

J & M Home Improvements & Construction UK LTD

3 Dalcross Road Hounslow West Middlesex TW4 7RA

02087875975

07531777717 / 07958970654 / 07903389335

info@jmhomeimprovements.co.uk

www.jmhomeimprovements.co.uk



Site Address:

Gardenia Lodge
Springwell lane
London
Harefield
UB96PG

Date: 27/10/2025

Subject : Single Storey Rear Extension between two buildings

Method Statement for Rear Extension Construction

1. Project Details

Item Description

Project Name: Rear Extension at Gardenia lodge address above

Client: Joe and Samar Harb

Principal Contractor: John Makkar

Subcontractor: Max Build

Document No.: MS-EXT-[001]

Date: 27th October 2025

Prepared By: [Project Manager]

Reviewed By: [HSE Officer / QA Engineer]

Approved By: [Consultant / Client Representative]

2. Scope of Works

This method statement describes the procedure for constructing a single-storey rear extension, including demolition of existing rear wall, excavation, foundation, drainage, superstructure, roof, and finishes, in compliance with building regulations, drawings, and safety requirements.

3. References

Approved architectural and structural drawings.

Building Regulations (UK or local code).

Construction (Design and Management) Regulations (CDM 2015).

Manufacturer's product data sheets.

Health and Safety Plan.

4. Responsibilities

Role Responsibility

Project Manager Overall control, coordination, and progress.

Site Engineer Day-to-day supervision, QA/QC checks.

Safety Officer Ensures HSE compliance and toolbox talks.

Foreman Supervises site workforce.

Skilled Operatives Carry out works as per approved method.

Labourers General site support under supervision.

5. Materials and Equipment

Materials Equipment

Concrete, reinforcement steel, damp-proof membrane, bricks/blocks, timber, insulation, roof tiles, etc. Excavator, dumpers, compactors, scaffolding, power tools, mixers, ladders, PPE.

6. Sequence of Works

6.1 Site Preparation

Review drawings and obtain all approvals and permits.

Erect safety signage, fencing, and tree/ground protection.

Establish welfare facilities and emergency routes.

Conduct pre-start briefing and toolbox talk.

Make pot holes in areas to check existing foundations and ground levels just in case underpinning is required.

6.2 Demolition (if existing structure removal is required)

Isolate utilities (gas, electric, water).

Soft-strip interior finishes manually.

Remove existing rear wall carefully to avoid damage to remaining structure.

Dispose of waste at licensed facility or into skips.

Dust suppression by misting or water spray where required

6.3 Excavation and Foundation Works

Set out using approved survey points.

Excavate to required depth for strip/trench foundations.

Inspect soil bearing strata; request engineer approval.

Install reinforcement and shuttering as per structural drawings and install clay master as per request only on front foundation strip where this is required.

Add Mesh in place to strengthen concrete

Pour concrete using c 30 mix with a pump(ensure temperature, slump test, cube samples).

Cure concrete for minimum 7 days.

Backfill and compact around foundations.

6.4 Drainage and Underground Services

Lay drainage pipes to correct fall and alignment.

Install inspection chambers and connect to existing system.

Test drainage (air or water test) before backfilling.

Protect pipes from damage during further works.

6.5 Ground Floor Slab

Lay hardcore, compact in layers.

Install damp-proof membrane (DPM) and insulation.

Place reinforcement mesh and pour concrete slab.

Screed finish to required level.

Record cube tests and curing details.

6.6 Superstructure (Walls, Frames, and Lintels)

Build external and internal block/brick walls per drawings.

Insert DPC at appropriate levels.

Install lintels and structural beams.

Ensure plumb, line, and level checks daily.

Use approved mortar mix (1:6 cement/sand or as specified).

6.7 Roof Structure and Covering

Install roof trusses/rafters securely.

Fix insulation and roofing felt.

Install roof tiles/slates and ridge capping.

Fit fascia, soffits, and guttering.

Ensure proper ventilation and waterproofing.

6.8 Windows, Doors, and Openings

Fit frames plumb and square.

Seal around openings with approved sealant.

Fit glazing per manufacturer's guidance (safety glass where required).

6.9 Internal Finishes

Plaster walls and ceilings.

Lay screed or timber flooring.

Apply paint, tile, and other finishes per specification.

6.10 External Works

Install drainage connections, paving, and landscaping.

Remove temporary fencing and clean site.

Final inspection with client/consultant.

7. Safety and Environmental Controls

Hazard Risk Control Measures

Excavation collapse Injury, entrapment Shore trenches >1.2m, barriers, inspection by competent person.

Manual handling Strains Use lifting aids, proper technique.

Falling objects Head injury Wear helmets, use exclusion zones.

Working at height Fall risk Use scaffolding with guardrails, harness if required.

Electrical tools Shock PAT-tested tools, RCD protection.
Dust/noise Respiratory/hearing risk Use dust masks, ear defenders.
Waste disposal Environmental pollution Licensed disposal and segregation.

8. Quality Assurance

All works to conform with approved drawings and specs.

Daily inspection by Site Engineer.

Concrete cube testing and material certification.

Dimensional checks and photographic records.

Consultant/Client inspections at key milestones.

9. Emergency Procedures

Emergency Procedure

Accident / Injury Stop work, inform First Aider, contact emergency services (999), notify Site Manager.

Fire Evacuate to assembly point, do not re-enter until cleared.

Utility Strike Stop work, isolate area, inform utility provider and Site Manager.

Spill / Pollution Contain with spill kit, report to Safety Officer.

First Aid Kit Location: two sites in house and garage area

Nearest Hospital: Harefield , Hillingdon and Watford Hospitals

Emergency Contact: [Ben Boanca, Gabriel Boance (07301212157 / 07949082641)]

10. Permits and Approvals

Permit Type Issued By Validity

Excavation Permit Site Manager Ben

Hot Work Permit Safety Officer Gabriel

Confined Space Permit HSE Officer not required

Work at Height Permit Safety Officer ____

11. Attachments

Risk Assessment

Site Layout Plan

Utilities Plan

Material Safety Data Sheets (MSDS)

Inspection and Test Plans (ITPs)

Manufacturer's Certificates

Tree Protection and Site Setup Drawings

12. Authorization

Name Position Signature Date

Prepared By

Reviewed By

Approved By

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