

**CONSTRUCTION (DESIGN AND MANAGEMENT)
REGULATIONS 2015**

**CONSTRUCTION PHASE PLAN
METHOD STATEMENT & RISK ASSESSMENTS**

Former Primary School, Heol Y Gors, Cwmgors, SA18 1RF

Change of Use of former primary school to a community enterprise, arts, education and energy centre, community cafe, single storey rear extension, external works and ground source heating details.

This work is to be carried out on behalf of:

***Awel Aman Tawe
76-78 Heol Gwilym
Cwmllynfell
Swansea
SA9 2GN***

By:

**Just In Time Plumbing Heating & Building Services Limited
Palleg House
7a Palleg Place
Cwmphil Road
Lower Cwmtwrch
Swansea
SA9 1DG**

SITE LOCATION

The property is situated at the junction of Heol-Y-Gors and Llwyn Hen Rd in Cwmgors.



Just In Time Plumbing, Heating & Building Services Limited

METHOD STATEMENT

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

For the purpose of this method statement the Client is the organization Just In Time Plumbing, Heating & Building Services Limited are contracted to:

Client: Awel Aman Tawe
76-78 Heol Gwilym
Cwmlllynfell
Swansea
SA9 2GN

Contact:
Telephone:
E-mail:

Principal Designer: Chris Stevens
Chartered Building Surveyors
62 Walter Road
Swansea
SA1 4PT

Contact: Chris Stevens
Telephone: 01792 646641
E-mail: chris@chris-stevens.co.uk

Construction Contractor: Just In Time Plumbing, Heating & Building Services Limited
Palleg House
7a Palleg Place
Cwmphil Road
Lower Cwmtwrch
Swansea
SA9 1DG

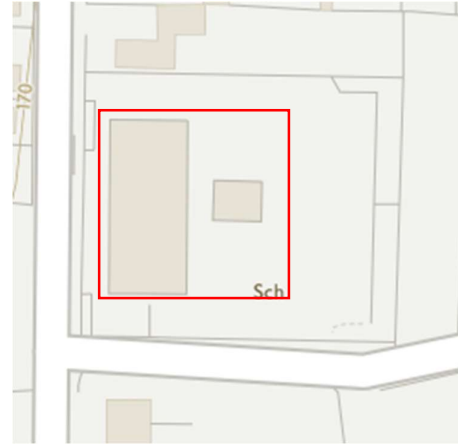
Contact: Justin Jones
Telephone: 07768 762 592
E-Mail: justin@justintimeltd.co.uk

Site Location: Former Primary School, Heol Y Gors, Cwmgors, SA18 1RF

Construction – Activity as below

Change of Use of former primary school to a community enterprise, arts, education and energy centre, community cafe, single storey rear extension, external works and ground source heating details.

The area already has fencing all around the site however, more secure fencing will be deployed within the boundary of the existing fencing. The boundary of the secure fencing is shown in red.



Just In Time Plumbing Heating & Building Services Limited Site Supervision:

Justin Jones - Project Manager – Responsible for overall management of the site and entire project.
Site Supervisor – Reporting to the Project Manager, responsible for direct supervision of workforce.

Number of employees involved: 1 Supervisor, Up to 10 others (plant operators / operatives)

Contact Telephone Numbers/Emails of relevant persons:

Project Manager:	Justin Jones	07768 762592	justin@justintimeltd.co.uk
Designer:	Chris Stevens	01792 646641	chris@chris-stevens.co.uk
Property Owners:	Awel Aman Tawe		
Safety Advisors:	Curzon Safety Consultants Ltd	07720 889684	ian@curzonsafety.co.uk

INFORMATION SUPPLIED BY CLIENT:

Scope of works

HAZARDS

Noise – It is not envisaged that any noise created will be harmful to the local community. If any local resident does forward a complaint, then a full investigation will be carried out by qualified persons, including a noise survey.

Respirable crystalline silica (RCS), saw dust and other construction dusts encountered during the building process.

SITE ACCESS

The site will be open between the hours of 07:30 and 16:45 although work will not commence until 08:00 and will cease by 16:30. Access to site is suitable for plant and equipment delivery via the side gates situated on Heol Llwyn Hen. This is a tarmac area thus eliminating the risk of any mud being taken onto the road by delivery vehicles. A banksman will be utilized to ensure safe arrival and departure of vehicles. Pedestrian access will also be via the side gate on Heol Llwyn Hen.

Materials delivery will, where possible, use the same entrance, however there may be times when materials will need to be delivered by means of HIAB lorry, in which case the area surrounding the vehicle will be cordoned off and marshalled to ensure no pedestrians enter the danger area.

All deliveries will only take place between the hours of 09:15 and 15:00, thus minimising disruption to the local community during rush hour. These deliveries will be controlled, and staggered, to ensure that there is no stacking of vehicles on the public highway.

In accordance with COVID 19 regulations, all persons entering the site will be required to have their temperature recorded, use the sanitizing gel to clean their hands and sign into the site, ensuring that they leave contact details for track and trace purposes.

METHOD OF EXECUTION

Materials will be delivered to site either via the main side access gate on Heol Llwyn Hen, or by means of a HIAB lorry and will be stored in the designated area within the site. During construction, any load bearing walls will be propped to prevent them from becoming unstable and collapsing. Likewise, props will be utilised to support any horizontal load bearing structure (beams) to prevent collapse. Construction will take place with scaffolding being erected as and when required as the building work progresses. The roofing framework will require the use of a crane to lift it onto the building. This will only take place between the hours of 09:15 and 15:00 to minimise disruption during rush hour. During this process, the area around the crane will be cordoned off and operatives will marshal the area to ensure that no pedestrians enter the danger area.

EQUIPMENT

Handheld/Power Tools
Crane
HIAB Lorry
Plant

TASK

Construction processes
Placement of roof structure
Delivery of materials
Construction processes/movement of materials

MATERIALS STORAGE

All materials delivered to the site will be stored in the designated area on the hard standing. They will always be stored so that they do not present a hazard to anybody in the vicinity. Considerations, which will be applied in the process of assigning a suitable storage area, and during the use of the storage area, will be:

- Preventing fall of materials.
- Minimizing trip and collisions hazards.
- Blocking safe access and egress routes.
- Flammability of materials to be stored.

ELECTRICAL

All electrical equipment used on site will be either 110V or battery operated. All equipment will be Portable Appliance Tested prior to the project start. Visual checks of all electrical equipment will be

carried out at the start of every day and these checks will be recorded. Checks will also be carried out prior to every time that equipment is used.

PLANT

All plant to be used will be leased from a hire company, who will provide all necessary certificates/paperwork to evidence that all servicing and maintenance has been carried out in accordance with the manufacturer's guidance and any statutory instructions.

MATERIALS AND SUBSTANCES

All workers will be given information and/or instruction on the materials and substances to be used or found to be present on this project. This information will be extracted from the material safety data sheets and COSHH Assessments. This information will be given during the pre-work briefing.

Other than those listed below, no other materials and substances will be brought onto site during the construction phase, without the client's permission.

<u>MATERIAL/SUBSTANCE</u>	<u>USE</u>
Diesel Fuel	Plant fuel
Cement (Powder Form)	Building process
Concrete (Powder Form)	Building process

SITE SECURITY

The site will be secured with solid sheet fencing around the building and extending into yard area at the rear of the building. Site gates will be locked securely during non-working hours to prevent unauthorized entry. Plant and vehicles will be locked during non-working hours. There is also an existing fence around the whole site.

All persons entering site during working hours will be required to go to the site office to book in and register their contact details for the purposes of track and trace.

WELFARE AND FIRST AID

Welfare and toilet facilities will be provided on site. These will conform to the requirements of the Construction (Design and Management) Regulations 2015 – Regulations 4(2)(b), 13(4)(c) and 15(11).

A first Aid kit will be available on the site along with an emergency eye wash kit. A qualified first aider will be present on site at all times during working hours.

It is envisaged that car parking for operatives and visitors will be in the yard area to the rear of the building, outside of the security fence. This will be agreed with the relevant persons prior to execution.

FIRE SAFETY

A fire risk assessment will be carried out once the site is set up. This will ensure that suitable fire prevention measures are in place throughout the site and that an adequate number of suitable fire extinguishing equipment is located across the site. This will be reviewed as works progress to ensure that it is still suitable. If this is not the case, then a further risk assessment will be carried out. This process will continue throughout the duration of the works. The risk of fire spread to neighbouring properties is minimal as the distance between properties is at least 11 metres. Arson will be considered during this risk assessment.

All operatives will receive a daily toolbox talk to remind them of the dangers of fire and what measures they need to take to ensure that the risk of fire is kept to a minimum.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where PPE is identified as being necessary for any part of the work, the PPE will have been assessed for its suitability prior to it being issued and used. All workers will receive instruction at the per-work briefing on the use, storage and maintenance of the PPE to be used. The wearing of PPE shall be enforced at all times and any instances of non-conformance shall be subject to our company disciplinary procedure.

PPE

Hard Hats
Gloves
Hi-Viz Clothing
Safety Footwear
Ear Protection
Safety Goggles
Face Fit Respirator (FFP3)
Disposable Overalls
RPE

USE

Protect the head from falling objects
Protect the hands from sharp edges, splinters etc
Clearer visibility to other persons
Protect the feet from falling objects
To prevent hearing loss due to continuous loud noise
To prevent dust and debris from entering the eye
Protection from respirable construction dust
General skin protection from dust
When working with cement/concrete powder

TRAINING

All workers will only be allowed to undertake work for which they have been suitably instructed and trained to carry out. Where statutory training is required, this will have been undertaken prior to the work commencing. Copies of statutory training certificates are available on request. Managers, supervisors and operatives hold appropriate current CSCS and CPCS cards.

Pre work briefings will take place with all workers prior to work commencing. This briefing will include the following:

- This document
- Safety data sheets and COSHH assessments
- Work sequences, as per the work programme
- Safe working arrangements
- Risk assessments (attached)
- Any information supplied by the client

SEQUENCE OF WORK

If at any time the sequence of work must be changed, this will not be done without the prior written consent of the client.

A visit to the site by all concerned parties to be conducted in order for everybody to familiarise themselves with the site and to determine the safe sequence of work and the layout of the site.

Welfare facilities put in place will conform to the Construction (Design and Management) Regulations 2015 – Regulations 4(2)(b), 13(4)(c) and 15(11).

Induction Briefings given to all operatives to include Method Statements and Risk Assessments, structural condition of the building, fire safety, supervision and communications, site layout including restricted areas and exclusion zones, welfare facilities, first aid facilities and safe access and egress routes, and waste management and environmental arrangements.

Road surfaces, kerbs and paving must be protected from damage by delivery and movement of plant and other equipment/facilities.

Utilities to be disconnected from the property.

Operatives wearing appropriate PPE will carry out the works in accordance with the design plans. Working from ground level up, scaffolding will be erected if and when required in order to progress the building. Roofing framework will be lifted into place by crane.

Any excess materials will be collected and taken away for recycling.

The client will be invited to inspect the building at various stages throughout construction.

Liaise with utility companies to reconnect services to the property.

Upon completion of construction, liaise with client to ensure that they are satisfied with the property. When signed off by the client, remove all tools, materials, plant, welfare facilities etc. and dismantle the security fencing.

Carry out a final inspection with the client and hand the site over to the client.