



Method Statement, Risk Assessment

Method Statement

Project / Contract	Construction of the dwelling house in a conservation area.
Contractor	AA Dream Construction
Site Address	Land adjacent 10 Turnstone close , Ickenham , UB10 8NW
Project Start Date	26/02/2020
Expected Duration	20 weeks
Projected Completed Date	14/07/2018

	Emergency Contact Details	
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Staff Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are;

1. Contact with live services underground.
2. Crushing due to falling structural elements.
3. Rapture of concrete shuttering
4. Trench collapse
5. Injury from incorrect Manual handling.
6. Injury from slips trips and falls.
7. Severe burns/Contact dermatitis from exposure to wet concrete and dust.
8. Disease from standing/stagnant water.
9. Injury from the incorrect actions of other contractors on site.
10. Injury to members of the public during operations.
11. Injury from machine hazards

Preventative Measures you must take;

1. You must be competent to carry out the task.
2. Splicing of large/heavy structural elements to reduce handling weights
3. Use of suitable lifting equipment
4. Stabilise earth using box shutters/ ranking shores/ sheet piles
5. Restricting persons from working in deep trenches
6. Ensure suitable shuttering in place.
7. You must NOT carry out this task alone.
8. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
9. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person, all visitors will be issued with personal protective equipment where appropriate.
10. You must not lift beyond your capabilities, get help if necessary.
11. You must follow all directions given by the manager or his agents.

Personal Protective Equipment you must wear;

1. Safety goggles
2. Hard-hat
3. Dust mask
4. Safety boots (at all times)
5. Gloves



6. Hi-viz clothing.

7. Earplugs

Environmental Protection Measures you must take;

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.

Quality Control

1. Adhere strictly to the following procedure to ensure quality of service.
2. If in doubt contact your manager for clarification before proceeding.



General Precautions

Staff and Training

The works will be carried out by staff from **AA Dream Construction**. All staff are experienced and have been deemed competent to carry out tasks requested of them. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

PPE

All site workers will wear Hard Hats, Safety boots, hi visibility vests at all times, other items of PPE such as dust masks, eye, ear protection and gloves are available to be worn as and when necessary.

Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

Manual Handling

All staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he deems necessary. Where practical, mechanical aids should be available and used.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff.

Access egress

AA Dream Construction staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in, good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left



clean and tidy at the end of a shift or task.

Contractor/Visitor Safety

AA Dream Construction will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be 110V where possible, sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment allowed on the site are fit for purpose

Working at height

All employees and sub-contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring. Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub-contractors will follow all safe working procedures

Ladders; ladders will only be used as an access to scaffold or for carrying out light work of short duration. Ladders must be tied and or footed.

Scaffold; Where required scaffold will be provided and erected by an approved contractor; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold.

MEWPS (Mobile Elevating Work Platforms) to include Cherry pickers, Scissor lifts etc. MEWPS will be supplied by a competent company, the site foreman will ensure that only competent staff are allowed to use the MEWP and that they are able to operate the MEWP from the ground controls.

Aluminium tower scaffold; the site foreman will ensure that Aluminium Tower Scaffolds are erected correctly by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working



From the tower

Daily visual checks will be carried out by the site foreman on all the above items and defects reported immediately.

Portland cement

Portland cement is a light grey powder that poses little immediate hazard. Inhalation of dust may cause injury to the respiratory tract as it reacts with moisture. Exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement.

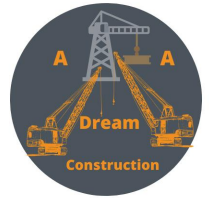
All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products. Periodic occupational health checks should be made on those who are regularly exposed to this medium.



Construction Method Statement

A. Demolition, Foundation and Substructure

1. The area to be excavated shall be properly marked and clear before starting works.
2. All demolition works will be carried out in compliance with current industry legislation, approved code of practices and best operating standards.
3. The sequence of demolishing existing Pool will be as followed
 - 3.1 Erect fence barriers around site
 - 3.2 Soft strip of timbers floor around the pool
 - 3.3 Removal pool membrane sheet
 - 3.4 The pool then be demolished using mini excavator fill the hole with hard coat
 - 3.5 Clean out debris
4. Cable and metal detection equipment and hand digging (no-metallic piping) shall be used in conjunction with the As- Built drawings to confirm / locate buried services prior to any mechanical excavations or when crossing a line.
5. 'Heavy Machinery Excavation' shall be defined as those excavations by which the removal of loose rock and rubble is carried out by remotely operated electric, hydraulic or pneumatic. Where 'heavy machinery excavation' be required, the proposed site or route shall be checked by the Permit Holder prior to the commencement of work.
6. 'Heavy machinery excavation' work may only carried out up to one (1) meter either side of live flowlines and shall employ a banksman during all operations. On no account **shall** permission be given for such excavation to proceed at a distance less than one (1) meter from a live line.
7. If 'heavy machinery excavation' is essential at a distance less than one (1) meter from an existing live line then it shall be necessary to ensure that the line is isolated and depressurised prior to the commencement of work. Heavy machinery excavation work may than proceed to within 0.5 meter of a depressurised line. A full documented Risk Assessment shall be completed to support the activity.
8. Mini/mid-size piling rigs are to be used for the formation of pile wall. The contiguous bored pile retaining wall will be constructed using bored piling techniques with a C35 designed concrete pump mix and Universal Columns S275 inserted into the borehole. As there are two existing garages one in the southern and the other one northern boundary side of the basement, a retaining wall in contiguous piles with diam. 450mm inserted into the soil for a suitable depth determined by calculation, is necessary to build to avoid the collapse of the neighbouring building foundation during the excavation; The bearing pressure exerted by the garages foundation will create a change of the vertical stress state into the soil creating an increase of



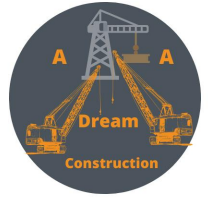
the surcharge load on the basement retaining walls. The increase of stress can be calculated by 2V:1H method approximating reasonably well with the Boussinesq theory for depths between B and 4B below the foundation. A ground beam will be placed on the top of the piles in the basement long sides to tie the piles, to create a support for superstructure of the new building. All works will be carried out as per structural engineer calculations and design. Calculations provided.

9. No persons shall enter an excavation deeper than 1 metre, without appropriate trench support being installed
10. The concrete will be delivered premixed from a recognised supplier via cement mixer or boom truck, or mixed on site, and poured against the face of the excavation.
11. The concrete must be a minimum strength of TC35, once poured the concrete will be levelled with the use of a vibrating poker, the site foreman is responsible for ensuring the correct distribution of the concrete into foundations. Allow 24hrs for concrete to cure then ram home an earth damp sand and cement dry pack as per engineer's designs.
12. Finish to surface level as site plan.
13. Trial holes indicate that ground water is present at 6.00 m below ground level and is therefore unlikely to be encountered. However, in the event that ground water enters the area of excavation a localised excavation sump is to be formed at a level lower than the progressive base of the excavation being undertaken.
14. Any ground water is to be discharged by pump and hose to the nearest manhole
15. Any spoil produced by the process will be removed via wheelbarrow onto flatbed tipper trucks; the tipper truck will then dump the spoil in a designated area. The spoil will then be collected by grab wagons and removed from site to landfill.
16. Any holes will be backfilled with crushed limestone compacted in layers not exceeding 150mm and levelled off with either soil or paving. The finish level will be 150mm below DPC. It is the responsibility of the site foreman to ensure no hazards remain on the site and that the tenants are informed of works completion.
17. All works will be carried out as per engineer structural calculations and drawings.



B. Superstructure

1. The superstructure work will not commence until the substructure works are checked for line and level etc. all plot drainage, disconnecting manholes and service ducting are in place out to the main service strip. The ground level around the blocks have been formed to the correct level and the topsoil place in the garden area and all scaffold platform are in place.
2. When the 1st lift of the ground floor brickwork & blockwork is erected the scaffolding will commence and will be erected on all sides and raised and adapted as each lift of brickwork/blockwork is constructed together with loading bays and stairs and ladder accesses. The Stairs and ladders will be closed off at the end of each day to prevent unauthorised access.
3. Once the 1st floor has been placed the above will be repeated up to the roof level.
4. Joinery elements to the roof will then commence concluding with the roof finishes being placed. Works to the roof will be completed from the higher levels and then moving to the lower levels.
5. Mortar will be produced on site using pre-batched silos. Material will be distributed and hoisted by the forklift truck to the loading platforms. Further distribution around the property perimeter would be by hand.
6. High level glazing will take place along with the installation of the windows and external doors. Each floor level will then be nagged externally and upon a satisfactory conclusion the scaffold will be dropped to the floor below. Once the lower floors become watertight the internal works will commence.
7. **First Fix:** The first fix activities will commence with the plumber, followed by the electrician, carpenter and plasterer. Plaster boarding and insulation works will not commence until the building is watertight. Temporary lighting and heading will be provided where required. Certain elements of the first fix may require a second visit.
8. **Second Fix:** The second fix works will commence with the Plumber followed by the Joiner and electrician. All of the works will be snagged prior to the commencement of the painting works. On completion the painters work the final fix will be carried out and all works cleaned and snagged prior to the handover to the client.
9. **Services:** Incoming utilities including water, gas and electricity would be installed as soon as the services zone are defined by the permanent works and are sufficiently clear of the construction activities. Where permitted all service ducting will be installed at foundation stage to minimize excavations.
10. **External Works:** External works such as paving and landscaping would commence in any stage when heavier operations have completed and would finally close into the house as scaffolds are dropped.



Risk Assessment

Project / Contract	111 Long lane
Contractor	AA Dream Construction
Site Address	Land adjacent 10 Turnstone close , Ickenham , UB10 8NW
Project Start Date	26/02/2020
Expected Duration	20 weeks
Projected Completed Date	14/07/2020

	Name	Title	Signature	Date
Document Author	Amarildo Tori	Project Manager		15/02/2020
Authorised by	Isuf Mataj	Director		15/02/2020

Emergency Contact Details			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Injury from live services underground; contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill)	Follow HSG 47 'Avoiding Danger from Underground Services'. Always assume cables will be present when digging in the street, pavement or near buildings. Use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans should be available from regional electricity companies, local authorities, highways authorities, etc. Have the power switched off by the local electricity distributor. Consider all conductors live unless it is positively known they have been de-energised, isolated and earthed by the local electricity distributor. Workers must be deemed competent to carry out this task.	2	5	10
Excavation collapse	Excavations deeper than 1.2 metres will require wall support by use of shuttering and bracings, hydraulic box, sheet piling/benching or battering, to prevent collapse and potential trapping of personnel. Barriers to be put around all excavations. Foreman to carry out regular inspections on excavations Access via short timber ladder Banksmen to be placed when anyone is working in the trench Evacuation hoist to be provided Emergency procedures for collapse to be made and in place Surveillance of trench walls, support systems and excavations should be carried out by a competent person frequently and recorded. Shuttering must be constructed by trained, experienced personnel in compliance with a suitably approved design. Excavation must be monitored to prevent flooding. A suitable pump and bagging must be available to remove water build up and pump to suitable drain. Place spoil from the excavation at a distance that prevents it from falling back into it, or otherwise remove it from the work area.	1	5	5



Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Inclement weather	All staff have been informed of the greater risk of injury when working in inclement weather, all frost and snow will be cleared from access equipment and roofs if work in these conditions cannot be avoided Staff to be issued with appropriate PPE including waterproofs, warm jumpers, coats hats and gloves as appropriate to conditions The site foreman is responsible for suspending work if weather conditions make the task unsafe Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live. Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn	3	2	9
Injury from slips trips and falls.	All staff will keep the working area tidy and remove trip hazards as and when they occur. All staff will wear suitable footwear at all times. Ensure walkways and Emergency Escape routes are kept clear of obstruction at all times.	2	3	6
Injury from incorrect manual handling	All site staff have received instruction and training in house for manual handling. Lifting equipment provided where loads are heavy including sack / wheel barrows or chain hoists or rope hoists where appropriate. Dual lifting to be used on awkward lifts. Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift. Ensure local staff are aware of activities in advance to prevent accident.	2	3	6
Illness from exposure from Asbestos	Asbestos is highly dangerous. Any asbestos-containing materials on site should have been identified before work starts. If you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice. A specialist survey will then be carried out to determine the extent and nature of the asbestos risk to your staff. It is strictly forbidden to work near items suspected of containing asbestos.	1	5	5



Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Injury to other construction workers and members of the public during operations.	It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to workers and members of the public. Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors. Site to be secured to prevent un-authorised access. Staff will cordon off work area and ensure tenants do not enter area of danger Hand tools and power tools will not be left unattended. The site will be made safe at the end of each shift. Staff will follow the method statement devised for this task.	2	4	8
Injury from power tool hazards and machine hazards	All power tools and machinery must comply with Provision and Use of Work Equipment Regulations 1992. All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use Eye protection must be worn at all times when there is a risk of flying parts, dust or fragments All power tools and machinery must be regularly inspected and maintained in good condition	2	5	10
Machine and vehicle movement on site	Only fully trained / license holders to use vehicles / machinery on site. Spotters to be used for reversing, vehicles fitted with audible warnings when in operation on site Vehicle movement to be planned and co-ordinated at all times All site workers to wear Hi Vis clothing. Warning whistles issued to allow audible danger warnings All vehicles and machinery to be maintained in correct manner and any required maintenance work to be carried out. Ensure vehicles are not moving in designated working areas, have a separate area for deliveries.	1	5	5
Noise	Always use hearing protection when using power tools.	1	4	4



Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Vibration	Ensure that all equipment used is of a low vibration specification and is checked before use. Minimise the time workers are exposed to vibration by job rotation, i.e. workers will be given rest periods or other tasks to perform.	1	4	4
Contact with wet concrete.	Follow HSE guidance from form INDG323 and ensure all employees are aware of this guidance and all appropriate measures are taken to reduce contact and provide appropriate washing facilities and PPE. Regular monitoring to spot early signs of contact dermatitis.	1	4	4



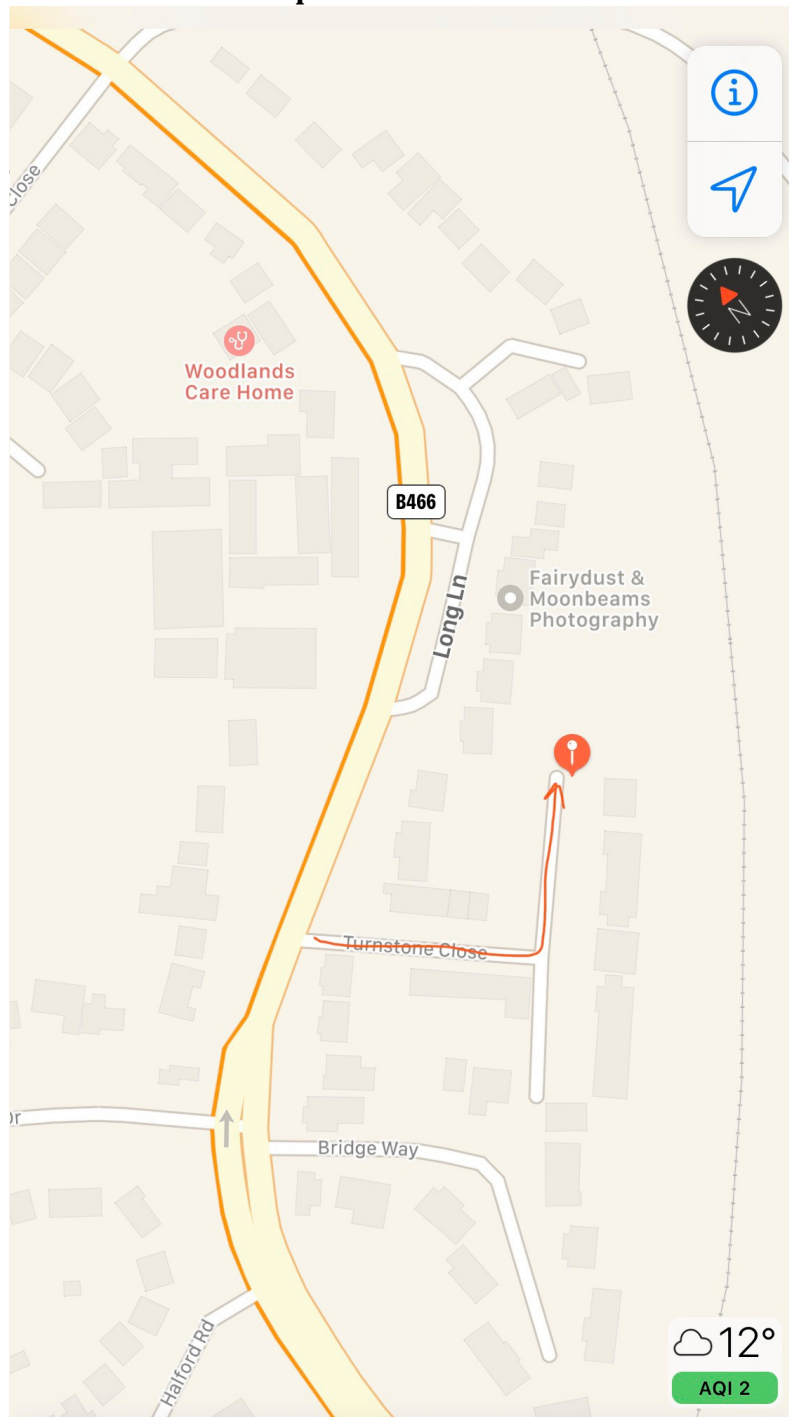
PPE Required									
									
Hand Protection / Safety Gloves	Overalls / Protective Clothing	Boots / Protective Footwear	Safety Glasses	Face Shield / Mask	Respirator	Hearing Protection	Hi-Vis	Hard Hat	Harness
☐	No	Yes	Yes	No	Yes on tasks	Yes on tasks	Yes	Yes	No

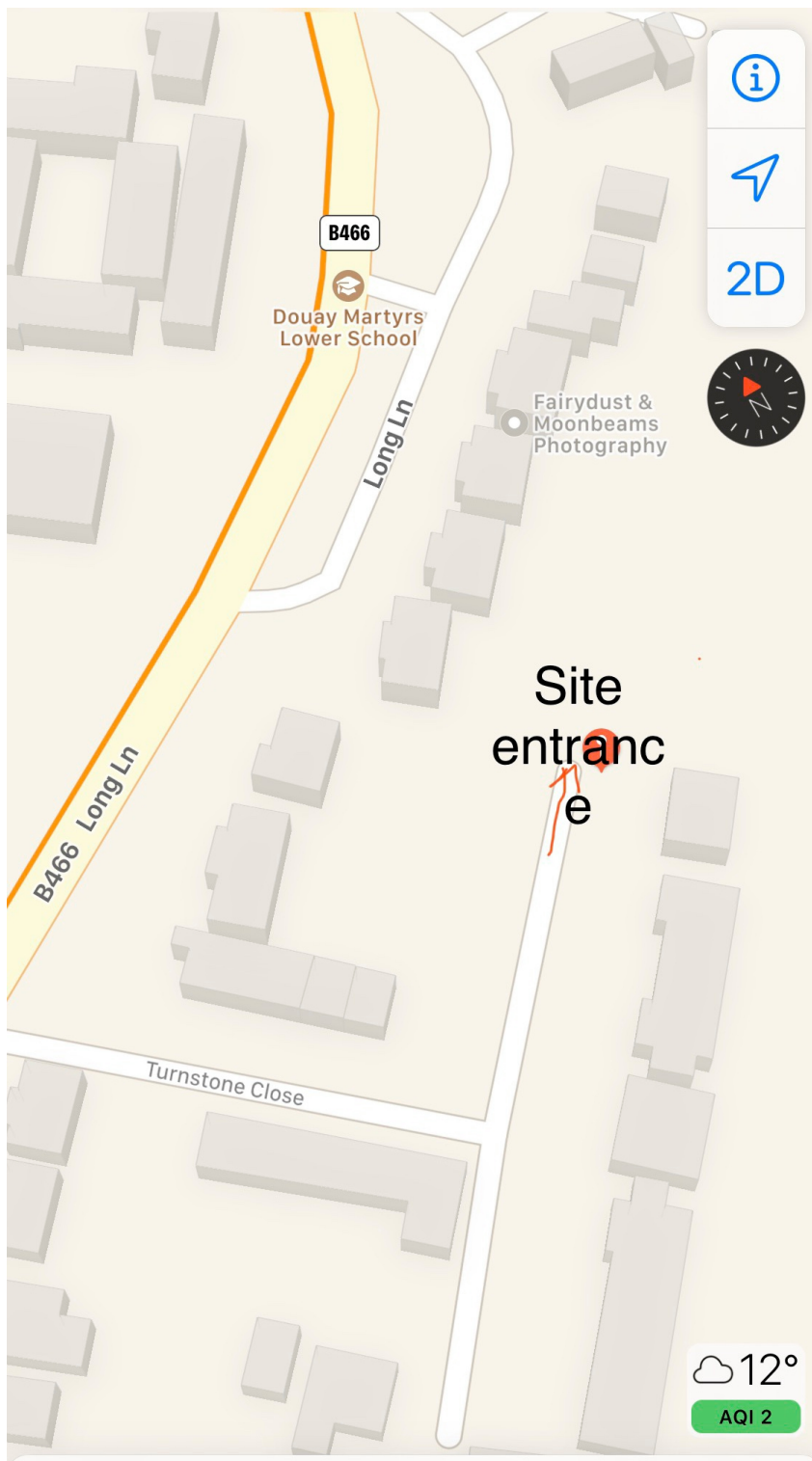
Persons at Risk				
Staff	Client Staff	Other Contractors	Public	Others
☒	☒	☒	☐	☐

	Likelihood		Severity		Risk Ranking = L x S
1	Highly Unlikely	1	Trivial		No Action Required (1)
2	Unlikely	2	Minor Injury		Low Priority (2 to 6)
3	Possible	3	Over 3 day Injury		Medium Priority (7 to 9)
4	Probable	4	Major Injury		High Priority (10 to 14)
5	Certain	5	Incapacity or Death		Urgent action (>= 15)



This project is three bedroom semi-detached house with 2 storey ground and first floor in the rear of 111 long lane , Ickenham.
The entrance of the site will be in the end of the Turnstone close UB10 8NW as it shows on the photo below .





Following Details : Construction hours & Access restriction , Temporary lighting , Drainage strategy , wheel wash , Site security , noise time operation , Welfare arrangements , On site complaints procedure .

Construction hours & Access restrictions	Monday to Friday: 8:00am to 5:00pm Saturday:9:00am 1:00pm Sunday/Bank Holidays: No Works Due to nearby primary school, vehicular access to site will only be permitted during the following hours:Monday to Friday : 7:30am to 8:30am &10:00am to 2:30pm Saturday : 9:00am to 12:00pm Sunday/Bank Holidays: No Works
Temporary lighting	the main contractor will manage the temporary lighting within and front access the site. The temporary lighting that will be provided will create a safe working environment during the construction phase, this will consist of fixed lighting and also portable task lighting as required throughout the duration of the construction phase.
Drainage strategy	-Surface water drainage will be as per the existing site condition -During the construction phase there are instances of heavy persistent rain and a requirement for pumping water, this will be sub contracted to a specialist water pumping contractor and all liquids will be pumped in to a tank on a vehicle and removed from the site.

Wheel Wash	The wheel wash will be installed in the front of the entrance gate , and will be used to wash down all vehicles that enter / leave the construction site
Site security	The main contractor will manage site security within and around the site. Safety signage will be fitted to the security fencing and hoarding to front of the site alerting the public to the dangers of the construction site.
Noise time operation	The timing of noisy operations will be carried out between 9am and 5pm Monday to Friday
Welfare arrangements	• Toilets • Washing facilities • Drinking water • Changing room and lockers • Heating
On site complaints procedure	Will be form on the site and phone number which stuff and others Can make the complain .