

# Construction Method Statements

## Pendle Ski Club Clitheroe

Car park alterations and extension



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PRINCIPAL CONTRACTOR: JOHN MOORE & SONS LTD

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**Contract Name:** Alterations and extension to car park  
**Site Address :** Pendle Ski Club

**Assessment completed by:** P. Ellison  
 (Please see amendment schedule on final page for any updated assessment)

**Date:** July 2017

RISK	ASSESSMENT BEFORE CONTROL MEASURES	ASSESSMENT AFTER CONTROL MEASURES
<p>1 Access to the site and unauthorised access</p>	<p>1B All visitors to the site shall be directed to the temporary site office and accompanied at all times by a nominated employee who shall ensure their safety. All site boundaries are made secure and signed in accordance with HSG151 'Protecting the Public. Your next move'.  Site boundaries to be as existing. Temporary fencing will be installed around work areas and to ensure continued access for the Client and visitors during the works.  Access into the site will be made obvious to visitors and no obstructions will be allowed to prevent access for vehicles which may cause problems onto adjacent roads.  Safety notices to be displayed: Usual direction notices – full safety pack  Other site specific measures: Warning signs to be positioned on Clitheroe Road to advise drivers of the access point to the site notifying of construction works. Traffic cones to be positioned around the site entrance.  No visitors are to enter site unattended – all are to be directed to the site office – full PPE to be worn by all visitors to the site.  The Site Manager, or designated nominee, is required to check that the site is secure at the end of each working day and that all signage is in position and that no debris affects the road around the entrance.  Site Agent to organise liaison as required. The site is not to be left with any obstructions or materials left on Clitheroe Road around the entrance.</p>	<p>1B</p>

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Site Works Method Statement

Rev. 2

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2	Parking of vehicles	3	<p>The existing car park will still be mainly available for parking during the works</p> <p>Access into the car park will be obstructed during materials deliveries. These are mainly hardcore for the car park and infilling to gabion baskets and will be delivered in 20T loads. Vehicles will be required to reverse into the site at the existing car park entrance and tip materials within the site.</p> <p>The existing entrance is wide enough for vehicles to manoeuvre around any materials deposited in temporary heaps awaiting transporting to the new car park area.</p> <p>Some temporary segregation of the existing car park will be required during installation of the gabion baskets and backfilling around. The number of vehicles using the car park during these works will be restricted. This work will only be undertaken once the new car park is completed. Contractors vehicles will not be more than 4 cars at any time and any loss of parking space on the existing car park will be compensated by use of the new car park for any visitors not able to park on the existing.</p> <p>We will also agree with the adjacent public house to use their car park if required on a temporary basis.</p>	3B
3	Loading and unloading materials	2	<p>As the new car park is the only works agreed at present, the materials required will comprise mainly hardcore and gabion baskets. The stone walls are to be constructed using existing materials on the site.</p> <p>It is envisaged that the new car park is mainly a grading and levelling exercise of the existing ground. No materials are to be removed from the site.</p> <p>Hardcore deliveries will be in wagon loads of up to 20T direct from the quarry. It is envisaged that the wagons will need to reverse into the site from Clitheroe Road and tip their loads on the new access to the car park. From this position materials will be moved into position using dumpers. During any vehicle deliveries, a banksman will be in attendance at all times and traffic will be temporarily held up during any reversing. This will be a simple manoeuvre as the entrance to the site is quite wide.</p> <p>Gabion baskets are delivered flat pack and will be unloaded by hand from the delivery wagon from the car park. The vehicle used for delivery will be a Merchants flat bed with hiab.</p>	2C

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4	Storage of plant and materials	1	<p>Plant used for the works will comprise of a tracked excavator, dumpers and a JCB Loadall. Access to the area of the new car park will be from the existing car park entrance. The first operation will be levelling and excavating the access and new car park using the tracked excavator. This will be mainly done before any materials are delivered to site. No materials are being removed from site.</p> <p>Materials will be delivered as described in section 3. Once delivered, they will be moved to their final position by dumper or Loadall.</p> <p>No materials will be stored near Clitheroe Road or in any position that may restrict access to the existing car park.</p>	1C
5	Security hoarding	1	<p>Site fencing will be erected around areas of the works were open excavations could be a risk. The existing car park access will need to remain clear for access.</p> <p>It is not envisaged that any excavations will require any protection. The works in this contract are mainly grading and levelling of the ground. No trenches or deep excavations are required.</p> <p>Fencing will be erected around areas where hardcore deliveries will be made. If materials are likely to spread, solid hoardings will be used rather than security mesh type fencing.</p>	1C
6	Protection and cleaning of the highway	1A	<p>On this project, no materials are to be removed from site. Deliveries to the site will be restricted to the area around the existing car park entrance only and this area is either concrete or gravel surfaced.</p> <p>We do not anticipate any debris or mud will be transferred to the highway. Wheel washing will not be required during this phase of the works. We will employ a road sweeper to clean the highway in the unlikely event that debris is transferred. Stanley Brothers Tipperers are our usual contractor for this and will be notified if required.</p> <p>This method statement to be monitored daily and changes implemented if it is found to be a concern.</p>	1C

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7	Dust (risks to operatives and others)	1A	<p>Dust will be suppressed at source, where possible. Dust masks/respirators will be worn during any dusty operations or where COSHH assessment indicate that they are necessary.</p> <p>Site specific issues in relation to operatives or visitors exposure to dust: - no excessive dust producing operations are envisaged – standard precautions only necessary – all works are out in the open.</p> <p>During any excessively dry periods, the areas will be wetted down to reduce the risk of dust leaving the site confines.</p>	1C
8	Traffic Management plan	1B	<p>Traffic entering and leaving the site will be controlled as noted in the above sections.</p> <p>A traffic management plan will be agreed with the Client once the consequences of our proposals are clear when the works commence.</p> <p>It is not envisaged any problems will arise, but this section will be revisited if any concerns become apparent.</p>	2C/3C

As the work progresses, further clarification of method statements are to be detailed and appended to this document.

Should any further work be requested by the Client, especially the new club house or tunnelling works, a new draft of this document will be required.

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**Precautionary Measures**

Identified additional trade/activity risk assessments and method statements

Trade/Activity	RA needed	MS needed	To be prepared by	If prepared by s/c, to be reviewed by

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**Risk Assessment Amendment Schedule**

Date	By Whom	Reason	Sections affected by amendments	Issued to	Confirmed personnel made aware of amendments

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Notes

1 ELEMENT OF WORK

Could refer to all works under contract or to separate elements which require separate risk assessments.

2 SEVERITY OF HARM

- High – Fatality, major injury or illness causing long term disability
- Medium – Injury or illness causing short term disability
- Low – Other injury or illness

3 LIKELIHOOD OF HARM

- High – Certain or near certain to occur
- Medium – Reasonably likely to occur
- Low – Very seldom or never occurs

4 RISKS

Special consideration to be given to:

- a) Falls from height
- b) Being struck by vehicles/plant
- c) Safety during demolition/alterations
- d) Safety of building occupants, visitors and the general public

5 Risks to be assessed for JOHN MOORE & SONS staff and operatives, other contractors on site, building occupiers, visitors to the site and the general public.

6 Control measures to include a reference to the development of method statements where necessary.

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