



Sumo Developments Ltd

**CONSTRUCTION PHASE HEALTH & SAFETY
METHOD STATEMENT/PLAN**

for site to be developed at:



**Maybank House
Altrincham**

Issued: 3rd April 2023

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1. NAMES OF PARTIES

1.1. The Client

1.2. The Principal Contractor

Sumo Developments Ltd
Pure Offices,
Cheadle Royal Business Park

Email: info@sumo-dev.com

Foreman

Contact: James Clarke
Tel: TBC

First Aid Personnel (Appointed Person)

Contact: Mike Nyakusanduka

Sumo Developments Site Manager will be the focal point for liaison between all parties on site including the Design Team. Liaison will be via regular meetings, email correspondence and where necessary telephone conversations.

Sumo Developments Site Manager in conjunction with the Sumo Developments procurement department will be responsible for appointing contractors, all of which have a long-standing working relationship with Sumo Developments on the projects. Contractors will be prequalified to ensure competence.

1.2.1 Principal Designer

Spectra
Pacific Court
Pacific Road
Altrincham
WA14 5BJ

Contact: Lee Taylor
Tel: 07977 101171
Email: lee.taylor@thespectragroup.co.uk

1.3 Sub-Contractor List

[illegible]

2. NATURE OF THE PROJECT

2.1. Location of Site

Maybank House
588 Altrincham Rd
Manchester
M23 9JH

2.2. Description of the works to be carried out.

The existing property was a former residential nursing home which is being retained and redeveloped to provide 9No. individual two storey apartments, together with a landlord's communal circulation area sited within the main building demise.

2.3. Commencement, completion, and duration of the works

Project commencement date; April 2023

Project duration; 8 months

Working Hours: 8.30am to 5pm

2.4. Project Notification

This will be issued by Spectra (PD)

2.5. Site Accommodation / Storage

Welfare facilities will be installed for the use of Sumo Developments throughout the duration of the contract. A welfare area will be set up externally to Maybank House to allow for Operatives to utilise.

All materials will be stored to the rear of Maybank House within the secured site. The material storage area is segregated from the works and is arranged into a compound with Heras fencing surrounding the materials.

Loading and unloading of materials and plant will be on site and access is via the side driveway entrance on Ferndown Road.

All debris and materials will be removed from site using a wait and load facility or fixed skip. This will allow all waste materials to be removed on a daily basis reducing a potential fire risk on site.

Site parking is on site to the tarmac area in front of Maybank House for all contractors and a visitors bay is located to the side of Maybank House.

2.6. Welfare & First Aid Facilities

All facilities provided for welfare will fulfil the requirements of the Construction (Design & Management) Regulations 2015 and will include facilities for dining, heating of food and water, hand wash basins with hot and cold running water and toilet facilities in sufficient quantities to satisfy the compliment of site staff.

An Appointed Person will be available at all times throughout the duration of the contract. The First Aid box will be situated within the Sumo Developments site demise at Maybank House.

2.7. Site Security

All personnel are required to report to the allocated security point at the entrance to the Maybank House site on arrival and sign 'on' site where the Sumo Developments Site Manager will initiate a specific site induction. All personnel are required to sign 'on' and 'off' site on all occasions to comply with our procedures for emergency evacuation and roll call.

The site will be fully hoarded to the front (Altrincham Road) and the side (Ferndown Road of Maybank up to the existing fence line. Site notices will be displayed on the Altrincham Road elevation.

2.8. Emergency Procedures

The Fire Plan for the site (posted at the front entrance and exit points as necessary on all levels) will indicate emergency exit and fire points. During the induction process all personnel will be informed of the specific procedures to be undertaken in the event of an emergency situation arising. Such procedures will include evacuation routes and emergency exit points, siting of emergency portable firefighting equipment and the position of the assembly point used to take a roll call. The site register will be utilised in the event of an emergency evacuation to carry out the roll call. Personnel not present will be notified to the senior member of the attending emergency services. It is important therefore that all personnel adhere to the signing 'on' and 'off' site process to prevent a serious situation arising regarding missing personnel.

A Fire Warden appointed from the Management Team will check all areas on an on-going basis to ensure all emergency exit routes and firefighting equipment provided are maintained.

All personnel will be required to conform to the existing or new fire and emergency evacuation procedures. The escape routes from all fire escape doors are to be maintained clear at all times to allow the exits to be used in cases of emergency.

2.9. Hazardous Materials Content

Refurbishment/Demolition Asbestos survey required before works commences on site.

Should any suspect materials be identified works will cease immediately, the area will be sealed, and Sumo Developments Site Manager will be contacted by the Site Foreman.

When using stihl saws to cut brick materials the contractor will use water suppression. All external activities that cause dust and dirt will have suppression measures in place to minimise any impact to the local environment. Water suppression measures as well as vacuum suppression will be employed on the site.

Whilst the construction activities on site will likely not require wheel washing facilities. The contractor will ensure that any vehicles existing the site are clean and clear from any excess mud/debris.

2.10. Personal Protective Equipment

All personnel attending site whether working on site or as a visitor will be required to conform to the company requirements for the wearing of mandatory Personal Protective Equipment.

Additional PPE may be required in other areas of the site and this equipment is to be utilised as and when any signage denoting that equipment is necessary.

PPE will be Hard Hats, Boots, and Hi Vis Vests as a minimum.

If it is deemed appropriate by the site foreman to relax the use of PPE during the project, then it will be the responsibility of the site foreman to ensure that this is reflected within the site rules and any site specific RAMS relating to the task.

2.11. Site Induction/Site Rules

All personnel attending or visiting site are to undergo the site induction given by Sumo Developments Site Manager. The induction will give all personnel information and instruction, which will, as far as reasonably practicable, enable them to carry out their duties without risk to their health & safety.

The site induction will provide information and instruction on the following subjects;

- Client site rules and regulations.
- Entry to site & site regulations.
- Rules for contractors.
- Personal protective equipment.
- Welfare facilities.
- First aid facilities.
- Fire and evacuation procedures.
- Fire fighting, raising the alarm & assembly point.

- Excluded areas.
- Accident reporting.
- Warning of danger.
- Smoking,
- Permits to work.
- Provision of risk assessments, method statements & COSHH details
- Housekeeping.
- Nominated persons.
- Plant & equipment.
- Electrical equipment.
- Site clearance.
- Disciplinary procedures.

Health & Safety Goals are to ensure a safe work environment for all personnel on site, visiting and any members of the public who may be affected by the works.

Toolbox talks will be undertaken by Sumo Developments Site Manager on a regular basis.

2.12. Accident / Incident Reporting Procedures

All accidents are to be reported to the Sumo Developments Site Manager and be recorded in the site accident book. Accidents and incidents requiring notification to the Health & Safety Executive will be reported as required under the RIDDOR Regulations 2013 within the allocated time constraints and on the relevant documentation contained within the site safety pack. These accidents and incidents will also require immediate notification, complete with an internal accident / incident form and copy to Head Office.

2.13. Plant & Lifting Equipment

All plant or equipment intended for use on our sites must carry a current test certificate, which must be verified. **Training certification for all plant and equipment operators** must also be provided by the relevant personnel/contractors. Personnel with no certificated record of training will not be permitted to use any items of plant or equipment.

2.14. Arrangement for Monitoring & Review of H&S Performance

H&S Performance will be monitored daily by the Sumo Developments Site Foreman with any issues being reported to the Contracts Manager.

Ad hoc Audits will be undertaken by the Contracts Managers and any issues addressed with the representative of the respective Contractors.

Sumo Developments Safety Consultants Spectra Safety will also undertake un-announced inspections of projects.

H&S Performance is reviewed at the end of each project and also within regular Operational meetings.

2.15. Arrangements for the exchange of Information between parties

The Contracts Manager will be the focal point for liaison between all parties on site including the Design Team and Principal Designer. Liaison will be via regular meetings, email correspondence and where necessary telephone conversations.

2.16. Arrangements for consultation with workforce

Workforce consultation will be via formal and informal meetings and discussions on site.

Operatives on site will have the opportunity to voice and health and safety issues to the Sumo Developments Site Foreman.

2.17. Arrangements for the approval of sub-contractors RAMS

Safety Method Statement and Risk Assessments will be approved by the Sumo Developments Site Foreman and the nominated Contracts Manager.

All documents will form part of the on-site Health & Safety Management System.

All Operatives are required to sign that they have read, understood and will comply with their company safety documents prior to commencing work onsite.

2.18 H&S File Information

All relevant information will be provided to the Principal Designer to all the Health & Safety File to be completed and handed over to the client.

2.19 PCIP/Clients Brief

To be supplied by the PD/Client.

2.20 Temporary Works

All temporary works will be overseen by a temporary works co-ordinator who is capable of performing the tasks as prescribed in BS5975:2008 and who is vested with the authority to ensure the implementation of the temporary works design.

The temporary works co-ordinator will ensure that suitable temporary works are designed, checked and implemented on site in accordance with the relevant drawings and specifications.

During the works, the Temporary Works Co-ordinator will ensure that a Temporary Works Register is held to identify all temporary works items associated with the project.

3 EXISTING ENVIRONMENT

3.1 Adjacent Land

There are residential properties to the rear and LHS of Maybank House – to the RHS is Ferndown Road

3.2 Proposed Site

See description

3.3 Planning Restrictions

No restrictions have been identified.

3.4 Existing Traffic Systems & Access

Routes for vehicles and deliveries are to be always maintained clear with no obstructions caused to the roads.

Suppliers are to be informed of the need for caution when visiting the site and to avoid possible interaction with members of the public. All drivers must report to the site foreman prior to attempting to reverse in public areas as a banksman will be appointed to supervise this operation.

Where practicable large deliveries will be outside peak commuter/retail periods.

Suppliers will be informed to instruct drivers to report to the site manager prior to commencing loading and unloading operations.

Access will be via Ferndown Road site entrance and all material vehicles will deliver into the site.

3.5 Existing Services

All existing service runs are to be located and identified prior to work commencing. Liaison will be required between all parties to establish service positions to ensure safe working.

3.6 Existing Structures

Any relevant H&S information within the Health & Safety file for the unit to be provided to Sumo Developments by the PD and Project Manager where relevant.

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- B. Construction Phase Documentation (Site Issue)**
- C. Fire & Evacuation Procedures**

APPENDIX

A

**COPY OF FORM F10
(PROJECT NOTIFICATION)**

APPENDIX

B

Construction Phase Documentation (Site Issue)

APPENDIX

C

Fire & Evacuation Procedures

FIRE & EVACUATION PROCEDURES FOR.

(MAYBANK HOUSE)

Fire Assembly Point:

All provisions for means of fighting small fires (portable fire extinguishers) and routes of escape / assembly point will be notified to all personnel as part of the induction process.

The sounding of a fire bell will notify personnel to vacate the premises.

All escape routes are to be clearly marked on a floor plan at the entrance / exit to the working areas. Suitable fire extinguishers are also to be in these positions. The changes in Phasing's will be notified to all personnel as will the amended Fire & Emergency escape routes.

All personnel and visitors, in order for us to comply with our duties are required to sign the register on arrival and departure to the site on each occasion.

Duties of Fire Warden –

The duties of the Fire Wardens will be to;

SUMO SITE MANAGER

- Check all escape routes are clear on a daily basis, ensure all Portable Fire Extinguishers are in position and fully functional.
- Inspect the work area one hour after the use of hot work tools to ensure that latent fire will not result at the close of shift.
- Raise the alarm in the event of an outbreak of fire, notify the Fire Brigade and initiate clearance of the building via the fire escape routes.

A roll call using the signing in register will be taken outside the building in **THE DESIGNATED AREA** and any missing personnel are to be notified to the senior officer of the Fire Brigade.

- ignition sources & hot working.

