
- 5.3 Risk Assessments & Method Statements
- 5.4 Site Induction.
- 5.5 Existing Services
- 5.6 Site Fire Risk Assessment & Fire Action Plan.
- 5.7 Site Organogram

5.1 Site Set Up



5.2

F10



Notification of construction project

Created Date: 04/05/2022

About the location of the site

Address of the construction site	18 ORCHARD STREET, NEATH, WALES, SA11 1DU
In which local authority is the site address?	Neath and Port Talbot Unitary Authority

About the project

Description of project	Refurbishment: Refurbishment housing
Description of the construction work	The Project requires an initial site clearance of rubbish and debris from the existing building and then provide living accommodation for 32 apartments of 1 and 2 beds built to the standards required for a 194 to manage and run in the future. The facades will be refurbished and a new roof and windows will be installed. The basement will provide storage and access facilities for the residents to use and there is also a bank of PV panels to the roof.
No of people on site	25
No of contractors on site	10
Start Date	09/05/2022
Time Allowed by Client (in weeks)	80
Duration (in weeks)	60

About those involved in the project

Name	Orchard Street (Neath) Ltd - Dan Madge	Role	Client
Email	dan@lifepropertygroup.com	Tel. Number	01792 546666
Address	65A STATION ROAD, PORT TALBOT, NEATH PORT TALBOT, WALES, SA13 1NW		
Name	Greenbuild Management Services Ltd - Robert Williams	Role	Principal Designer
Email	robert.williams@greenbuildms.co.uk	Tel. Number	0333 355 3610
Address	GREENBUILD MANAGEMENT SERVICES LTD, UNIT 19 MARDON PARK, CENTRAL AVENUE, PORT TALBOT, WALES, SA12 7AX		

Name	Vaughan Construction Ltd - Adam Jones	Role	Principal Contractor
Email	adam@vaughanconstruction.co.uk	Tel. Number	01269 267042
Address	ARFRY, HOREB, FIVE ROADS, LLANELLI, CARMARTHENSHIRE, WALES, SA15 5AQ		

Name	Chamberlain Moss King - Phil Chamberlain	Role	Designer
Email	phil@chamberlainmossking.co.uk	Tel. Number	02920 306400
Address	CHAMBERLAIN MOSS KING, 97A GLEBE STREET, PENARTH, VALE OF GLAMORGAN, WALES, CF64 1EE		

Name	CB3 Consult Ltd - Dylan Huws	Role	Designer
Email	dylanh@cb3consult.co.uk	Tel. Number	01792 473162
Address	CB3 CONSULT LTD, 7 ST JAMES'S CRESCENT, SWANSEA, SWANSEA UA, WALES, SA1 6DP		

Name	SABA Consult Ltd - Wayne Curtis	Role	Designer
Email	wayne@sabaconsult.wales	Tel. Number	01792 792323
Address	SABA CONSULT LTD, 10 PENTREPOETH ROAD, SWANSEA, WALES, SA6 6AB		

Name	Black Dragon Safety Ltd	Role	Designer
Email	ian.bevan@bdfireandconstructionsafety.co.uk	Tel. Number	07495 290627
Address	BLACK DRAGON SAFETY LTD, SA12 BUSINESS CENTRE, SEAWAY PARADE, PORT TALBOT, WALES, SA12 7BR		

Name	Grade Consulting - Iwan Griffiths	Role	Designer
Email	info@gradeconsulting.co.uk	Tel. Number	01554 707045
Address	CAE HR, PENCOED, LLANELLI, WALES, SA14 9RT		

Declaration details

Name	Robert Williams
Declaration	I have been asked by the client to notify on their behalf, and they have confirmed they are aware of their duties
Date	04/05/2022
Confirmation Email	robert.williams@greenbuildms.co.uk

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

5.3 Risk Assessments & Method Statements

5.4 Site Induction.

5.5 Existing Services

5.6 Site Fire Risk Assessment & Fire Action Plan.

5.7 Site Organogram

18 Orchard Street Project Organogram

