



# Construction Method Statement

## ***53-54 Swanley Centre, Swanley, Kent BR8 7TQ***

Conversion of vacant first floor accommodation (Class E) to 2no. bedroom flats  
(Class C3) and associated external alterations

Project start date: 15 September 2025

Project completion date: TBC

Project duration: 5-7 months

Document issue date: 27 October 2025

Revision date: \*

Revision number: Rev \*

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Principal contractor – Sleek Direct London Limited have subcontracted to "UMER BUILDERS &  
CONTRACTORS LTD #08248417".

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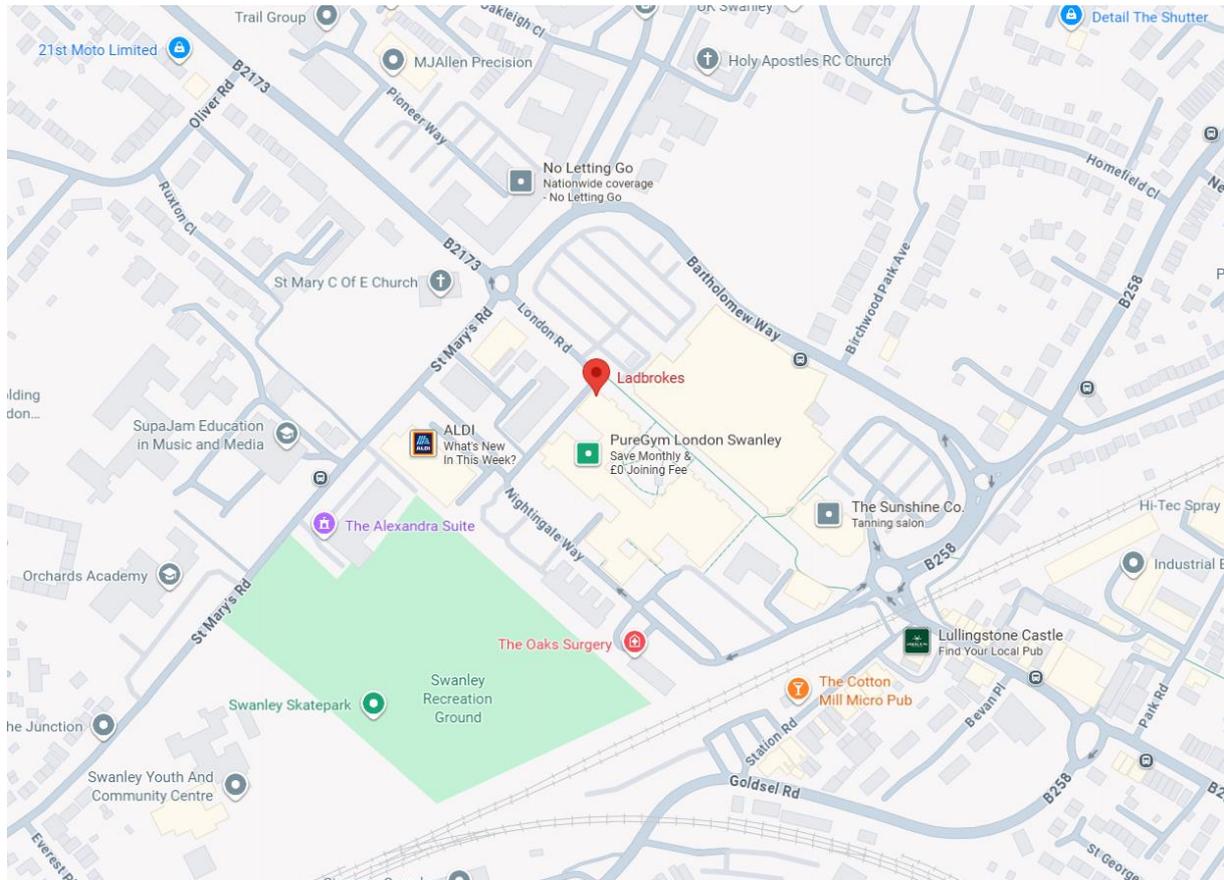


*Image 1 – Street view (Front view)*



*Image 2 – Side / Rear view (Proposed rear entrance to flats)*

## **Project Location:**



The property is accessible via Nightingale Way

## **Proposed sequence for managing deliveries.**

Loading and off-loading of goods will be done at street level, on Nightingale Way and to the rear of the building.

Goods will be taken up to the development level via scaffolding and hoist system.



*Image 3 – Proposed scaffolding to rear*

**Goods delivery – Step-by-step**

- The delivery driver will arrive at the dedicated time slot and will stop outside the building.
- Engines and radios must be off.
- Prior to unloading, barriers will be deployed by the banksmen at either end of the delivery vehicle.
- Operatives will man each barrier and temporarily prevent pedestrians walking through the exclusion zone.

- Then, once safe to do so, materials will be unloaded onto the pavement and immediately moved to the base of the scaffolding.
- Barriers will be removed as soon as lifting is complete, and it is safe to do so.
- Under no circumstances will materials be left on the footpath or highway.

### **Permits to work and staff training.**

There will be approximately 6 - 8 workers daily within the property during working hours. All workers are to have the appropriate CIS card prior to beginning work at the property. Each worker will undertake a site induction, carried out by the site manager or appointed foreman prior to beginning at the property.

### **Construction Traffic Routes / Scaffolding and access to height**

Construction traffic, other than during delivery, will be within the curtilage of the main building, and up the scaffolding.

Scaffolding will be erected at the rear of the building and will rise to the first-floor level. Scaffolding is to be designed in such a way that all operable windows are unobstructed throughout the duration of the project.

Dimensioned scaffolding design to be provided and issued to the freeholder, if required, erected and inspected in accordance with BS EN 12811-1. Only trained and certified scaffolders can erect, alter, or dismantle the scaffold. There must be continuous supervision during the erection process.

Appointed scaffolders are required to submit a comprehensive scaffolding method statement to the client and freeholder, if requested, which should be appended to this document.

Hazard signs will be erected when and where appropriate to warn the public and occupants of the building during key times like moving large goods in and out of the building.

### **Site access/egress Management and Security**

The appointed Principal Contractor will be responsible for ensuring the security of the site. As a minimum the appointed contractor will ensure that access up the scaffolding by unauthorized personnel will be prohibited by ensuring the existing access metal barrier gate is locked when not in use.

Authorised site operatives should be issued with a key to allow street level access to the bottom of the scaffolding.

Site traffic will be always directed by the dedicated banksman. There will be onsite parking for up to two vehicles. Across the road is ASDA Supermarket with 3-hours free parking and paid parking for longer periods.

Site access signage is not required in adjacent roads, the build and site traffic will have minimal impact on arterial roads around the local area.

Clear signage will be in place so that road users and pedestrians are aware of the construction work taking place and under no circumstance will site vehicles be permitted to mount the footpath.

Contractors' equipment will be stored securely within the property which will be locked outside working hours.

### **Hours of Working**

Sevenoaks Council has not stipulated working hours. However, the following hours should be adhered to in absence of any more information from the Council.

8am to 6pm, Monday to Friday.

8am to 1pm on Saturdays.

Noisy work is not allowed on Sundays, bank holidays, or public holidays.

Additionally, and where appropriate, adjacent neighbours must be informed at least 24 hours in advance of any noisy works.

### **Material handling / Personal Protective Equipment (PPE)**

Where reasonably practicable, the Principal Contractor will ensure all loads over 25kg (20kg for repetitive work) are only handled by a suitable mechanical lifting device, i.e., during installation of services equipment.

Employees should be given manual handling training. The Site Manager will ensure, during the site induction, that all subcontractors have received manual handling training.

Personal Protective equipment should be always used on site. All visitors and contractors will wear appropriate personal protective equipment. The minimum requirement for PPE is safety boots, hard hat, Hi-Viz vest and gloves. Appropriate PPE must be worn for site specific tasks as outlined in the sub-contractor RAMS.

**Site Parking**

There will be parking for up to two vehicles on the site. Car sharing and public transport are and will be encouraged. Alternatively, ticketing parking in the neighboring streets and local car parks should be used where deemed necessary.

**Delivery Timing's**

Throughout the construction phase, to minimize local disruptions and traffic, The Site Manager will, where practicable, adhere to the following delivery times:

Delivery Time	Time Period			
Weekdays	0800-0900	0900-1600	1600-1700	1800-2400
	Avoid Deliveries	Deliveries	Avoid Deliveries	No Deliveries
Saturday	No deliveries			
Sunday	No deliveries			

Delivery times will be shared with contractors and covered during the Principal Contractors' site induction process.

**Fire Prevention**

By implementation of the following procedures, the Contractor will ensure that their operations are able to proceed without unexpected disruption:

- A senior member of site staff will be identified as responsible for all fire preventative matters.
- Out-of-site hours contacts, including telephone numbers, will be always made available.

- Secure containers and toolboxes will be provided to allow hazardous materials and tools to be secured each evening and when not in use.
- A site fire plan will be produced by the Principal Contractor prior to the commencement of any works as part of the construction health, safety and environment plan.
- Firefighting stations will be positioned in all areas of potential high risk. These will hold the appropriate fire extinguishers, fire exit plan and emergency procedures, which will be updated by an appointed fire marshal on a regular basis.
- Fire escape signage will be installed in all working zones will be inspected at the end of each working day to ensure they are left in a safe condition.
- Materials storage will be kept to a minimum.
- Combustible materials will be kept and stored in a separate area inside the building.
- A “permit to work” system for hot works will be implemented.
- Dedicated emergency routes and assembly points will be identified on site.
- Written emergency procedures will be given to each operative as part of the site induction process and will also be displayed in prominent positions around the site.

### **Housekeeping**

The provision and maintenance of a clean, tidy and properly run site is essential for the safety of personnel working on site and the quality of completed works are to be ensured. Consequently, ever mindful of the Employers image, the site will be cleared regularly, and subcontractors directed to comply with the Contractor’s strict housekeeping rules.

Each subcontractor will be required to store materials in a designated area for which he is solely responsible. It will be incumbent on each subcontractor to control their own area and to ensure that materials and equipment are safely stored and that only essential items are transferred to the workspace. Likewise, each subcontractor will be responsible for removing waste materials from the workspace and depositing them into the removal vehicle at designated times. Skip will be located on site immediately to the rear of the building. Wait and load system will be employed as required.

Strong and effective management by the Contractor and the requirement for proactive, co-operative subcontractors will ensure that good housekeeping will prevail and that the site is run in a clean, and efficient manner, being always as considerate as possible to the local public.

### **Noise Control**

The Contractor will be made aware of the sensitive issues which surround undertaking major works alongside nearby businesses / residents. The ability to seamlessly incorporate their works with minimal impact to neighbours is paramount to the success of the project. With careful consideration and forward planning the avoidance of excessive disturbance can be managed to accommodate all parties involved.

The Contractor will firstly:

- Consider all working areas and those who may be affected by the work.
- Consider noisy operations during the design and seek alternative design/installation method.
- Present to those affected their proposals of work and measures being implemented to avoid any disturbance.
- Plan, agree and communicate particular noisy operations to an agreed time slot. Plan this in advance.
- Select modern and appropriate plants to suppress noise.
- Provide appropriate segregation to accommodate the working areas.
- Implement a suitable cleaning regime.
- Ensure good housekeeping is undertaken and maintained.
- Monitor measures and review the processes in place.

### **Protection of the Works**

Although the quality of the completed works is preserved by the implementation of comprehensive protection measures, consideration is always given to other influencing factors, including:

- The quality of off-site manufactured items at their time of dispatch.
- The protection of such items during transit, offloading, storage and incorporation into the works.
- The timing of incorporation into the works of sensitive or vulnerable items.
- The security of the site.
- Preceding and following trades.
- Design characteristics.

It will be incumbent on each Subcontractor to adequately protect the work for which he is responsible, including the preservation of the quality of work done by preceding trades.

As part of the Sub-Contract enquiry a risk analysis will be undertaken by the team to assess the potential “damage” for every element of the works.

Management of the risk will be addressed with the Sub-Contractor during preorder phase.

Critical areas of the work will be protected by restricting access to only those personnel whose entry is essential to the execution of the works; by cordoning off; and by covering up and locking off access wherever possible.

As a matter of course all protective measures are reviewed on a regular basis in conjunction with the Sub-Contractors and all necessary steps taken to enhance those measures should the need arise.

### **Welfare and first-aid arrangements**

Attendees shall adhere to the emergency procedures stipulated by the building’s Management Company. However, specific additional procedures stipulated by the Management Company, where required, should be followed by all site attendees.

A first aid kit will be permanently located within the property and included in the site induction process for all attendees.

### **Welfare**

During the first 2 weeks on site, the main contractor will start setting up their site area which will comprise of office, canteen, welfare facilities and storage within the property.

It is proposed to strategically utilize areas within the property at various times during the construction programme.

### **Emergency procedures**

Before work commences, the Site manager must provide The Management Company with all relevant contact addresses and telephone numbers, including a 24-hour emergency contact number. The Management Company should be notified immediately in writing of any alteration or addition to the contact information.

#### Primary Site contact

Mian Siddque, [ifzaaluk@gmail.com](mailto:ifzaaluk@gmail.com) , 07914 337 449

#### Nearest hospital

The nearest hospital is Sevenoaks Hospital, Hospital Road, Sevenoaks, Kent, TN13 3PG

Tel: 01732 470200

999 – Emergency lines should be called when required.

### **Construction works.**

#### Demolition

Demolition will be carried out by the same team as the main contractor.

#### Enabling works

Once the demolition works are complete and the initial site set up is in place the preparatory work shall begin. The main contractor will setup the site to receive the next set of workers in accordance with their construction programme.

#### Internal Works (Fitting Out)

All relevant internal non-load bearing partitions will be removed in accordance with architect's plans in preparation for new drylining and first-fix. Second-fix works will commence once the plasterboard and plaster works are sufficiently complete. The skirting and hanging of doors will be undertaken to enable areas to be painted and decorated. The final-fix activities will then be carried out along with fitting out wet room areas.

Floor finishes will then be carried out once painting and decorating has been completed. To ensure the finishes to the building area are of a high-quality standard, the contractor will employ specialist subcontractors, working under the close supervision of their site management team, to carry out these elements of work.

Once the works have been sufficiently completed, areas will be cleaned and offered for inspection once they have satisfied their own quality audit checks. A sign-off procedure will then be established to enable the Practical Completion Certificate to be issued.

### External Works

Minimal external work will be undertaken. However, the insertion of vents and grilles in accordance with the Architects and Building Engineer's specifications will be undertaken. The affected external areas will be made good, following completion of the works.

### Statutory Services

All works relating to statutory services will be carried out by the relevant service authorities in accordance with their own detailed method statements.

### CDM Responsibilities

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will be the CDM Coordinator throughout the life of the project, in accordance with the Construction Design and Management Regulations 2015. The following CDM responsibilities will be undertaken by the CDM Coordinator during the contract period:

- Review and approve subcontractor method statements and risk assessments.
- Liaise with the principal designer and share any information relevant to the planning, management, monitoring, and coordination of the preconstruction phase.
- Prepare a written construction phase plan during the pre-construction period and implement it on site. Regular reviews of the plan and revisions, if necessary, are to be carried out to make sure it remains fit for purpose.
- Plan, manage, monitor and coordinate the construction phase process considering the health and safety risks to everyone affected by the work and manage the measures needed to control them.
- Liaise with the Client and the Principal Designer for the duration of the project to ensure that all risks are effectively managed.
- Consult and engage with contractors about their health, safety and welfare, ensuring suitable welfare facilities are provided from the start of the project and maintained throughout the entire construction period.
- Making sure all contractors have the necessary skills, knowledge, experience and, where relevant, the organizational capability to carry out their work safely and without risk to health.
- Carry out all necessary site-specific inductions, and any further information and training required for site operatives.