

Method Statement for Planning Condition Discharge

Leek Indoor Market

Leek

Revision	Amendment:	Date:
A	First Issue	24/01/24
B		
C		
D		
E		

CONTENTS	
• PART 1	Introduction
• PART 2	Scope Of Works
• PART 3	General H&S
• PART 4	Site Constraint Logistics
• PART 5	Communication

Part 1 Introduction

This method statement has been produced as part of Speller Metcalfe's (SMML) submission for the discharge of pre commencement planning conditions relating to the refurbishment of Leek Indoor Market in Leek.

Our philosophy for the site establishment at Leek Indoor Market (LIM) can be summarised as follows:

That our primary focus is to continue to provide the health, wellbeing and safety of all staff, pupils and visitors to LIM and the neighboring residents, throughout the duration of the construction works.

To establish the site accommodation to maximise communication between all principal parties to the project. Good communication will ensure that all parties will contribute to a collaborative approach on the project.

To provide a secure environment that restricts access onto the site to authorised personnel only, allowing the workforce to be vetted prior to commencement and enabling site activities to progress in an efficient manner.

To control deliveries and vehicular movements in a manner that does not affect the Health & Safety of the site workforce, members of staff, pupils or College visitors utilising the footpaths and roads surrounding the site.

To manage materials on site to ensure that they are handled and stored correctly and efficiently; that they are distributed efficiently to the workface; and to ensure that the materials incorporated in the works are in the same condition as they were at the time of manufacture.

To minimise the production of waste materials, and to efficiently remove waste materials from the work areas to maintain a clean site at all times. This will improve the quality of the installations. Waste will be segregated wherever possible.

To ensure that pedestrian and vehicle traffic around the site continues to flow and operate throughout the construction period with minimal disruption.

That access to the site for construction works is gained solely from Market Street and ample space has been allowed to unload materials without causing congestion in the town.

PART 2: SCOPE OF WORKS

The project consists of the refurbishment of both the Trestle and Butter Market and providing a facelift to the stalls within. New beverage stores will be created and the internal fabric of the building will improve whilst respecting the heritage of the market. Additionally, a new M&E system will greatly improve the market's sustainability credentials.

Externally, the roof finishes on the Trestle Market will be replaced as the current ones contain asbestos material. PV panels will be fitted on the roof of the Butter Market as part of the M&E modernisation.

PART 3: General H&S

A clean site creates positive perceptions, along with limiting risk of negative impact on the day to day operation of the surrounding neighbors.

All works are carried out from existing hard-standings, this ensures that there is only a very limited risk of mud being carried onto the adjacent car park or road. This limited risk will be managed by our dedicated on site project team.

Ensuring the safety of our site operatives and members of the public is the number one priority of Speller Metcalfe. Our aim is to have zero incidents on all our sites and we have a zero-tolerance policy to any breaches of our procedures.

Quality

All contractors are vetted thoroughly by way of questionnaires and interviews prior to the placing of an order and checked against the HSE database. 100% of our subcontractors working on site will hold a valid CSCS card or equivalent. Managers and black hat supervisors will hold a SMSTS or SSSTS qualifications. These will be checked for validity during the site induction which every operative must attend prior to starting on site.

Co-operation

Each month the site team carry out a review of all subcontractors' performance in terms of safety, quality, communication and collaboration. Any contractor found to be falling below the set standards may be removed from site and subsequently from our database to prevent them working on future projects.

H&S Monitoring

All Speller Metcalfe sites are audited regularly by our **Health & Safety managers** with a copy of the report being issued to the Client in the monthly site progress review.

Attendance

Any individuals attending the site, either as operatives or visitors will sign in and out and wear the correct identification at all times.

RAMS

Each contractor will issue a site-specific **Risk Assessment and Method Statement** for all activities they are to carry out. As part of our control measures on site, where necessary we operate a **Permit to Work system** for key operations including Excavations, Hot Works, and Working on or adjacent to live services, crane lifts, etc.

PPE

Minimum levels of PPE required on a Speller Metcalfe site are: Hard hat, Safety boots, Hi-Viz coat/vest and gloves appropriate for the task. Other items will be worn as required by the site-specific risk assessment and method statements, e.g., ear defenders, goggles, masks.

CPHSP

Our Construction Phase Health & Safety Plan will contain full details of our Health & Safety policies including the recording and reporting of all accidents and near misses, training policies and records of directly employed operatives, monitoring of occupational health hazards including Hand Arm Vibration, Dermatitis, Respiratory Disease, exposure to noise and substances or materials hazardous to health, e.g., lead or chemicals.

Smoking

Smoking will not be permitted on site only in designated smoking areas.

Work at Height

Where possible, work at height is to be avoided by considering alternative means of accessing higher levels, for example assembling sections on the ground, extended lances on jet wash, remote machinery etc. Where it cannot be avoided, there is to be a hierarchy of control measures, with full enclosed work at height equipment (*mobile towers/MEWP*) to be used ahead of alternatives such as hop ups or ladders. Equipment should always be used in accordance with manufacturers guidance and erected, inspected and dismantled by trained and competent individuals.

Work & lifting activities & equipment

POWER & LOLER will be adhered to at all times, this includes statutory 6 monthly thorough examinations, as well as the recording of weekly inspections. Specific plant will be operated by formally trained & competent persons and in line with manufacturers' recommendations.

All lifting activities will be considered and planned prior to commencing the lift. This will be in the form of a lift plan to cover the works with the specific lifting equipment and capabilities considered and stated (SWL's) confirming that the equipment is suitable for the task.

All lifting activities will be completed within the construction site area, isolated from the live College areas, with the majority of lifting activities carried out within the new building footprint, or from the crane platform shown on the proposed logistics plan.

Noise & vibration

This will mainly concern, but is not limited to, the civil & structural works connected with construction of the foundations, piling, drainage and steel frame. A lot of the work involved will be around the movement of larger mechanical plant, but also later in the construction process with cutting of materials such as metal & timber. Relevant contractors will carry out noise assessments to ensure that workers are not exposed to high noise levels without appropriate hearing protection or areas segregated, whilst also considering the external impact of any noise generating activities on the College environment. Noise and vibration monitoring will be carried out when required on site with records being made available should the need arise,

Hand Arm Vibrations (HAVS) Assessments will be completed for all manually operated equipment, with the aim to reduce the use, where possible and always remain under the recommended maximum exposure limits. Trigger time must be recorded for all individuals. Vibration can be reduced by using good quality and well maintained equipment, for example blunt breaker attachments will slow down the work and therefore unnecessarily increase an operative's exposure.

Manual Handling

Where possible manual handling will be avoided by using alternative mechanical means e.g. forklift telehandler, trolley, pallet truck. Where manual handling is required an assessment will be carried out for any repetitive tasks, as well as one off unusual lifts. Good lifting technique should be maintained and people should always lift well within their personal capability. Sub-contractors will deliver a tool box talk to their operatives early in the project, if they are due to be carrying out manual handling duties.

Dust

Construction will always result in dust. However, it is our responsibility to limit this by means of using the correct plant to suppress the dust at source, dampen down the material during movement and placement, and screen the areas internally to prevent dust migrating around the site and the building. A solid metal hoarding will be installed on the South Elevation to prevent any debris accidentally falling outside the confines of the site boundary.

Full details will be issued as part of the Risk Assessment and Method Statement from our sub-contractors. At Speller Metcalfe, we operate a "face fit mask" policy that complies with the latest HSE guidelines regarding airborne particles and only operatives that have been trained and assessed will be allowed to work in sensitive areas. All activities will be subject to Risk Assessments and Method Statements with the necessary dust suppression and PPE employed.

COSHH

All COSHH materials used on the project will have a COSHH assessment in place prior to using. This should be available at the work face for consultation during works and must detail any PPE/RPE to be used, how the product should be stored and any emergency considerations. Storage of materials must not be in welfare areas or fire escape routes and all materials will be in a marked and suitable container, kept at least 6m from the nearest College building.

PART 4: Site Constraint Logistics

Construction Working Hours

Monday to Friday - 7:30 to 18:00

Saturdays - 7.30 to 13:00 (Not Expected)

No work will be allowed to be carried out on Sundays or Bank Holidays, unless prior consent is sought from Local Authorities.

Parking and turning facilities for vehicles of operatives and visitors

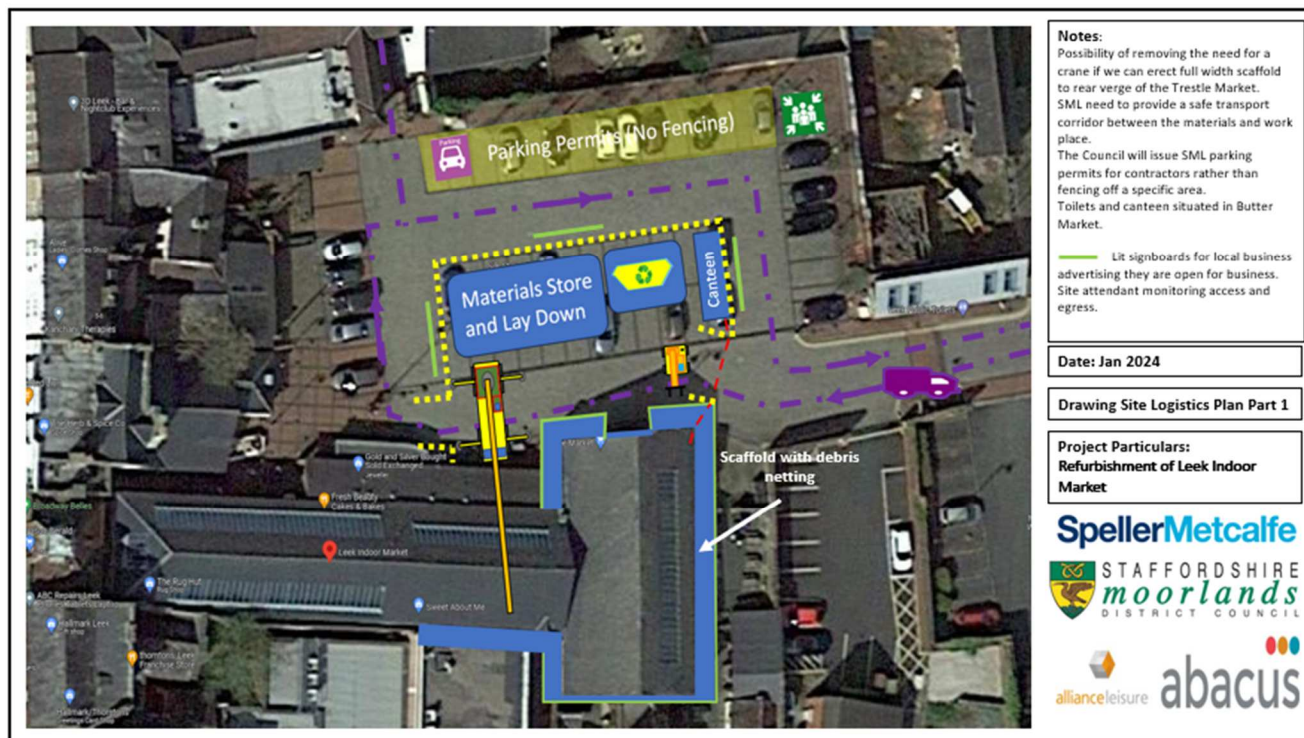
Contractors and visitors parking will be provided within the main welfare area, with this area sufficient to support the majority of construction site parking. Early discussions with the local council have resulted in SML being able to use a designated area in the council operated car park. We also encourage the use of public transport and cycle to work schemes where practicable which will reduce the impact on the local road network.

Deliveries

The designated site entrance gate, for all construction traffic, is situated off Market Street in the council operated carpark to the north of Trestle Market.

The access and entrance areas of the site will need to be carefully managed to avoid impact on the operation of the local shops and the general public, and as such all of our supply chain partners will be issued with a "Delivery Plan Route Requirement" as part of their order which will include:

- Required approach & exit route requirements
- Deliveries to be agreed at least 24 hours in advance
- A time slot will be allocated
- Maximum speed limit on site of 5 mph
- On the day the driver will call the site 30 minutes before arrival
- Deliveries will be escorted into the site and unloaded
- All drivers will wear appropriate PPE at all times



Material Storage

Whenever possible materials will be ordered to arrive on a “just in time” basis to keep site storage to a minimum. Areas on site will be set aside for material storage. Our contractors will be encouraged to only bring the materials they require for the short term to minimise the quantity of materials left on site which naturally helps to reduce wastage at the same time.

Security

In securing the construction site, we will provide a solid Heras fence to the compound area of the works and ensure all other doors from the Market are locked to avoid unauthorized access.

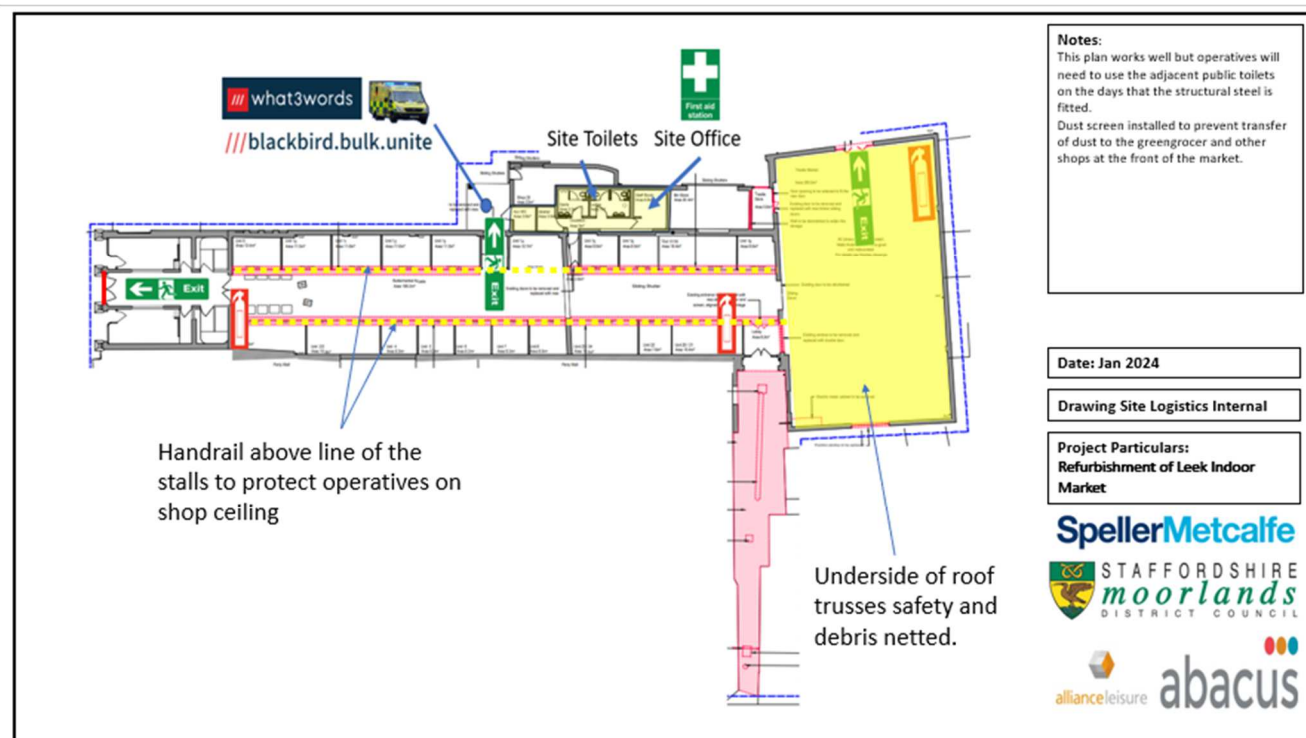
In addition, the following systems will be used:

- A site operative will be on hand during construction to prevent unauthorised access and coordinating delivery vehicles.
- Utilisation of independent CCTV / External lighting
- We have not included for any out of hours static guarding. The works are within the confines of City of Wolverhampton College where we will utilise their arrangements.

Site Accommodation

To minimise disruption by taking valuable car parking space, the site office and toilets will be located in the existing market. A single canteen facility will be located in the car park to the north of the market, as illustrated in the drawing above.

The internal accommodation is laid out below:-



Temporary Services

Once the offices and welfare facilities are in place, we will carry out temporary service connections, taken from the Market.

With respect to data, mobile communications and data links these will be set up on site from the outset.

Temporary power and water will be taken to both the proposed welfare facilities and the footprint of the new building.

Waste Management

The preliminary Site Waste Management Plan will be established as part of our wider Environmental Management Plan. We aim to reduce waste to landfill by managing the waste arising from site and reusing and recycling where possible. Our waste management contractor will provide regular reports and records to indicate the percentage of each material type removed from site.

Site initiatives will include separation of skips, careful ordering and storage of materials to prevent unnecessary waste and specialist collection of materials such as plasterboard.

Controlling Vehicular Ingress and Egress

It is essential that we control the frequency of traffic into and out of site. A site delivery plan to be developed, to avoid congestion along surrounding roads. The Speller Metcalfe team will ensure that deliveries where possible are scheduled outside of key 'rush hour' periods. All vehicles on arrival to site will be met by our gate person who will guide them into and out of site. Hardstanding run off areas are to be created and wheel wash facilities set up to ensure no mud is taken out on to the surrounding public roads.

Elevational Access

Elevational access to the Butter Market will be achieved using independent scaffolding. Some of said scaffolding will need to be located on adjacent properties. Speller Metcalfe are currently in dialogue with the adjacent business operators to seek agreement.

Fire Prevention

All Speller Metcalfe sites develop project specific fire codes and practices following Risk Assessments carried out by the team. As the project evolves the practices will be adapted to suit current conditions. Standard procedures include the training of managers to be fire marshals, linked evacuation alarms, fire extinguishers strategically located on site in accordance with the fire action plan and regular fire drills for all site operatives.

Emergency Access

Prior to construction works commencing, the emergency services will be notified of the project. The site team will ensure that emergency routes are kept clear at all times at both the site entrances and throughout the site as a whole. Regular fire drills will be held by our site team. All procedures will be reviewed on a monthly basis and if necessary, amended to reflect the progress of the works.

PART 5 Communication

Working in collaboration with the client and adjacent business owners, our Senior Project Manager and his team will agree procedures and communications protocols which will allow us to work comfortably alongside one another.

In order to minimise business interruption to the adjacent businesses, Speller Metcalfe will provide signage on around the site informing the public of business that remain open and alternative pedestrian and vehicle routes.



Adjacent Owners

From the outset we will keep our local businesses and residents adjacent to the site notified of our ongoing works by means of newsletters, information boards, and continual communication. Our contact information will be included in all communication and posted on the boundaries of the site. It is essential that dialogue between the relevant stakeholders and Speller Metcalfe takes place on an agreed regular basis. Discussions will include but not be restricted to:

- Work activities due to take place on site
- Inductions
- Health and Safety Management
- Site visits
- Issues arising from previous week
- Deliveries – current / future

Site Induction Training

As detailed above, all persons working on site, prior to commencement, will first attend a site induction, where specific details will be provided about the project, working procedures and health and safety. In addition the relevant contractors' supervisor will brief their team on the contracted work scope and risk assessment and method statement. Speller Metcalfe have a zero-tolerance policy to any breaches of our procedures. Site inductions will be dynamic to incorporate relevant key criteria as the project evolves on site.

Daily Activity Briefings (DABS)

The Daily Activity Briefing are undertaken by SMML site management team and are a clear way of outlining and communicating daily tasks and enhancing collaboration between the site team. During the daily meeting, the team identify potentially hazardous areas/tasks and update on staff and operative movements. These briefings are undertaken at the start of each working day and ensure all staff are aware of what is happening at any given time. Daily safety briefings by the management team to all workers help to foster a good health and safety culture, as well as team working.

Enhanced DBS Checks

There is no requirement for DBS checks as the site is fully segregated and there is no possibility of contact with children or vulnerable adults.