

CONSTRUCTION METHOD STATEMENT



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1 POLICY AND STANDARD PROCEDURES

1.1 Policy

It is Northstone's intention that site works will be carried out in accordance with the requirements of the Health and Safety at Work Act 1974, Construction Design and Management Regulations 2015, and the Health & Safety Plan for the Project.

In order to ensure the above, the works will be carried out in accordance with, but not be limited to, the following Acts of Parliament, Orders, Regulations/Codes of practice, Guidance notes and Bye-laws:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- Health & Safety Welfare Regulations 1992
- The Health Act 2006
- The Electricity at Work Regulations 1989
- The Control of Asbestos at Work Regulation 2012
- Personal protective Equipment at Work Regulations 1992
- Confined Space Regulations 1997
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Noise at Work Regulations 2005
- Manual Handling Regulations 1992
- Health & Safety (First Aid) Regulations 1981
- The latest British and European Standards and EC Directives;
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations Lifting Equipment Regulations 1998 (LOLER)
- Working at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Regulatory Reform (Fire Safety) Order 2005
- Control of Pollution Act 1974
- Environment Agency Pollution Prevention Guidelines
- Hazardous Waste Regulations 2005
- Special Waste Regulations 1996
- The Waste Management Plans Regulations 2008
- The Chemical Hazards, Information and Packing Regulations 2007
- The Control of Pollution (Oil Storage) (England) Regulations 2001
- The Environmental Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- Chemicals (Hazards Information and Packing for Supply) Regulations 2009
- Supply of Machinery (Safety) Regulations 2011

The Northstone Site Manager will issue a copy of this Method Statement to each site operative before work commences. It is the duty of the site manager to ensure that each site operative reads this document and is aware of the requirements of the project so that they may carry out their duties in a safe and efficient manner. All operatives will acknowledge reading this document by signing the Record of Method Statement Induction form.

1.2 Site Management

The Northstone Site Manager will be identified ahead of starting on site.

The NORTHSTONE Site Manager is responsible for overseeing all site operations and ensuring that the requirements of the method statement are adhered to and that work is carried out in a safe and professional manner.

The NORTHSTONE Site Manager is also responsible for :-

- Ensuring that all work is carried out in accordance with the Construction Phase Health & Safety Plan.
- Directing all site operations and ensuring that work is carried out in accordance with the method statement and in a safe manner.
- Liaising with the client's representative to ensure that the requirements of the method statement are adhered to and that the work is carried out in a safe manner.
- Acting as NORTHSTONE's safety representative and investigating and reporting all incidents to the Health and Safety Manager.
- The day-to-day maintenance / upkeep of the Health & Safety Plan documentation.
- Ensuring that all plant, tools, tackle and instruments have up to date certification.
- Dealing with day to day safety matters at site
- Carrying out daily/weekly inspections and completing the relevant registers.
- Induction / briefing of NORTHSTONE Site personnel on Procedures and Method Statements.
- Obtaining authority to work i.e. Permit to Work issued by Client name Limited
- Ensuring that the daily signing in/out Register is maintained and provision of daily Labour/Resource/Plant log sheets are kept

1.3 Procedures for Safe Working

It is the responsibility of all sub-contractor's employees to maintain a personal concern for his/her own safety and the safety of others who may be affected by his/her acts or omissions.

Operatives must wear high visibility vests/jackets, a safety helmet, protective boots, safety glasses and gloves as a minimum at all times. Additional PPE may be required relating to the task risk assessment, client's requirements or requirements of a safe system of work.

Only Certificated and approved personnel will be allowed on site.

Ladders must be adequately erected and secured with landings provided at approximately 6.0 mtr intervals as necessary. All staging's and landings must be fitted with guardrails.

Tower scaffolds to be erected by trained and competent operatives and used strictly in accordance with the manufacturer's instructions. Special scaffolds must only be erected by trained scaffolders.

General site tidiness to be maintained at all times.

It is the responsibility of the Site Manager to ensure that all contractors have access to and are made aware of the Project Risk Assessments and the Health & Safety Plan.

1.4 Plant and Equipment

All plant brought on to site will be complete with current and valid test certificates, which will be checked by the Site Manager before it is put to work. Copies of all certifications will be recorded in the Health and Safety file held on site.

Certification will include all CSCS trained operators of plant (Note – only CSCS personnel will be allowed to work on site) or given permission by the site Manager

All portable electric hand tools will be 110V and carry a current PAT certificate. A register of portable electric hand tools will be maintained within the Health & Safety file.

2 HAZARD IDENTIFICATION

The Hazards currently identified are as noted in section 2.1 below, but the list must not be taken as comprehensive and reference should be made to the additional hazards identified when compiling individual Method Statements & Risk Assessments

In addition, reference should be made to the Designer's Hazard Identification which will be updated throughout the duration of Contract, particularly following CDM/Design Review and inserted into the Construction Phase Plan located in the Site Managers office.

2.1 Hazard Identification

PERSONNEL INVOLVED: Site Manager, Contractors Supervisors, Construction/Installation Personnel.

The significant hazards with the potential for risk to the safety or health of employees, subcontractors, other contractors, or authorised & unauthorised persons include:

- Deliveries to / from site
- Working around live services (electric, gas and water)
- Slips trips and falls, debris on the ground and changes in level across the site.
- Work at height
- Temporary Works (Deep Drainage & Scaffolding/propping)
- Lifting operations
- Working with plant and machinery including maintenance
- Asbestos (Not expected)
- Working with excavations
- Structural integrity of buildings / structures
- Leptospirosis (Weil's Disease)
- Dust
- Noise
- Welfare
- Traffic Management
- Sharps edges from cut steel.
- Working with hazardous materials
- Fire / explosion
- Flooding (Low)
- Confined Space Working
- Use of Power Tools
- Manual Handling

- Driving
- Environmental Pollution
- Existing Site Services

For details of the risk control measures necessary to mitigate harm from the above hazards reference must be made to the relevant risk assessments and supporting method statements.

For procedural guidance when dealing with these hazards reference must be made to the relevant Safety Procedure in accordance with the Atlantic Construction UK Ltd Safety Management System (SMS).

Where the above hazards are likely to be encountered, they will be brought to the attention of site operatives during the site induction, during daily site briefings and through the use of Toolbox Talks.

2.2 Supplementary Notes (Controlling measures)

All construction sites are hazardous areas, Personnel on this site will wear the following :-

Safety Helmets	Safety Boots lace up
High Visibility Vest	
Safety Harnesses (When applicable)	Safety Glasses - BS 2092-2/E166 (When applicable)

Any additional PPE as stated within the Risk assessment required for the task will be utilised, all PPE to be certified to the relevant standards and fit for the required task.

The following control measures to be implemented to reduce the residual risk to acceptable levels

- Loads to be secured.
- Work areas to be clearly demarcated (barriers to be used if necessary)
- Safety helmets to be worn at all times.
- Working Areas to be clear of loose materials (Good Housekeeping).
- Vehicles to have amber flashing lights.
- Banksman required for reversing operations.
- Identify harmful/hazardous substances and contaminants
- Gloves to be worn whenever possible and practicable.
- Hands to be washed before handling food and drink.
- All personnel to be fully conversant with the work to be carried out and to have the correct level of skills and competency necessary for the safe execution of the works.
- COSHH assessments to be carried out as necessary and relevant Safety Data Sheets to be made available to employees.
- Employees are to be made aware of safe access and egress routes to their place of work.
- Work areas to be clearly demarcated, barriers & signage. Good Housekeeping to be adopted.
- Permit to work systems in operation shall be in accordance with NORTHSTONE or the client's Procedures.
- Avoid manual handling wherever possible, use mechanical means where possible.

3 RISK ASSESSMENT

Risk assessments and written systems of work will be undertaken for all significant activities with the potential to cause harm.

Following identification of the hazards, all contractors will carry out a Risk Assessment to identify the controlling measures that are necessary to reduce all risks to acceptable levels

All risk Assessments will be carried out using the following formula:

Possible Frequency Rating (PFR) x Severity Rating (SR)

Where:

Frequency Rating (PFR)	Severity Rating (SR)
1 = Improbable Occurrence	0 = No Hazard
2 = Possible Occurrence	1 = Trivial Injury
3 = Occasional Occurrence	2 = Minor Injury
4 = Frequent Occurrence	3 = Major Injury (One Person)
5 = Regular Occurrence	4 = Major Injury (Several People)
6 = Common Occurrence	5 = Death (One Person)
	6 = Multiple Deaths
Risk Factor: 1-12 Low 13-24 Medium 25-36 High	

Individual Risk Assessments will be prepared for each Area/Phase of work, and these will be included in the Method Statement for that specific area.

Also, on-going Risk Assessment may be carried out throughout the works, and this will be documented in the Designers Risk Assessment. This active document will be continually updated and included in the NORTHSTONE Health & Safety Plan available in the NORTHSTONE Site Managers office for reference. Additional risks highlighted throughout the works will be communicated to contractors during regular tool box talks.

4 METHODOLOGY

4.1 Method Statements

Detailed Method Statements will be produced by all contractors prior to their commencement of the task. The Method Statement will be issued to the NORTHSTONE Site Manager for his approval. No work will commence until approval is given.

Each Method Statement will address the Procedures to be used, the sequence of Construction and the Method of carrying out the work.

Items to be covered will include, but not be limited to the following:

- Protection of Plant, Operatives, Existing building, equipment, others who may be affected by the works
- Demarcation of work area – access routes
- Delivery routes – Storage areas
- Sequencing & Methodology (incl. Foundation Surveys, Working at height, etc.)

4.2 Procedure & Controls

Before any work commences on site the following Procedures, Controlling Measures and Activities must be in place and carried out:

Health and Safety Plan (Inc all control measures and procedures contained therein) to be in place and all personnel aware of the content and requirements of the H & S Plan.

All First Aid and Welfare facilities to be in place.

Plant, Lifting Gear and Operator certificates will be checked and recorded on the relevant registers.

Competency of all personnel to be deployed on site activities to be checked and Contractors will be requested to sign a Declaration of Competency (Doc: HS/CR/01).

Permit to work procedure to be in place and Permit to work to be obtained where appropriate.

All known Hazards identified and Risk Assessments (Incl. controlling measures) to be in place. In addition, and where appropriate Pre-Job Daily Risk Assessments to be in place.

Detailed Method Statements for the specific activities to be carried out including safe system of work and any relevant training to be in place.

These Method Statements to be approved prior to work commencing.

Compliance with these Method Statements will be monitored via regular inspections and audits by the Site Manager and NORTHSTONE Health & Safety Manager, with records of these inspections/audits being documented in the Health & Safety Plan.

All Safety notices, Safety Barriers and warning to be in place.

The Health & Safety Plan Emergency Procedure to be posted.

A Fire Co-ordinator should be appointed.

4.3 BRIEFING ARRANGEMENTS

All personnel who intend to work, inspect, oversee or commission any part of the construction works will be required to undergo a site induction by the client/building owner dependant on clients requirements.

Furthermore all personnel will be required to undergo further induction by the NORTHSTONE Site Manager before starting work.

Records of induction will be kept using the induction register and where applicable Employees Acknowledgement of induction.

All contractors will be given job specific induction, where the Site Manager will give a briefing on the Method Statement specific for that work area. This will be backed up using Pre-Job Daily Risk Assessment and toolbox talks.

The training will be on-going by NORTHSTONE using a weekly programme of tool box talks and safety training.

- Safety arrangements
- Standard Rules for Sub Contractors
- Fire Prevention procedures
- Emergency procedures
- Environmental Policy

5 PERMITS TO WORK

5.1 Construction Work

Permits may be issued by the client on a daily basis or may be a blanket cover for the Project. and will be required for the following activities

- Permit to Dig (HSG 47 complied with)
- Confined Space Entry
- Hot Works Permit
- General Permits – Work at Height – all works
- Ecological Permit (Licenced areas)
- Demolition work.
- All other construction activities

6 PLANT & EQUIPMENT

All Cranes, Vehicles, Mobile Plant, Access and Lifting Equipment, etc. must have the correct and current Test / Inspection Certification which must be produced for inspection by the NORTHSTONE Site Manager prior to work commencing on site.

The Site Manager will retain copies of all certification for inclusion in the Health & Safety File along with relevant Plant, Equipment and PAT Registers (incl. records of weekly inspections).

7 SUPERVISION & CONTRACT PERSONNEL

7.1 All Site Operatives

All Site Operatives will be trained, skilled and competent to carry out the work for which they are employed and will be in possession of the relevant CSCS Training Certificates or equivalent standard Safety Passport.

8 PPE

All Visitors to the Site **MUST** sign in at the Site Office

Everybody visiting or working on the site will be required to wear the following protective equipment as a minimum:

- Safety Boots
- Safety Helmet
- Hi-vis vest or Coat
- Safety Glasses
- Ear defenders when the plant is operational

Other safety equipment to be worn when carrying out specific operations:

- Safety Harnesses – When working in MEWPS
- Goggles (of the correct Type) – Grinding
- Gloves (of the correct type) – when handling sharp or harmful substances
- Dust Masks
- Ear defenders
- Any other equipment required for the task.

9 PLANT INTERFACE ARRANGEMENTS – SHARED WORKPLACE

Contractor Details

10 ENVIRONMENTAL PROTECTION

Vehicles entering and leaving the sites will be covered to prevent escape of materials during transport.

All vehicles leaving site will have visual inspection prior to leaving the site, at the location/provisions to be established.

Any vehicle found to be holding excessive dirt will have its wheels cleaned and the dirt removed using a jet wash, once the vehicle is deemed suitably cleaned it will be allowed to leave the site. This process will be adhered to throughout the duration of the project, with additional attention to be paid during the winter period to help minimise the effects of adverse weather conditions.

Road Sweeps are to be booked as and when required.

Generators and compressors etc. will be placed in spillage trays and will be maintained in good condition to minimise oil leaks etc.

Fuel Bowsers / Drums will be kept within a suitable bund or will be double skinned with integral drip tray.

The site work areas will be kept clean, tidy operational, all rubbish and debris to be placed in skips or designated laydown areas for later removal.

The Site Manager will ensure that suitable and sufficient measures are undertaken on site to reduce the environmental impact of the works. Measures will include:

- Fuel will only be stored in double bunded containers at locations to be agreed.
- Drip trays will be provided at refuelling points.
- Dust is to be minimised by water suppression.
- Plant is not to be started up outside of site working hours.
- Plant and equipment are to be switched off when not in use.
- Spill kits are to be available on site.

Works with the potential to produce noise and/or dust nuisance will be monitored, controlled and regulated on site. Acoustic barriers will be erected around works generating noise emissions above the specified local authority limits. Dust emissions will be monitored, controlled and regulated utilising water based dust suppression in the local vicinity of the works.

Noise and Dust Control Risk Assessment attached once works commence.

Please also make reference to the CEMP & CTMP.

11 EMERGENCY PROCEDURES

In the event of an accident / incident the following procedures will be used.

The Site Manager will complete the Emergency Action Notice that will be displayed on the Site Notice board to give clear contact details in the event of imminent danger, e.g., emergency call out in a major event.

The Health and Safety Adviser and the Site Manager must be called if there is an emergency on site.

All injuries will be recorded in the Accident Book

If the emergency services are required the person making the call must give their name, telephone number and the exact location and nature of the incident

First Aid facilities are available at the Northstone Site offices.

Emergency Procedures – Contact Persons & Telephone numbers:

A full Environmental Emergency Procedure will be given during the Site Induction process.

12 PROGRAMME

A detailed programme will be prepared, outlining all the construction activities.

13 WORKING HOURS

Operational hours generating noise and vibration will be restricted to:

- Monday – Friday 08:00 – 18:00 hours
- Saturday – 08:00 – 13.00 hours
- No working permitted on Sundays or Public Holidays.

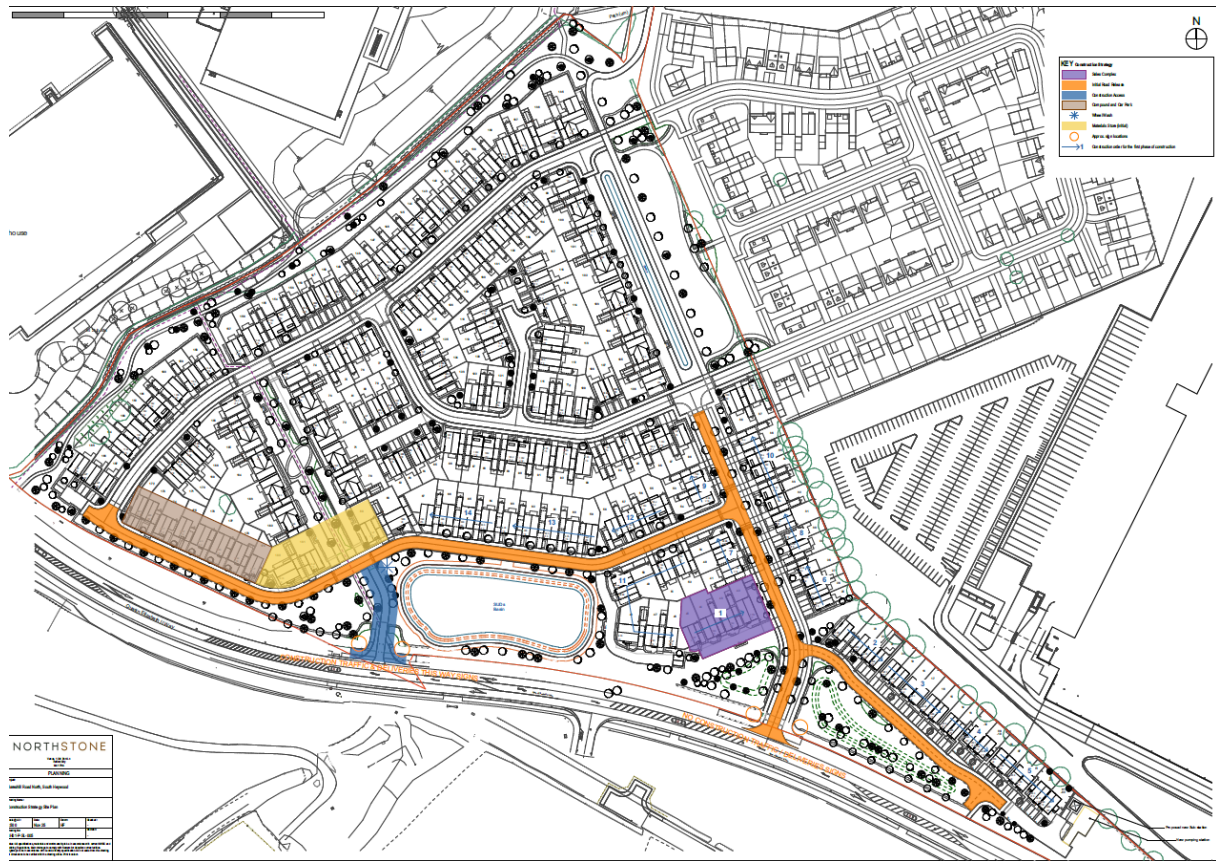
14 COSHH DATA

- A list of all harmful / dangerous substances to be used will be included in each detailed Method Statement
- Where applicable, any hazardous substances uncovered or utilised as part of the works will be addressed under The Control of Substances Hazardous to Health Regulations 2002 (COSHH Regulations) or the Control of Asbestos Regulations 2012.
- All substances, chemicals, liquids etc, will be used in accordance with all written and verbal instructions given by the appropriate, competent person.
- All substances, chemicals, liquids etc., will be returned to a designated safe storage area, when not in use.
- All waste substances will be disposed of in accordance with the prescribed manner. In the event of any doubt, reference will be made to the supervisor for that area or any other competent person.
- Waste liquids will not, under any circumstances, be disposed of in drains or waterways.
- Any spillages of liquids will be collected in the prescribed manner. Make sure that the surface on which the spillage occurred is adequately cleaned, as soon as is reasonably possible. Spill kits to be available on site.

- COSHH assessments can be found in the Site Managers / Engineers office. The list will be updated as required. New COSHH assessments can be obtained by contacting the Safety Department giving clear details of the substance to be used, stored, or disposed of and the way in which it will be handled.

15 SITE BOUNDARIES

Each detailed Method Statement will include a Site Plan with the work area location, Access ways and barriers clearly indicated along with crane positions and laydown areas.



KEY Construction Strategy	
	Sales Complex
	Initial Road Release
	Construction Access
	Compound and Car Park
	Wheel Wash
	Materials Store (initial)
	Approx. sign locations
	Construction order for the first phase of construction