

2021

Construction and Environmental Management Plan



Howard and Seddon Partnership

Mr. Zulfi Belaj

8/4/2021

Site Address	Land adjacent to 929 Oldham Road, Manchester. M40 2EB
Client	Mr. Zulfi Belaj
Scope of Works	Erection of a two-storey detached dwelling house (Class C3) with associated boundary treatment.
Date of report	August 2021
Report revision	Draft V1

Introduction

This method statement describes the work process for general construction, and site safety and has been developed to provide a safe system of work. The statement must be read fully and be adhered to throughout the construction period. Please read the entire sheet before commencing work on site, if you have any questions please contact the site manager or safety representative.

The Principal Contractor will manage the project supervising all other appointed Sub-Contractors. All should be experienced and hold the relevant qualifications for the works they undertake. All staff on site will be responsible for quality and safety. Apprentices and young workers will be supervised, and will not be allowed to carry out tasks for which they have not been trained.

Site Rules

All site workers must complete the following:

- Report to the Site Manager on arrival, and sign in and out
- Attend a site induction
- Familiarise yourself with the Project Board /H&S Notice board
- Wear appropriate PPE e.g. hard hat, safety footwear, gloves, dust masks, eye/ear protection as detailed in your Risk Assessment, Method Statement and COSHH
- Obtain a permit to work (hot works, permit to dig etc.) if required
- Only operate plant that you are trained in, are authorised to use and hold appropriate competence card for
- Ensure that plant and equipment being used is tested and inspected before use and well maintained
- Know the emergency evacuation procedure, know the accident/incident reporting procedure know the site fire plan
- Be aware of your surroundings and potential hazards
- Report anything you have concerns over whether it affects you, another operative on site, a resident or a member of the public
- Keep the site and your work area secure and in a clean and tidy order
- Dispose of all waste as instructed
- Arrange deliveries with the Site Manager to ensure that timing does not conflict with any restrictions

Personal Protective Equipment (PPE)

- All operatives and contractors requiring access to site must be in possession of and wear hard hats, safety boots, hi-visibility vest and protective gloves when working on this project. When dust is created, dust masks and eye protection will be worn. Eye protection will also be worn when handling or working around sharp objects.
- For hot work, appropriate clothing (masks, gloves and overalls) will be worn as per risk assessment.
- Ear protection to be mandatory on this project for all operations with noise levels exceeding 85dB (A).
- Persons working externally must wear hi-visibility clothing, as they will be proximate to traffic routes.
- Any operatives needing to work at a level at which a significant injury could result from a fall, must wear safety fall-arrest harnesses, which must be attached to a line or load-bearing structure before the operative commences work.
- All operatives to be trained to the correct use of PPE.

Preparation & Induction

A risk assessment will be carried out for all tasks, which will be discussed, with members of staff and the sub-contractors, any queries or concerns will be raised with the site manager who will ensure it is dealt with. Staff and sub-contractors will be inducted onto site by the Site Manager / Site Supervisor and will follow all site rules and safety procedures.

Welfare

The Principal Contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for all those on-site and are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner while we use these facilities.

First Aid

The Principal Contractor will ensure adequate first aid provision is available on-site. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person will also be put in place.

A trained first aider will be a suitable person who has attended an approved course of at least 3 days training repeated every 3 years and attended a refresher course every year in between.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Training

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction prior to commencing work. Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant health and safety issues.

Working Times

The times of construction activities on site shall be limited to between:

- 7.30am - 6pm Monday to Friday
- 9.00am - 1pm Saturday only (no working on Sundays or Bank Holidays).

Activities likely to be audible outside of the site boundary shall not commence until 8.00am.

Quieter activities which are carried out inside buildings such as electrical works, plumbing and plastering may take place outside of agreed working times so long as they do not result in significant disturbance to neighbouring occupiers.

Contact Numbers

As part of the site set-up the Principle Contractor will produce signage which is mounted on the site hoardings at regular intervals detailing the main contractors name and telephone number, the site managers name and telephone number, emergency contact details and a contact name and telephone number for the Client.

Access

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment. Step ladder and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials. Unsupported trenches will be cordoned off. Where access into the trench is required, safe means of access, e.g. fixed ladder, will be provided.

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed. All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

The highways surrounding the site will be observed daily for deposition of dirt. Should public highways become dirty, a road sweep will be arranged by the site manager and signage will be put out to warn drivers until the highway is clean again.

Wheel washing & Road Cleaning Strategy

For wagons required to access the site, including all delivery vehicles, the contractor is to ensure that any excess mud and debris is removed from the vehicles prior to leaving the site and entering the public highways. This will ensure that mud and debris is not transferred onto the surrounding roads. If mud and debris does make it onto the surrounding roads from the site, the Contractor will utilise a road sweeper to keep the road network clear.

External Works

External work prohibited during extreme weather such as rain, strong winds or snow. External work at height also prohibited in icy conditions. Operatives to be warned of the dangers of skin damage prior to external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

Site Set-up

All open boundaries to the site will be fenced off and construction safety signage will be erected at the site entrances and on perimeter fencing. Welfare facilities to be established within a welfare cabin at site compound to provide WC, canteen, washing and rest area facilities. Water and power to be connected from suitable supply, to enable the provision of hot water and facilities for making hot drinks. The welfare accommodation to be cleaned regularly.

Parking is only allowed in recognised allocated vehicle parking areas.

Each contractor to ensure unnecessary delays do not occur that could obstruct vehicle / pedestrian movements. Drivers must take care when other vehicles and pedestrians are in any area through which they are moving. Where possible audible and visual signals should be used for reversing. Please refer to the traffic management plan included in this document for further information.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Prior to the commencement of any works, sufficient clear working space (considering the nature of the work, the location in which the work is to be undertaken and the needs of any other building / site occupants) will be made available, so far as is reasonably practicable. Suitable warning signage and barriers (as appropriate) shall be positioned around the workarea, so as to restrict other persons from entering said area.

During the works, attention will be paid at all times to the maintenance of a clear working space. If during the works, the maintenance of a clear working space is impracticable, the person undertaking the work will liaise with the site management /principal contractor.

Work Equipment

All current legislation and codes of practice regarding work equipment usage will be complied with. Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All mains powered 240v work equipment will be designed / constructed so that it will operate, via a transformer or the power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Guards to be correctly fitted before use.

When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

Working at Height

All current legislation and codes of practice regarding working at height will be complied with.

Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials / structures / areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toe boards before use. If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier. Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base / danger area, so as to prevent unauthorised access.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

Lifting Operations

Crane lifting plan / lifting plan to be completed for all lifting operations involved with the task.

We will be utilising a contract lift for all required liftings, sub-contractor will be producing a lifting plan prior to any cranes arriving on site.

Lifting equipment will be of sufficient capacity, will have current test and thorough examination certificates and will be inspected weekly. All lifting gear to be clearly identifiable and colour coded for currency of examinations.

All lifting gear is subject to thorough examinations which are to be carried out by a competent person and recorded at least at six monthly intervals.

Damaged equipment is to be taken out of use immediately.

Equipment is to be of the correct length(s) and have sufficient safe working load capacity for the task.

All persons involved in any lifting operations to be competent for the task they are to carry out.

Communication between the crane operative and banksman is to be by two-way radios or hand signals if there is a good line of vision.

Access to area below lifting operations prohibited and to be prevented at all times, with suitable barriers and signage.

Heavy loads are to be lifted into position by mechanical aids to minimise manual handling. Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from safe working platform.

Manual Handling

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads any items weighing more than 25 kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor / site manager will determine a safe method of handling through completing a risk assessment and specifically instruct nominated individuals.

Any items or loads above 25kg to be handled through mechanical aids or team lifting. The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials. Routes by which materials have to be carried by hand will be checked for, and kept free of, obstructions. Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear. Two or more operatives will carry larger or heavier items.

Harmful Substances

All current legislation and codes of practice regarding chemical / substance usage will be complied with. Where possible any hazardous substances will be substituted for alternative non-hazardous substances. COSHH assessments will be carried prior to use of hazardous substances.

Only those persons who are fully conversant with a chemical / substance will be permitted to use the chemical / substance. Adequate ventilation will be maintained at all times where hazardous chemicals / substances are used.

When not required for immediate use, chemicals / substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

If during the works, the provision / maintenance of a well vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor with a view to resolving the issue.

It is acknowledged that construction activities have the potential to impact on air quality, therefore water carts will be used for dust suppression along with air quality monitoring program or complaint based monitoring and common-sense monitoring. This will be performance indicated by receiving no complaints regarding dust from workers / neighbours / community members.

It is acknowledged that disturbance to adjacent dwellings from noise and vibration, significant noise generating activities and noise and dust generated from site can occur. Therefore, ongoing assessment and reporting will be in place, along with all significant noise generating activities being undertaken between 8am-5pm Monday to Friday and 9am-2pm Saturday only (no working on Sundays or Bank Holidays). Quieter activities which are carried out inside buildings such as electrical works, plumbing and plastering may take place outside of agreed working times so long as they do not result in significant disturbance to neighbouring occupiers. PPE will be provided to workers (eye protection and ear protection) No significant dust will be generated during construction.

Pollution

To reduce the risk of pollution, site hoarding will be erected to ensure dust particles, litter, run-off, and any other foreign object debris cannot leave the site.

Control of Noise and Dust

The Principle Contractor will continually assess the level of noise that operations are creating and implement measures that keep levels within acceptable limits, not only for workers on site but for others who may be affected by the works.

Due to the size and nature of the site there will be limited plant movement around the site by heavy plant and machines.

Fire Prevention

All current legislation and codes of practice regarding fire prevention will be complied with, and where possible any flammable substances will be substituted for alternative non-flammable substances.

No open fires are permitted on site.

All hot works will be controlled through the use of a permit to work system.

Prior to the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Prior to the commencement of any works that could create a fire, suitable portable fire fighting equipment will be positioned accordingly. During any works which involves the use of a flammable article / substance, all appropriate measures will be taken so as to keep sources of ignition (naked flames, cigarettes etc.) away from said flammable articles / substances.

Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.

Upon completion of any works which may have given rise to the risk of fire / explosion, the area will be checked and left in a clean condition. A 1-hour fire check will be in place for all hot works.

Waste Disposal

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company. Waste must be transferred using a waste transfer note.

Site Waste Management

As part of the main contractors environmental policy this site will produce a site waste management plan (SWMP). This will be prepared by the site management team and monitored by an external consultant.

The SWMP is reviewed with all the site operatives during the site inductions and discussed with operatives during tool box talks. The SWMP will be reviewed and updated throughout the construction phase.

During the construction phase all waste will be removed by a licensed contractor who will provide the required waste transfer notes. The method of waste removal will be via skips utilising a segregated waste strategy where possible. The Principle Contractors will work with suppliers and subcontractors to help reduce the volume of waste produced by construction activities.

Community Engagement

Careful consideration is to be applied to community engagement. Local neighbours are welcomed to report to the site manager to obtain updates on the construction process and key milestones. Local neighbours can also report to the site manager to report instances of unneighbourly behaviour from construction operatives along with any other issues they may wish to raise. A log will be kept, containing all reported instances and made available for inspection by the local planning authority upon request.

Deliveries to Site and Movement of Materials

All deliveries will be accepted between 9.00am – 5.00pm Monday to Friday and 9.00am- 12.00pm Saturdays only. Deliveries outside of these times will not be accepted and sent away from site.

A trained banksman must supervise the movement of wagons and delivery vehicles on/off the site. The banksman must remain in place whilst materials are placed within the site compound and when skips are delivered or removed. This is to ensure the safety of workers on site and pedestrians and users of the highway. Safety signs will be placed at vantage points to make the general public aware of the activities taking place.

All equipment and materials delivered to site will be labelled and stored on site at a designated location in accordance with manufacturer's instructions and any applicable COSHH assessments.

Dry storage area will be used for bagged cement materials. Materials will be stored safely away from

access routes. All materials will be unloaded using mechanical aids with sufficient safe working loads.

Materials will be stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials are to be stored within storage units or otherwise protected from weather conditions and kept dry.

The following rules will ensure the safety of workers, highway users and members of the public:

- Articulated vehicles may not be allowed on site unless agreed in advance with the Principal Contractor
- All deliveries must be booked-in with the Site Manager a minimum of 2 hours in advance.
- Deliveries to be arranged around peak congestion periods.
- On arrival at the site, the delivery driver must stop and report to the site office. From here await Principal Contractors' Banksman who will guide the vehicle safely to the offload area, including overseeing any reversing, and his instructions must be followed accordingly.
- All delivery drivers must have full PPE (i.e. hard hat, safety footwear, hi-vis vest or jacket and suitable gloves) before entering construction areas
- Turning/ reversing areas, loading and unloading, storage areas, waste storage/ collection and segregated pedestrian/ vehicular routes should be clearly included for in a traffic management plan for the site developed and maintained throughout the project. Particular attention should be given to effective control of reversing/ turning vehicles especially at site access and egress points.
- The delivery times will be limited to between 10am-2pm Monday to Friday and 9am-11am on Saturdays (no working on Sundays or Bank Holidays). This information has been passed to the purchasing manager in the Head Office, for instruction when placing orders to site. In the event of a delivery outside of these hours will be sent away by the site manager.

Peak Traffic Times

From observation, peak traffic times are 07:30 - 09:30 & 15:00 - 18:30. Deliveries to site and movement of construction vehicles outside of the site are to be avoided if possible, around thesetimes.

Highway Permits/Licensing

Applications for all forms of highway permits/licenses shall be made in advanced of any works being undertaken on the adopted highway Note: NO boundary fencing shall be erected or positioned on any part of the adopted highway with first seeking the relevant permits/licenses from the Local Highway Authority.

Site Security and Signage

Sets of keys to the main contractors assets (Site office, Site canteen, Welfare unit, Plant) is kept by the site supervisor, with back up keys being kept by the site manager and a set back at the HQ. Access to site is to be protected by a coded padlock, the code is to be known only by the main contractor employees, and must not be divulged to **ANY** third parties.

Appropriate signage will be displayed on hoarding around the site and where required to informthe public and workers on site.

Protection of the Public

The site will be well protected and secured by means of solid timber hoarding, and two sets ofsteel vehicle gates with sliding lock mechanism (such as those seen in the picture below).

It is understood that the principal contractor will be installing CCTV to cover the site during construction works. Safety signage will be erected around the site, to warn against the dangers of interfering with a construction site.

Emergency Procedures

For minor injuries, a first aid kit will be provided in the site canteen; the site manager will be a qualified first aider. For serious injuries and incidents e.g. collision of pedestrian and vehicle, **YOU MUST CALL 999** and direct the emergency services to the site:

- Construction workers must always give way to other road users and pedestrians.
- Should any damage to the highway occur, the site manager will be informed who in turn will inform Trafford Council Highways.
- No construction obstructions are to be on or near the highway without a relevant permit

It is acknowledged that construction activities can have an adverse impact on the environment, if proper mitigation measures are not implemented and managed. This document considers the construction phase dust mitigation measures required for the site.

These measures are specifically considered for the following aspects of the construction works, where there is potential for adverse effects on sensitive receptors such as residential properties and allotment gardens in the surrounding area.

The specific potential dust generating activities assumed with the construction works have been identified as:

- Demolition & site clearance
- Movement of construction plant & vehicles
- Brick & block cutting
- Excavation
- Civil & surfacing works
- General Construction

The above activities will be mitigated using standard mitigation measures. These standard mitigation measures are presented in Table 1 and in the additional measures presented in Table 2.

Table 1: General Mitigation Measures

Mitigation Measure	Mitigation measure
General Dust Management	Develop and implement a series of dust management measures and monitoring measures. The level of detail should include as a minimum the measures set out in this table.
	Monitoring
	Site Manager to undertake daily on-site and off-site inspection, where receptors are nearby, to monitor dust, record inspection results, and make the log available to the local authority etc. when asked. This should include regular checks of surfaces such as street furniture, cars and window cills within 10m of site boundary, with cleaning to be provided if necessary.
	Preparing and maintain the site
	• Plan site layout so that machinery and dust causing activities are located away from receptors, as far as is possible. • Erect solid screens or barriers around particularly dusty activities or the site boundary that are at least as high as any stockpiles on site. • Avoid site runoff of water or mud. • Fully enclose site or specific operations where there is a high potential for dust production and the site is active for an extensive period. • Keep site fencing, barriers and scaffolding clean using wet methods where there is the risk of dust accumulation. • Remove materials that have the potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below. • Cover, seed or fence stockpiles to prevent wind whipping.
	Operating Vehicle/Machinery
	• Where possible, water suppression will be used to prevent dust. • Ensure all vehicles switch off engines when stationary - no idling vehicles. • Car share/public transport/cycling/walking to work will be encouraged.

Table 2: Specific Mitigation Measures

Mitigation Measures	Mitigation measure
Measures specific to: demolition & site clearance	Ensure equipment is readily available on site to clean any dry spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods. Water jet fully charged on standby, to use when dust starts to disperse into the area Site fully closed off to the public with adequate warning signs displayed Site fully closed off to the public with adequate warning signs displayed Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non- potable water where possible and appropriate. Use enclosed chutes and conveyors and covered skips.
Measures Specific to: Movement of construction plant & vehicles	Use water-assisted dust sweeper(s) on access and local roads, to remove, as necessary, any material tracked out of the site. This may require the sweeper being continuously in use. Avoid dry sweeping of large areas. Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport. Record all inspections of haul routes and any subsequent action in a site log book. Implement a wheel washing system where reasonably practicable.
Measures Specific to: Brick & block cutting	Water suppression to be used at all times when cutting. Full PPE to be worn by operative. Cuts to be undertaken in designated area
Measures Specific to: Excavation	Water jet fully charged on standby, to use when dust starts to disperse into the area Avoid heavy/rough handling of machinery Use enclosed chutes and conveyors and covered skips.
Mitigation specific to: Civil & surfacing works	Water suppression to be used at all times when cutting Full PPE to be worn by operative Cuts to be undertaken in designated area Water jet fully charged on standby, to use when dust starts to disperse into the area
Measures Specific to General Construction	Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery. Skips to be covered if necessary