

Construction Method Statement

For the construction of an upwards extension to create new residential units to the existing building at Ascot House, Kendrick Close, Wokingham, RG40 2NW

for:



Date	Issued	Revision
17 March 2023	Issued for approval	A
05 April 2023	Issued for approval	B
24 May 2023	Issued for approval	C
10 January 2024	Phase 2	D
15 March 2024	Amendments to Site Set Up and Logistics	E
22 April 2024	Further Amendments	F

Reference: 82054-03

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1. INTRODUCTION

- 1.1. This Construction Method Statement (CMS) has been developed with the aim of minimising the detrimental effect of the construction work on the surrounding neighbourhood, the area immediately outside the site, the environment and interaction between site traffic and the general public. The development will be carried out in accordance with the approved and most recent version of this document.
- 1.2. As this CMS accompanies a planning application for the second phase of an existing development, the first phase will be occupied during the second phase works therefore residents and visitors will also require protection against environmental impacts of the construction works and segregation from working areas.
- 1.3. The development will be carried out in accordance with the approved and most recent version of this document. Wokingham Borough Council's Sustainable Design and Construction Supplementary Planning Document has been carefully considered during the preparation of this CMS.

2. **PROJECT DETAILS**

- 2.1. The person responsible for submitting the construction management statement is:

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2.2. **Site Address**

2.2.1. The work will take place at Ascot House, Finchampstead Road, Wokingham, RG40 2NW. Ascot House is located on the eastern side of Finchampstead Road close to the centre of Wokingham with access to the site provided via Kendrick Close.

2.2.2. Loading and unloading operations will take place within the confines of the site as the site benefits from a large area of hardstanding and off road parking. Access to the site is via Kendrick Close

2.2.3. See appendix I – for site location and construction traffic route.

2.3. **Brief description of the works**

The proposals involve a 1.5 storey extension with 3 No. additional units on the existing first floor, an additional 7 No. units on the proposed second floor which have duplex rooms within the roof space. The extension adds to the existing 24 No. residential units which were formed as a part of the phase 1 works.

It is anticipated that the construction phase of the project will last approximately 9 months.

3. WORK PROGRAMME

- 3.1. Phase 2 of the project will be carried out as a continuous programme of works and is anticipated to last approximately 9 months.
- 3.2. All works will take place between the hours of 8am to 6pm on Monday to Friday and between 8am and 1pm on Saturdays. No working or noisy activities will take place outside of these hours or on Sundays or public holidays.
- 3.3. A 24-hour contact name and number for the site will be provided once a contractor is appointed and their details will also be displayed on the site hoarding surrounding the site compound area..

4. **SITE LOGISTICS - ROUTING OF DEMOLITION VEHICLES**

4.1. Routes

- 4.1.1. A site location plan and traffic route plan are included within appendix I of this document. Construction vehicles will access the site from Kendrick Close with access controlled through use of a lockable double gate. Access onto the site will be controlled by the site manager.
- 4.1.2. A designated loading area will be set up within the site with banksmen available to assist vehicles onto and out of the site if required, this is to protect pedestrians and other road users. See appendix II for site set up drawings.
- 4.1.3. Pedestrian diversions are not required as all vehicles are able to load and unload from within the confines of the site.
- 4.1.4. Construction vehicles and vehicles associated with the site will be able to enter into the site from Kendrick Close arriving via either Finchampstead Road from the south or Wellington Road from the north-west before turning off the roundabout onto Kendrick Close and turning right into the site.
- 4.1.5. Kendrick Close is a shared road which provides access to the neighbouring properties as well as the site therefore deliveries and collections will be arranged in advance to ensure the site is prepared and vehicles can enter directly onto the site rather than occupy the highway.
- 4.1.6. Kendrick Close is also a no through road and therefore, all vehicles entering onto the site will need to manoeuvre and turn within the site under the guidance of banksmen before turning left to exit the close to re-join either Finchampstead Road or Wellington Road. See appendix I for vehicle routing drawings.

4.2. Communications

- 4.2.1. All contractors will be supplied with a full copy of this construction method statement upon appointment and all drivers will be made aware of the specified routes and loading area to use when an order is placed. All contractors and delivery companies will be expected to confirm that they

have understood the document before starting work on site for the first time.
The site manager will be responsible for ensuring all parties are aware of the requirements.

5. **CONTRACTOR AND VISITOR PARKING**

5.1. Parking of Vehicles of Site Operatives and Visitors

- 5.1.1. Parking for site operatives will be made available within the site during the construction phase with access onto the site controlled at all times. See Appendix II, Site Set Up drawing for location of site parking.
- 5.1.2. Additionally on street parking on the surrounding roads and nearby car parks can be used by site operatives and visitors.
- 5.1.3. The site is well served by public transport, with bus stops within close proximity including one on Wellington Road.
- 5.1.4. All contractors will be encouraged to use public transport where possible and to encourage this; there will be a designated secure storage area within the site for contractor's tools to avoid them having to be brought to and from site each day.
- 5.1.5. Onsite parking will be monitored to ensure enough is available for the contractors who require it each day. Parking by contractors or visitors in any resident parking areas or blocking in any resident vehicles, will not be permitted at any time. This will be highlighted in site inductions and any person found breaking these rules will be sent home for the day. Repeat offenders will not be allowed to work on the site for the remainder of the project.

5.2. Phase 1 residents parking

- 5.2.1. Residents occupying the apartments completed during phase 1 will have a total of 24 retained parking spaces, segregated from the construction area. This will be detailed within the principal contractor's construction logistics plan and information provided to residents prior to occupation. Existing residents will still be able to access the site via the existing site entrance.

6. SITE ACCESS

6.1. Access & Egress

Vehicles will be able to enter the site directly from the front entrance via Kendrick Close. All deliveries and vehicle arrivals will be planned in advance so that the site manager can ensure that immediate uninterrupted access into the site is maintained. All delivery drivers will report to the gateman for further instruction with overall responsibility for access onto the site being controlled by the site manager.

6.2. Deliveries and Collection



6.2.1. All delivery and collection vehicles will use Kendrick Close to access site and will be planned to take place between the hours of 9:30am and 4:30pm wherever possible to avoid peak traffic hours. All delivery times will be agreed in advance between the delivery / collection company and the principal contractor. An area within the hardstanding area on site will be designated for loading and unloading of vehicles as well as turning to ensure vehicles can enter and exit the site facing forward. Vehicle scheduling aims to avoid multiple vehicles arriving on site at the same time however the site will have capacity to facilitate more than one vehicle in the event that multiple vehicles do arrive on site.

6.2.2. It will be made clear to all suppliers that waiting or queuing will not be permitted in and around the site. If any suppliers fail to adhere to this policy,

they will be refused future access to the site.

- 6.2.3. There are no planned expected abnormal loads which could affect the way in which deliveries or collections are carried out.

6.3. Loading and Unloading

- 6.3.1. All loading and unloading will take place within the site to remove all risk to the general public, the loading / unloading area will be clearly identified with barriers and warning signs. A banksman will be available during loading and unloading operations to protect other site workers. Scheduling will take place with the aim of avoiding the congregation of numerous delivery vehicles at any one time in the area and to reduce the impact on the local highway network.

6.4. Storage of Plant and Materials

- 6.4.1. Construction materials and contractors' tools and equipment will be securely stored within the site as shown on the site layout plan (appendix II). Traffic diversions will not be necessary during the construction period.
- 6.4.2. The main contractor will ensure that all vehicles associated with the site do not cause damage or nuisance to neighbouring properties and residents when approaching or leaving the site. Any damage caused will be made good by the relevant contractor at their own cost. The main contractor will ensure that construction traffic and operations do not impede or block emergency vehicle routes in any way.

6.5. Waste Removal

- 6.5.1. Construction waste has potential for recycling and therefore, reduction of residual waste. On-site recycling will be encouraged and waste will be recycled where possible. This will include demolition materials, surplus construction material, packaging and green waste. Waste will be segregated on site using different types of waste storage and skips. Where applicable, waste will be composted.
- 6.5.2. During demolition, waste such as paper, cardboard, glass, some plastics, textiles, wood, metal, brick, stone and concrete that are not possible to

repurpose for the new build development are to be sent to their respective recycling banks. A minimum target for recycling all non-repurposed materials has been set at 30%. It is also hoped that a target for recycling 30% of all packaging materials can be achieved.

6.5.3. Where feasibly possible, the project will use responsibly sourced and recycled materials from within a 35 mile radius of the site. A minimum target of 25% of materials used during the construction will be reclaimed or recycled materials.

6.5.4. A waste management plan will be developed by the contractor for any waste generated by construction activities. This will highlight how the aim of reusing or recycling as many materials as possible will be achieved, in line with Local Plan Policy

6.5.5. All generated waste that cannot be reused or recycled for the project will be sorted and stored on site and then removed using grab lorries or skips operated by licensed waste carriers. The material will be stored securely within the site until removed.

6.6. Supervision and Monitoring

6.6.1. The site manager will be responsible for supervising, controlling and monitoring all vehicle movements to and from the site.

6.7. Site Security and Protection

6.7.1. The site will be remain open to allow for resident access (vehicular and pedestrian to remain unobstructed. The site compound area will be secured using closed board timber hoarding across the front of the site, preventing unauthorised access and to protect the site from arson and theft. Hoardings will be plywood faced, timber framed and designed to prevent collapse or injury to the workforce and / or public and will be independently checked to ensure they are suitable for the function they are intended. Within the hoardings a gate will be constructed to provide access / egress into the site compound area. The responsibility for maintaining the timber hoardings will be with the main contractor.

- 6.7.2. Residents of the completed Phase 1 apartments accessing the site on foot will do so via the normal entrance to the site. Apartments that are accessed from the rear will be provided with a resident / visitor specific walkway which will be hoarded and provided with lighting. This will provide a safe walkway while segregating this access route from the construction site. Hoarding and lighting will be inspected daily as part of the site managers site checks. During out of hours the construction areas will be secured and locked to prevent unauthorised access, while access to the flats will remain unobstructed at all times.
- 6.7.3. All scaffolding will be double boarded will be double boarded with polythene sheeting between the boards. Elevations will also be provided with polythene sheeting. At the end of each day, scaffolding will also be alarmed and access points removed / obstructed so as to prevent unauthorised access.

7. **ENVIRONMENTAL CONSIDERATIONS**

7.1. Control of Dust and Dirt

7.1.1. The developer and contractor will endeavour to adopt best practice with regards to air pollution. The following measures will be undertaken:

- Damping down of soil with water during dry weather;
- Use of water on Stihl saws;
- Use of screening and hoarding;
- Skips and Lorries to be provided with covers;
- Low emission fuel (such as low sulphur red diesel) will be used for all plant and machinery;
- Regular maintenance of plant and machinery engines and exhaust systems;
- Plant, vehicles and machinery to be switched off when not in use (no idling);
- Silos or covered storage for cement and other powdered materials;
- Use of spill trays and the provision of spill kits on site;
- No burning will be permitted on site; and
- Regular monitoring by the main contractor.

7.1.2. A jet wash will be located on site to ensure all vehicles have their wheels and chassis cleaned prior to exiting the site. A dedicated site operative will be deployed to carry out the cleaning and the gateman will be instructed to only allow clean vehicles to exit the site. This will prevent deleterious materials being deposited on the surrounding highways. A minimum of two properly working jet washes will be kept on site at all times as a contingency measure should the any of them become inoperative.

7.1.3. All rubbish or spoil vehicles leaving the site must have its load fully covered to prevent debris from falling into the road. Any mess created will be cleaned away as soon as the vehicle has left the site ensuring that debris is not allowed to enter any drains. Drains will be capped to prevent ingress whilst the area is being cleaned. The gateman will also be responsible for inspecting the public highway once a vehicle has left the site to ensure any unexpected debris can be immediately removed and the area cleaned.

- 7.1.4. A condition survey of the public footpath and highway will be carried out by the main contractor prior to any works commencing on site. It is not expected that any of the surrounding area will be damaged during the works but all damage will be made good at the contractors' expense.

7.2. Control of Pests and Vermin

- 7.2.1. Pests and vermin infestations become a problem for construction sites and neighbourly properties if not closely monitored. In order to reduce the likelihood of this becoming an issue the following measures will be adopted:

- Keep a tight lid on all bins at all times. By ensuring all leftovers are thrown away properly will keep pests such as ants and vermin away from the site. There will be plenty of waste receptacles for workers around the site to minimise the risk of an infestation;
- Inspect structures frequently, especially foundations, to see if any pests have found their way in;
- Ensure any foliage that comes into contact with the building is cut frequently as this will decrease chances of a pest infestation considerably;
- A check for cracks within the new structure will be conducted frequently to ensure no vermin or pests can enter the structure; and
- The use of natural products such as wood mulch will be avoided. These types of products attract pests and pose as an ideal habitat for insects.

7.3. Noise

- 7.3.1. The developer and contractor will endeavour to adopt best practice with regards to noise pollution. The following measures will be undertaken:

- Plan unavoidable noisy works to take place during less sensitive times of the day;
- Proper selection, use and maintenance of tools and equipment;
- Use quiet working methods where possible;
- Avoid unnecessary revving of engines and switch off engines and machines when not in use; and
- If noise becomes a problem screening and / or enclosures will be provided.

- 7.3.2. All work will be carried out where possible in accordance with BS 5228-1:2014 - Code of practice for noise and vibration control on construction and open sites.

7.4. Vibration

- 7.4.1. The developer and contractor will ensure that best practices are adopted with regards to vibration to ensure that neighbouring residents are protected; passer-by's and those within close proximity to the site are protected as well as neighbouring buildings.
- 7.4.2. All works will be carried out in compliance with BS6472:2008 – Evaluation of Human Exposure to Vibration in Building, the British standard for assessing vibration as well as BS5228-1:2009 - Code of practice for noise and vibration control on construction and open sites.
- 7.4.3. Piled foundations are not proposed therefore vibration levels from the site are expected to be minimal.

8. **GENERAL MANAGEMENT ISSUES**

8.1. Liaison with Neighbouring Residents and Developments

- 8.1.1. The main contractor will be responsible for co-ordinating arrangements with any local developments in order to minimise disruption when works start on site.

8.2. Domestic & Commercial Waste Collections

- 8.2.1. The main contractor will liaise with Local Authorities with regards to refuse collection dates and times in order to avoid deliveries during these times.

8.3. Complaints Procedure

- 8.3.1. A contact name and telephone number will be clearly displayed on the site to enable local residents or members of the public to advise of any issues that they may have during the works. This will enable any issues to be dealt with as swiftly and effectively as possible to the satisfaction of all parties.

9. **EMERGENCY PROCEDURES**

9.1. Dealing with spills

9.1.1. Spill kits will be available at various points around the site. Should a spill occur, the following will be implemented:

- Work will be stopped immediately;
- All possible ignitions will be extinguished if the spilt material is flammable;
- The spill will be contained using spill kits;
- The source will be identified and sealed as practical;
- Granules / pads to will be used to mop up as much spill as possible; and
- The project lead will be informed of the spill.

9.2. Fire Control

9.2.1. The project will ensure that operations are carried out in compliance with the Fire Protection Associations “Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation”.

9.2.2. A fire strategy will be produced in conjunction with the nominated Responsible Person and relevant parties as appropriate. This will be based on the requirements set out in the “Code of Practice on Fire Prevention on Construction Sites”. This document will identify duty holders, defines responsibilities and establishes procedures on fire prevention.

9.2.3. A Site Fire Safety Coordinator will be appointed to ensure adherence to the Site Fire Safety Plan. In addition, they will coordinate the issues below:

- General Housekeeping;
- Fire extinguishers fire detection and alarms;
- Hot Work Permit regime;
- Fire escapes and communications (evacuation plans and procedures for calling the fire brigade);
- Fire brigade access, facilities and coordination;
- Fire drills and training;
- Effective security measures to minimise the risk of arson; and

- Materials storage and waste control regime.

9.2.4. An initial fire risk assessment of each area will be undertaken and updated as the risks change.

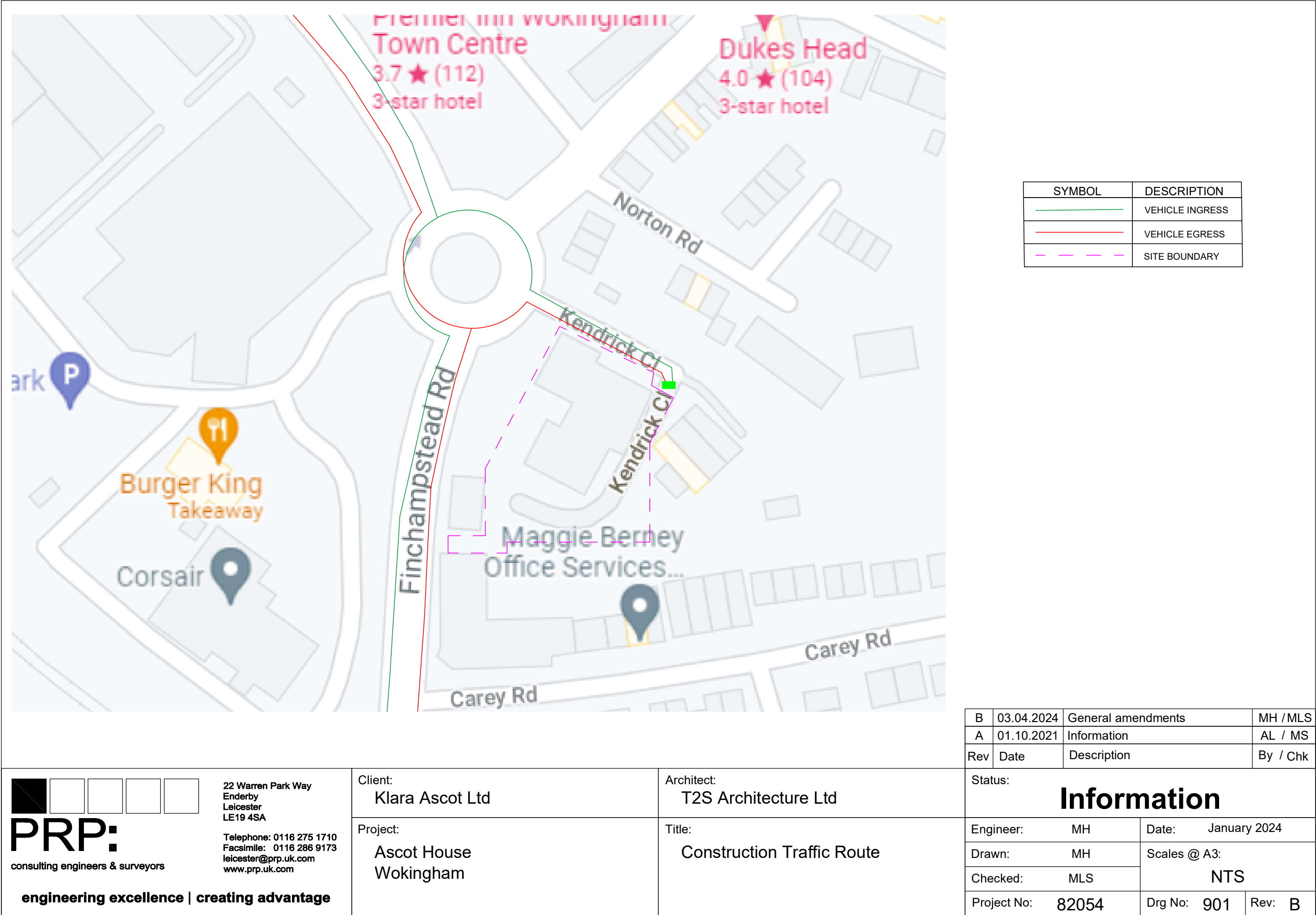
9.3. Environmental Incident or Emergency

9.3.1. In the event of an Environmental Incident or Emergency the following basic steps should be employed:

- **STOP** work
- **REVIEW** the incident and consider –
 - Safety first.
 - The nature of the incident.
 - Can it be easily controlled (block a drain / stop the noisy / vibration activity).
 - Is additional assistance required?
- **ACT** to stop the environmental harm
- **REPORT** the incident to prevent re-occurrence

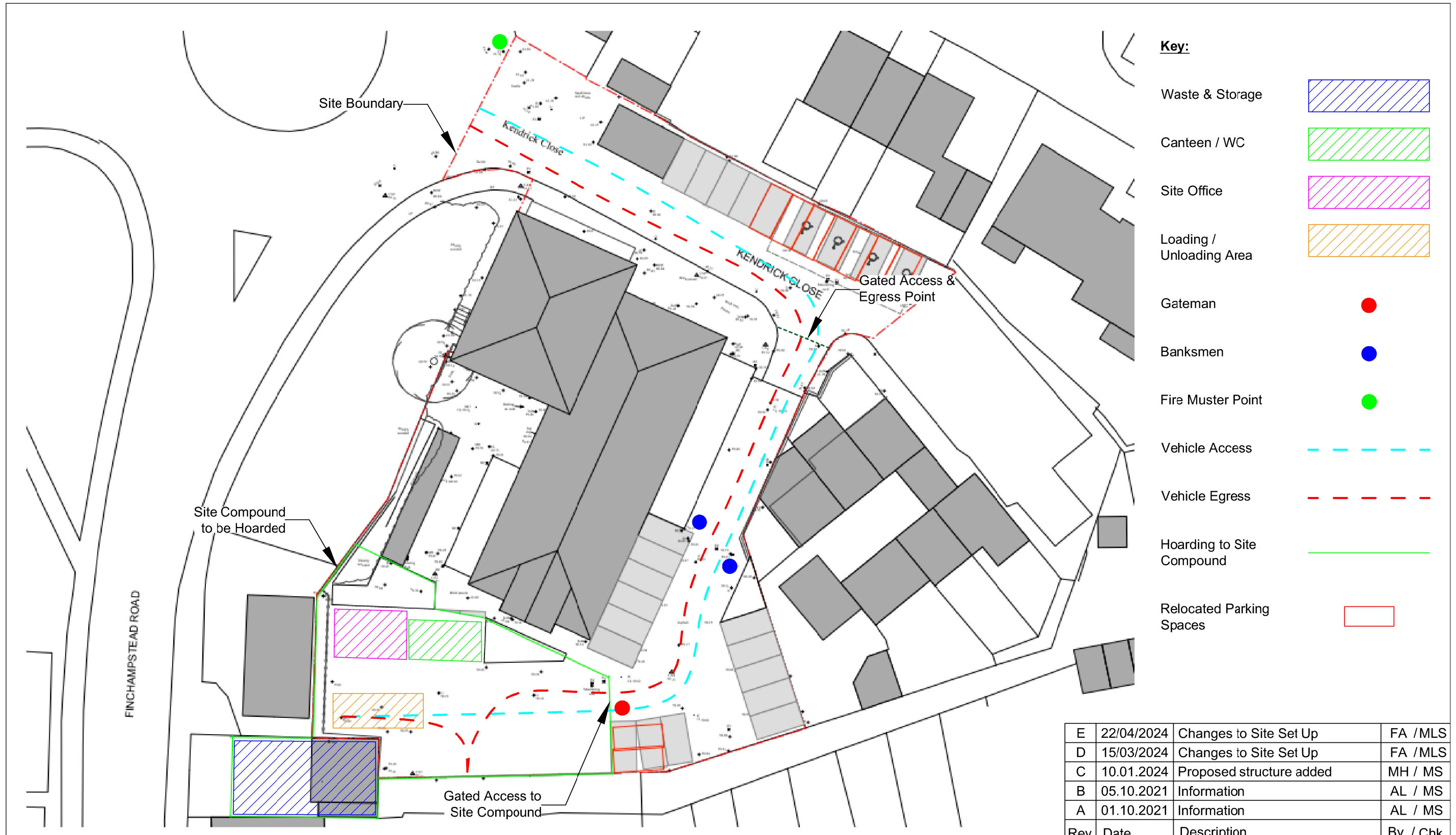
APPENDIX I

CONSTRUCTION TRAFFIC ROUTE PLAN



APPENDIX II

SITE SET UP PLAN



E	22/04/2024	Changes to Site Set Up	FA / MLS
D	15/03/2024	Changes to Site Set Up	FA / MLS
C	10.01.2024	Proposed structure added	MH / MS
B	05.10.2021	Information	AL / MS
A	01.10.2021	Information	AL / MS
Rev	Date	Description	By / Chk

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	Project: Ascot House Wokingham		Title: Site Set Up		Engineer: MH		Date: April 2024		
					Drawn: MH		Scales @ A3:		
					Checked: MLS		NTS		
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