



CONSTRUCTION METHOD STATEMENT

READING CRICKET AND HOCKEY CLUB

Internal alterations to pavilion to allow for Physio and Gym

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INTRODUCTION

It is important to underline at all points that all vehicles entering and leaving site MUST obey the approved Traffic Management plan.

This plan details the type and nature of activity on the site for the construction of proposed sports facilities.

The site is a sports club with an open gate access to the parking facilities and to the pavilion. A compound will be formed on the parking area in front of the pavilion where it can be separated from the main car park. Access to the pavilion can be restricted on a floor by floor basis and the works can be separated from any access to the pavilion. Access to the pavilion will be clearly signed, including significant directional signage for vehicles entering and leaving site. Contact details for the site manager will be posted at the entrance.

The nature of works being at within the pavilion enables works and storage to be minimal and close to the pavilion preventing the need for extensive fencing on site. The main works are the d=creation of stud walling for physio rooms, creation of changing rooms and internal alterations including insertion of 2 new doors on ground floor. At first floor it is the separation of one part of the upper floor from the other part and the removal of stud walls. No loadbearing walls will be affected

The site will be occupied for the most part by a maximum of 10 operatives given the stages of operation detailed above.

In terms of machinery permanently on site there will be none other than a cement mixer

Lorry Deliveries will take place on a regular basis for the importation of materials and equipment. These will be flat back lorries up to 10 tonnes.

The existing access gates will be used. A heras fence will be erected to ensure that the compound is secure

Normal Health and Safety issues will be dealt with under HSE guidelines and the terms and conditions of the contract. Safety plans will be in place.

The Plan

The plan attached shows the progression of the construction compound down the site. The site compound will be established for the duration of the works.

Vehicular traffic will approach the compound and unload and leave the site in forward gear.

Specific Considerations

1. PARKING

All parking will take place on site. Parking will be in the main or overflow car park (close to the pavilion, parking that exists for the use of the Club already. There will be no interaction

between workmen, machinery traffic and club members due the operating hours of the construction and the use of the club and pitches by the members. A maximum of 6 cars would be needed. There are approx. 160 spaces on site. There will be no conflict with Hockey Club traffic due to operating hours.

Signage will be erected to identify designated parking area. There will be no overspill onto the public highway. See plan below for this designated area

2. LOADING AND UNLOADING

All unloading and loading of lorries will take place on and within the site. (see Plan)
Deliveries will be directed from the gate to the appropriate offloading point close to the compound. Offloading will be supervised by a banksman as appropriate. All traffic will be able to enter and leave the site in a forward gear turning within the site.

Vehicle and equipment unloading will be carried out mechanically from ground where possible – edge protection / fall arrest where not.

All deliveries will be from the Main entrance to the Club

Key Requirements for Drivers

All suppliers will have the TM plan issued with orders.

All deliveries will be booked with site manager.

On day of delivery, confirmation of time will be phoned through.

Site manager will then coordinate with volume of deliveries.

All traffic will be directed not to come through Sonning

Signage

Additional warning signage will be added to the entrance, to make users aware of the construction traffic. Site speed limit signs will be placed along the vehicle route within the site boundary.

3. SITE VEHICLES

There will be no operational vehicles on site during the construction

There will be on average no more than 8 operatives at any one time.

Any vehicles will be brought in as required and will be off hired when they have been finished with. It is important to note that there is a limited number of site vehicles and workers compared to a housing site.

4. DELIVERIES

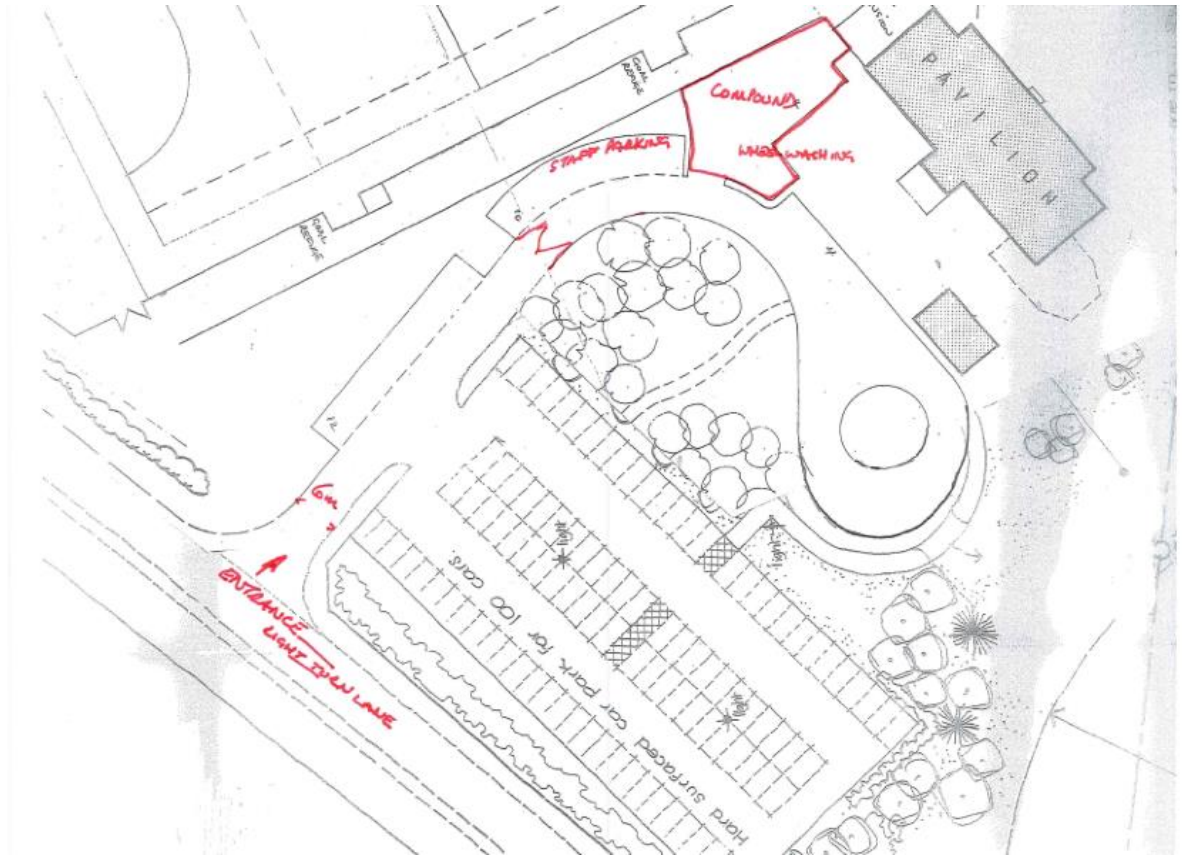
In terms of deliveries, there will be

- Anticipated 4/5 flat bed lorries with integrated delivering plaster board, timber insulation sand and cement and plaster

Deliveries will be timed so as not to interfere with busy times for Sonning Lane during peak hours

Construction period is likely to be 10 weeks

The arrangements allow for all vehicles to turn onsite and leave in a forward direction.



5. BANKSMEN

Banksman will be used as and when required if there is any chance of conflict with existing users. There will not conflict on this site as there is no activity during the day. All vehicles can enter and leave in forward gear. There is no need to reverse.

6. STORAGE OF PLANT AND MATERIALS

The materials such as cement, wood and plasterboard will be stored inside to protect it from the weather. Sand is likely to be stored outside in the compound. Plumbers and electricians Will be responsible for their own equipment and materials

All plant and machinery will be securely stored on site. This will principally be within the compound.

7. SECURITY

The site will be secured by means of Heras Fencing around the compound to separate the development site from the car parking area and remainder of the site. A temporary gate will be formed close to the compound with directional signage and site manager contact details. As there is no public access wooden hoarding or viewing facilities are not appropriate.

8. WHEEL WASHING

Wheel washing facilities will not be required but space has been provided and identified on site in the event of its need. The existing road and car parking is tarmac and there is no new development with these proposals so there is no reason for lorries to get muddy. The use of water in these circumstances can worsen the situation and is often detrimental to the purpose of keeping the road clean. Road sweepers will be used in the event of the road becoming soiled and dusty. The site will be left in a clean and operational state as will the road at the end of the development.

9. DUST AND EMISSIONS

All work is internal within the existing buildings so dust will be an internal issue only

10. RECYCLING/DISPOSING OF WASTE

Where possible we will use any facility for recycling or re-use.

Waste/Tidiness

Waste, etc must be put into the skips, bagged or withdrawn from site as soon as possible. Care must be taken not to allow dust, debris, packaging, etc. to be blown around. Also ensure that all areas of the site are kept clean and tidy and trip hazards are removed. A tidy site is a safe site.

11. TREE PROTECTION

Not required on this site due to the distance trees are from the site.

12. HOURS OF OPERATION

As per normal conditions.

08 00 – 18.00 Mon to Fri

0800 -1300 Saturday

13. USE OF FLOODLIGHTING DURING CONSTRUCTION

This will not occur as there will be no nighttime working and all work is internal.

14. HOARDINGS

There will be no use of hoardings during construction

15. NOISE

All work will be internal so noise will not be an issue. Some deliveries will be brought to site by flat bed vehicles which will not generate high and disturbing levels of noise. The site is established and has larger vehicles delivering to site and car traffic from members . With limited deliveries lorry noise will not be excessive.

16. AFFECTED HOURS

No deliveries before 9AM or after 6 PM, Monday to Friday, and 8 AM to 1PM on Saturdays (to be avoided as much as possible). We will always try to ensure they are comfortably within these agreed timescales. No deliveries will take place during exit of students from site half a mile away

17. PUBLIC LIAISON

The works are quiet and involve few personnel. The Club has good relations with their neighbours and will be advising them of the start on site and a contact to liaise with.

18. OTHER ITEMS

Any supplier found to be in breach of the TM plan will be refused access to site and suspended from the project.

All arrangements are subject to review with the team. Residents views will always look to be accommodated as far as reasonably possible.

The methodology of construction is such that we do not anticipate vehicles will come into contact with exposed soil. Exiting lorry movements will be monitored and should lorry cleaning facilities be necessary these can be promptly arranged. All material lorries entering and exiting will be covered to reduce the risk of dust and debris. Regular monitoring of the access route will be undertaken.

Turning protection will be placed in select areas, whilst ensuring safe access and egress to pitch operations.

Traffic Risk Assessments:

ID No: GRA.SVM Reviewed: 22.02.16	RISK ASSESSMENT - Site Vehicles
Typical Examples	• Movement of operatives to and from vehicles. • Loading / unloading delivery vehicles
Significant Risks	Collision with pedestrians, other vehicles, collision with structures, Being struck by mobile plant when walking around site.
CONTROL MEASURE	MEANS OF MINIMISING RISK

<i>Information</i> Instruction and Training	<i>Correct Prior Assessment</i> Park only in designated places and follow site managers instructions Used only trained banksman for direction works Beware overhead cables and ensure these are marked by site management team. Keep to site speed limits and designated vehicle routes. Correct Use • Check equipment & operator training certificates etc (especially of unknown sub-contract labour etc). • Keep within site speed limit and do not drive recklessly – watch out for others. • Follow manufacturers guidelines on safe use (weight, load, safe angle, outriggers etc). • Protect any temporary or vulnerable structures / services (scaffolds, cables, excavations, pipes etc). • Don't allow delivery / removal drivers to go into unauthorised areas. • Use stop blocks where vehicles are unloading materials close to excavations etc. • Load vehicles evenly, secure the load and do not obscure driver's vision. • Do not ride on mobile plant unless a seat etc is provided. • Don't block access e.g. by parking private vehicles carelessly. • Keys to be removed from ALL vehicles when unattended – use of bungee key fob Remember • A Banksman will be required for heavy plant or where the operation area is tight. • Good prior planning saves time and serious injuries or damage. A testing, maintenance and inspection regime must be in place, supported by documentary evidence.
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Training	All employees to be briefed about vehicle movement / use on site during Staff
Supervision	Ensure correct equipment is ordered, on time, with competent operatives, adequately certified. Make adequate prior provisions on site – protect vulnerable areas, level surfaces, warn others.
Access	Adequate access required, with a clear route to set down point, free of obstructions.
Environment	Be aware of other activities or hazards nearby. Let others know. Barrier area if necessary. Use goal posts and warning signs etc for vulnerable overhead power
Equipment	All plant, especially lifting equipment, to be regularly checked / inspected by a competent person. Records to be kept in accordance with statutory
PPE	Adequate Personal Protective Eq't to be provided as necessary. E.g. Gloves, protective footwear, hats.
Emergencies	Contact Emergency Services. Striking main services must be reported to statutory authorities.
Communications	Ensure those working nearby to mobile plant etc are aware. Prior planning / discussion.
COSHH	Adequate precautions should be taken / checks made, when dealing with Hazardous Substances. Refer to relevant Manufacturer's Hazard Data Sheet / COSHH Risk

ID No: GRA CSV Reviewed: 03.11.17	CONSTRUCTION SITE VEHICLES & MOBILE PLANT
Typical Work Activities	• Movements of staff and visitor private vehicles • Movement, loading and unloading of delivery / removal vehicles
Significant Risks	Collision with pedestrians. Collision with other vehicles etc. Damage to structures or undermining foundations. Falling into open groundworks etc. Contact with overhead or buried services. Operation by unsuitable persons. Fire. Fumes. Falling materials / shedding loads. Overturning.
CONTROL MEASURE	MEANS OF MINIMISING RISK

Procedures Information and Instruction	Correct Prior Assessment Ensure that equipment specified is suited to the purpose and nature of the site etc. Ensure that trained operatives and banksmen will be available on arrival at site. Consider providing temporary running surface or levelling where surface is a problem. Ensure adequate access, light, space on site, define separate routes from pedestrians, secure at night. Select vehicles with reversing alarms and CCTV rear vision and / or convex mirrors Check location of mains services (especially electricity). Check testing and inspection requirements and certification.
	Correct Use • Check equipment & operator training certificates etc • Keep within site speed limit and do not drive recklessly – watch out for others. • Follow manufacturers guidelines on safe use (weight, load, safe angle, outriggers etc). • Protect any temporary or vulnerable structures / services (scaffolds, cables, excavations, pipes • Don't allow delivery / removal drivers to go into unauthorised areas
	Training All employees to be briefed about vehicle movement / use on site during Staff
	Supervision Ensure correct equipment is ordered, on time, with competent operatives, adequately certified. Make adequate prior provisions on site – protect
	Access Adequate access required, with a clear route to set down point, free of obstructions. TM Plan to be followed. Trained banksman for operations.
Environment	Be aware of other activities or hazards nearby. Let others know. Barrier area if necessary. Use goal posts and warning signs etc for vulnerable overhead
Equipment	All plant, especially lifting equipment , to be regularly checked / inspected by a competent person. Records to be kept in accordance with statutory
PPE	Adequate Personal Protective Eq'pt to be provided as necessary. Gloves,
Emergencies	Contact Emergency Services. Striking main services must be reported to
Communications	Ensure those working nearby to mobile plant etc are aware. Prior planning /
COSHH (Hazardous - Substances)	Adequate precautions should be taken / checks made, when dealing with Hazardous Substances. Refer to relevant Manufacturer's Hazard Data Sheet / COSHH Risk Assessment. Bunded fuel tanks only