
METHOD STATEMENT

Details:

Contract Name:	Cemex –timber repairs
Location:	Cemex Raynes jetty – Llanddulas
Contract No:	XXX
Client:	Cemex
Nature of Works:	Replacement of rotten timber work on an existing jetty
Document Reference No:	Tender documents
Other Related Documents:	
Contract Start Date:	Commencing second quarter 2023
Contract Duration:	15 weeks
Issue Date:	15 May 2023
Approved by client:	(Signature)

Originator:	Martin Kitajewski	Signature:	MK
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Castle Road
Sittingbourne
Kent ME10 3EU

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Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

CONTENTS

1. Introduction
2. Information
3. Site location
4. Parking
5. Access/Egress
6. Site personnel
7. Site set up
8. Sequence & method of work
9. Emergency procedure
10. Other parties/contractors
11. General plant, equipment and materials
12. COSHH
13. PPE
14. Environment Considerations
15. Waste Disposal
16. Nearest hospital
17. Contact names/numbers

APPENDICES

- A. Risk assessment
- B. Induction register
- C. COSHH Assessments
- D. Site Location Plan
- E. Location of hospital
- F. Drawings/Scope

Job ref: M358
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1. INTRODUCTION:

- This method statement in conjunction with the Health, Safety & Environmental Risk Assessment has been written to provide suitable information on the methods used to carry out the proposed works and to provide details of how these operations will be carried out in accordance with current Health & Safety and Environment legislation and best practice.

2. INFORMATION:

- **Programme:-** 15 weeks

- 3. **SITE LOCATION:** At the end of the jetty approach, enclosed in Herras fencing.

- 4. **PARKING:** At the jetty approach and as indicated by Cemex.

- 5. **ACCESS/EGRESS:**

6. SITE PERSONNEL:

- We will have a full time site supervisor on site. His name/s and details are as indicated on the contact list in section 17.
- Should it be necessary for whatever reason to change the site supervisors then the client will be advised in advance and copies of the new supervisors details provided (if deemed necessary).
- The site supervisor will check the competence of all staff and sub-contractors working on site and record this on the site induction sheet.
- All persons working on the site will receive a site induction and a record kept on the appropriate form. A record of all personnel and visitors to site will be maintained and will be readily available in case of emergency
- The site supervisor is responsible for completing the weekly Labour return sheet.

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

7.Site hazards and restrictions

SEQUENCE & METHOD OF WORK

- This Method Statement and Risk Assessment must be available on site and all personnel must be fully briefed on this.
- All operations must be carried out in strict accordance with this Method Statement and Risk Assessment.
- Should it be necessary for any reason to deviate from the Method Statement, this must be agreed with the client and the Method Statement amended accordingly (if necessary this can be done by hand and signed by the Manager/Supervisor).
- At the end of each working day all surplus debris, materials and plant to be placed back in the store/compound area.
- At the end of each working day the site supervisor will check that fences are secured to prevent unauthorised access to the site.

Method of works

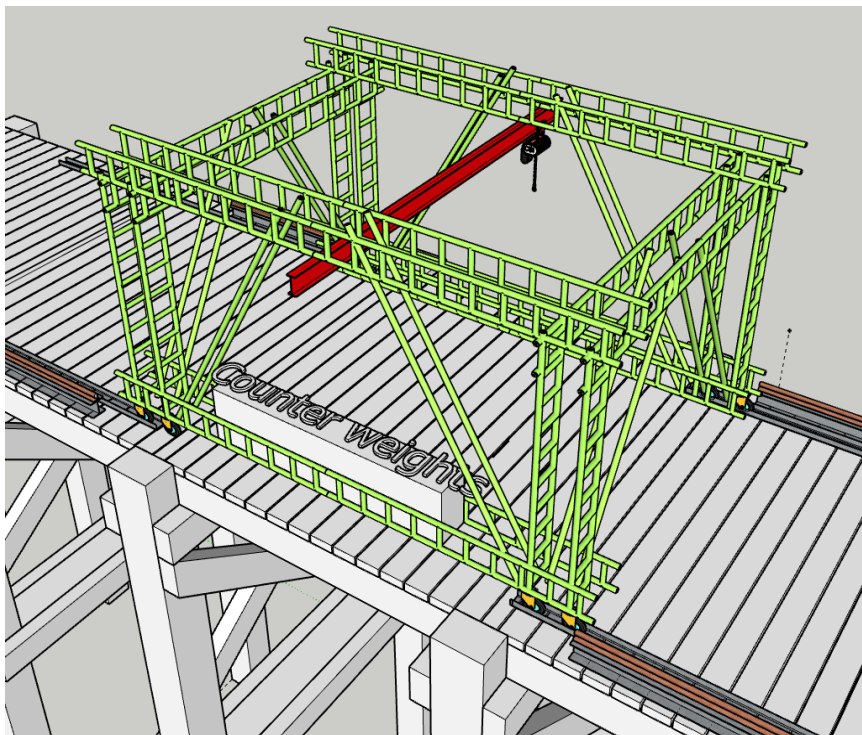
Deliver all deck timbers and steel beams to the jetty head with the aid of a multicat workboat.

This load out area will not hinder the use of the conveyor.

Remove existing conveyor rails over the span to be worked on.

Install channels either side of span to be worked on to site the mobile scaffold frame on.

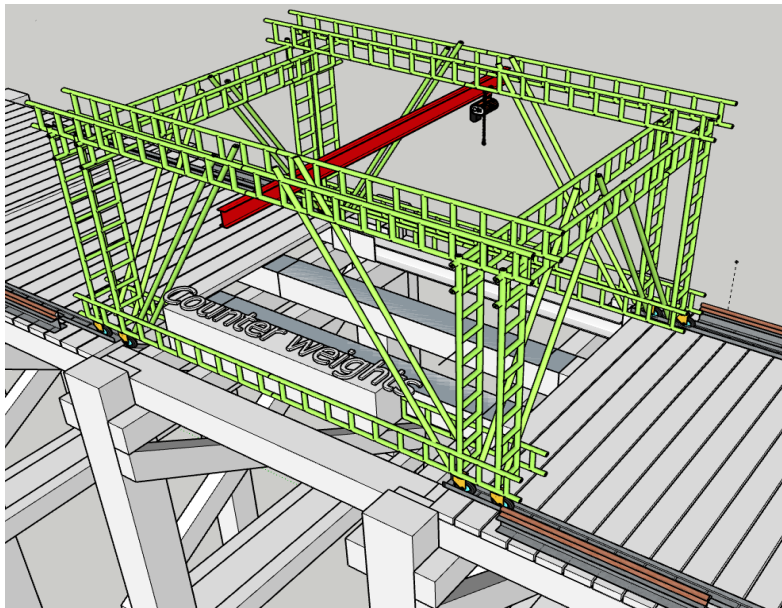
Install mobile scaffold including counterweights, beam with beam trolley and electric hoist.



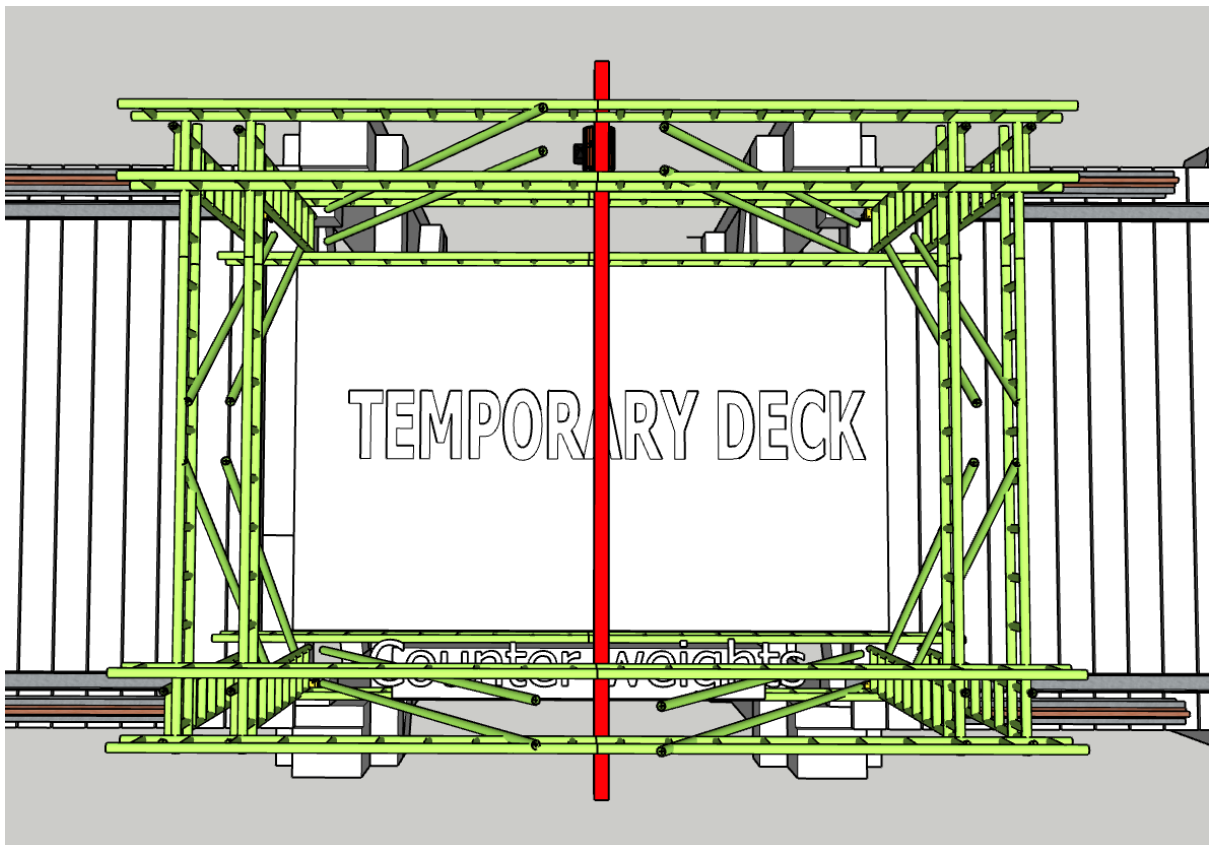
Prepared By: Martin Kitajewski

Date: 15 May 2023

Remove exist deck timbers.



Install temporary deck.



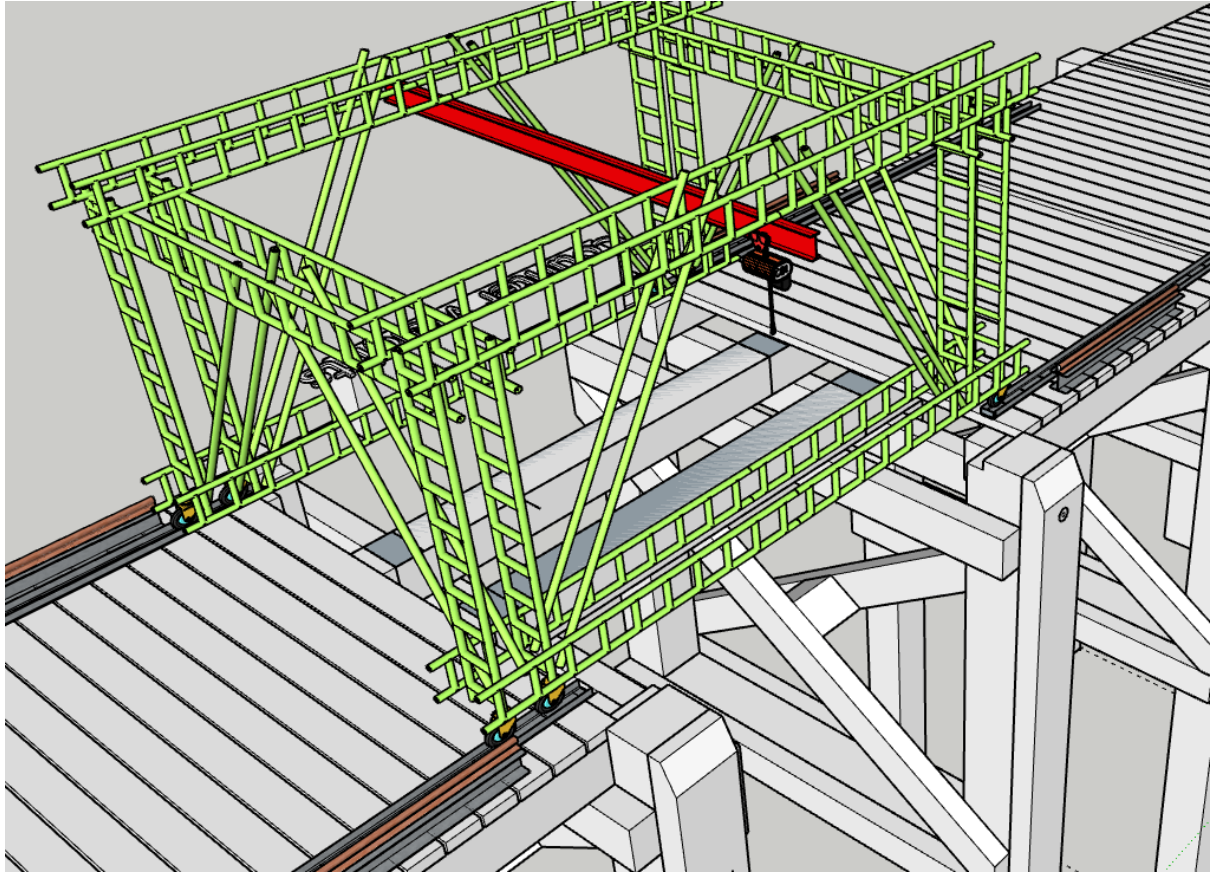
Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

Remove existing longitudinal edge deck support timbers 300x300.

This will be carried out with the aid of chain saws and roped access personnel.



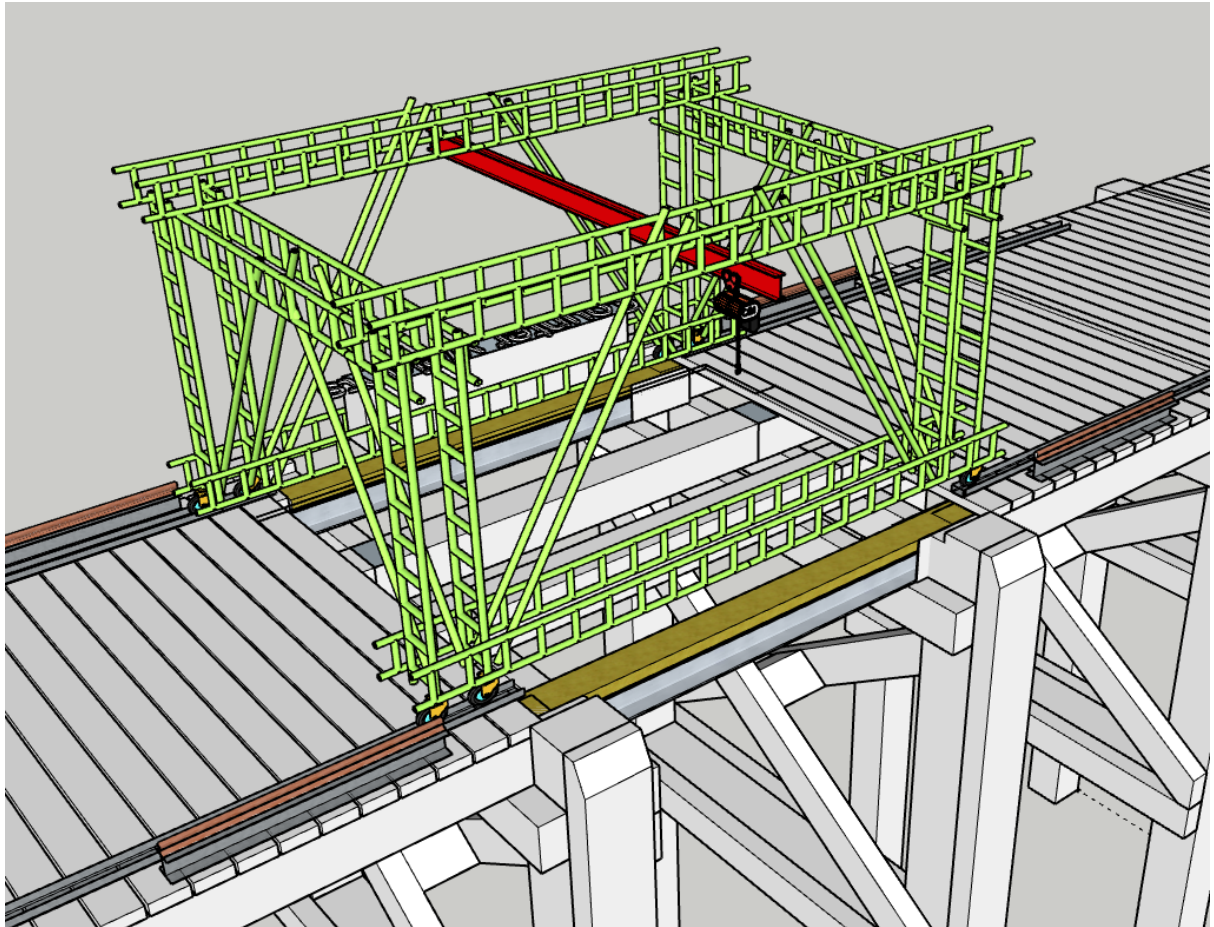
Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

Install new galvanised steel beams with timber deck bearing timbers. New steel beams to be fixed to the piles through existing bolt holes.

Access to these fixings will be gained with the aid of roped access personnel.



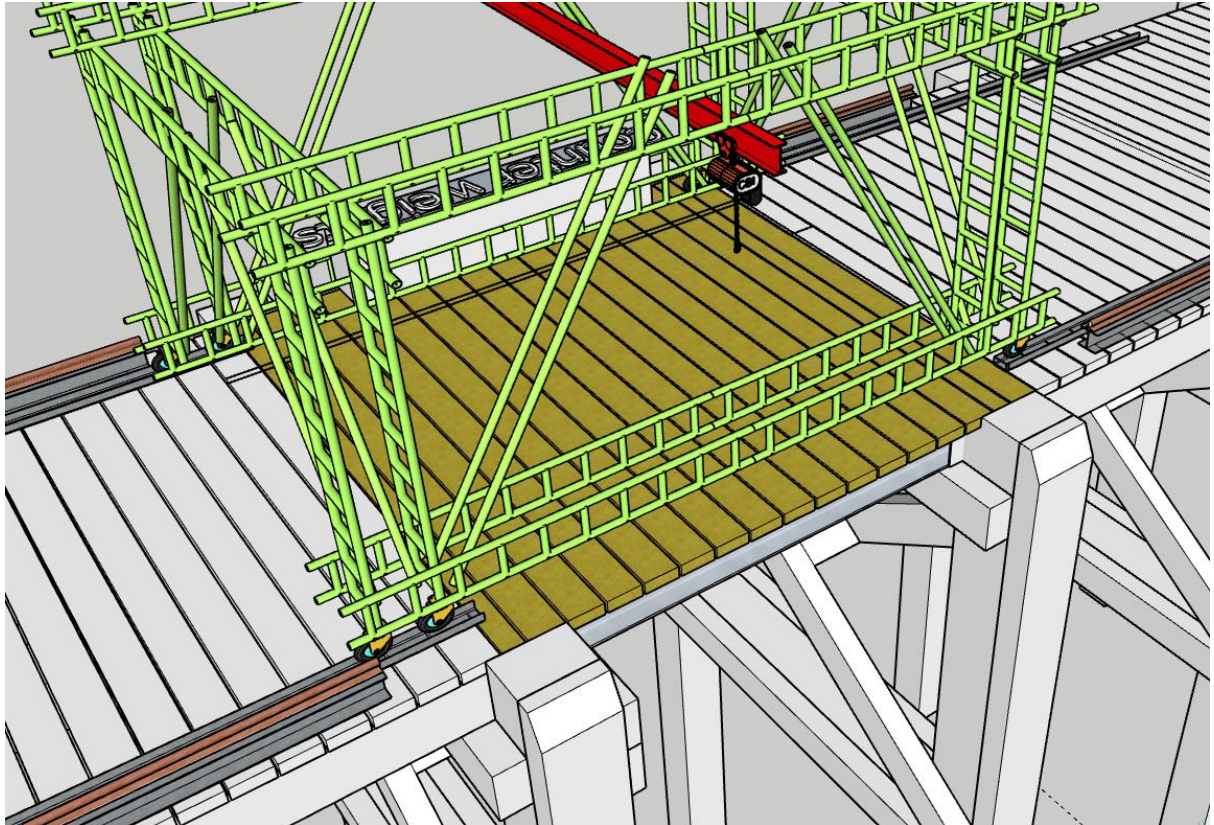
There are a number of diagonal members which are to be replaced. The above frame a lifting beam will be used to carryout all lifts and all access to the working area will be carried out with the aid of roped access personnel.

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

Install new timber deck timbers fixed to the deck bearing timbers with coach screw in counter bored holes.



On completion sections of channel will be placed to enable the scaffold frame to be moved on to the next span. The scaffold frame will be moved with the aid of tirsors winches.

Conveyor rails will be replaced in original position as work proceeds.

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

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Date: 15 May 2023

7. EMERGENCY PROCEDURE

All operatives to be secured back to fall arrest recovery units.

General Communication:

Topbond to call to notify Cemex at the start of each shift and at the end of the shift once all personnel have departed the site.

8. OTHER PARTIES/CONTRACTORS

All works are being carried out by Topbond, however subcontractors may be used for other specialist operations and will be site inducted as and when required.

9. GENERAL PLANT, EQUIPMENT & MATERIALS

1x Span Set
Fall arrest block recovery, with winch
4x Fall restraint harnesses
2x Fixed length lanyard
2x Fall restraint lanyard
Tested lifting gear
Tested 3t chain hoists
Scaffolding lifting frame – wheeled
turfors
Chain saws
Trolley
Small items of plant, bolts spanners
Assorted hand tools
Fire extinguishers
First aid kit
Burning gear
Regulator
Wheel barrow
Reciprocating saw
110v and cordless Nut runners
Petrol Nut runner
Harness and lanyards
Bolt croppers
Spill kits and absorbent granules

Materials

Prefabricated steel beams

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

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Date: 15 May 2023

Hardwood timber deck boards
Timber beams
Timber shims
Timber wedges

The Site supervisor is responsible for recording all plant and materials on the relevant record sheets.

The Site supervisor is also responsible for ensuring that all hired in plant is off-hired when no longer required and off hire numbers recorded on the Plant Record Sheet

10. COSHH

COSHH Assessments and Safety Data Sheets for all materials used on site will be within the site file.

11. PPE

The site supervisor will be responsible for ensuring that all site personnel wear the appropriate PPE and that PPE is used in the correct manner. Where staff report to site without standard PPE the company reserves the right to deduct the cost of issuing replacement PPE from the employee's pay.

- The following PPE is required
- Safety boots
- Life jackets
- High visibility vests
- Safety helmets
- Gloves
- Chain saw PPE.
- In addition ear and eye protection should be worn as required.
- When working at height without edge protection, fall restraint harnesses and lanyard will be worn, with fall arrest recovery block.
- Plus any other PPE that may be required at the time of carrying out the works

12. ENVIRONMENTAL CONSIDERATIONS

All waste materials to be removed from the work area.

13. WASTE DISPOSAL

All possible steps should be taken to reduce waste on site.

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

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Date: 15 May 2023

Where waste is produced this should be removed promptly. Licensed carriers should be used for the removal of waste and waste certificates retained. All waste should be recorded on the Topbond Waste Control Sheet. All waste companies should be approved in accordance with the Company's procedures for the selection of approved suppliers and sub-contractors and their Licenses checked.

14. NEAREST HOSPITAL

A map showing the location of the hospital is attached to the rear of this method statement – Appendix E

15. CONTACT NAMES / NUMBERS

- 17.1 Principal Contractor: Topbond:-
Project manager: Martin Kitajewski – Mobile 07753 570 390
Site Manager/Supervisor: TBA

Head Office Contacts

- Chris Manning
Managing Director
Office No. 01473 927997
Mobile No. 07809 768998
Email. Chris.manning@topbond.co.uk

- Sean Springett
Contracts Director
Office No. 01795 414 050
Mobile No. 07801 436946
Fax No. 01795 472 022
Email. sean.springett@topbond.co.uk

- Dennis South
Health, Safety, Environmental and Quality Manager
Office No. 01795 414 050
Mobile No. 07808 643 750
Fax No. 01795 472 022
Email. dennis.south@topbond.co.uk

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

Date: 15 May 2023

17.2 Client:-

- David Hakes
Engineering Project Manager
Mobile No. 07557 318 435
Email. david.hakes@cemex.com

Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

Prepared By: Martin Kitajewski

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APPENDICES

A Risk assessment

As attached

Job ref: M358
Rev. No: 0
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B Induction register

Included in the site file.

Job ref: M358
Rev. No: 0
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C. COSHH Assessments

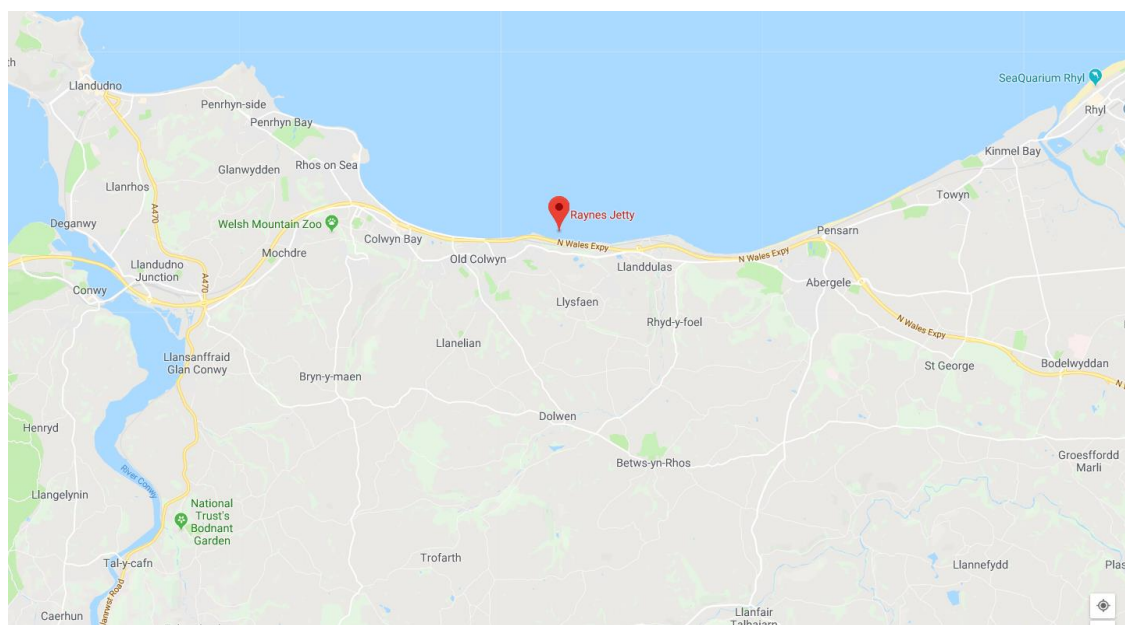
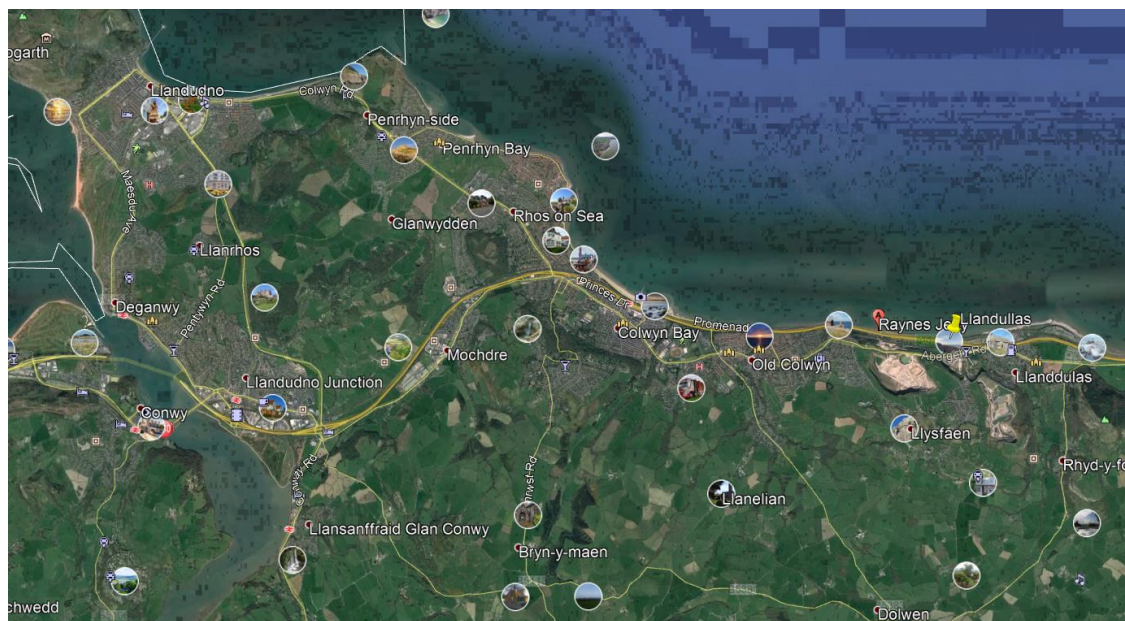
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Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

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D Site Location Plan



Job ref: M358
Rev. No: 0
Site: Raynes jetty, Cemex, Llanddulas

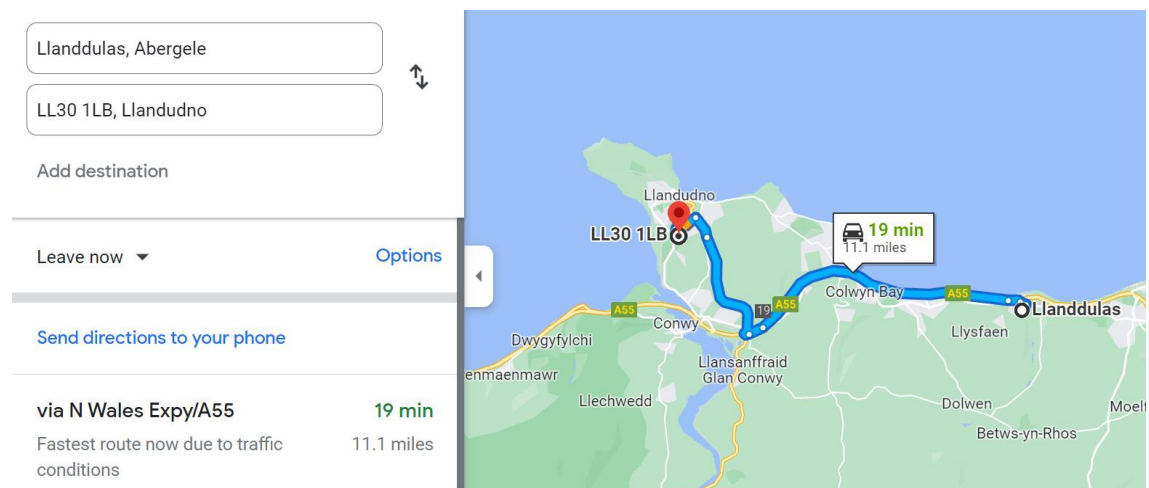
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E Location of Hospital

Llandudno General Hospital - Minor Injury Unit

Llandudno General Hospital
Hospital Road
Llandudno
LL30 1LB



Job ref: M358
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F Drawings/ scope:

As per cemex rot survey

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