



PROPOSED PIU SEQIRUS SITE 6 SPEKE

TENDER STAGE METHOD STATEMENT / EXECUTION STRATEGY

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1.0 INTRODUCTION

This outline construction method statement / execution strategy, covers the PIU Seqirus site 6 project site and activities, and has been prepared on the basis of the Tender information, and discussion on the site visit to give an indication of our general approach to the construction and management of the project.

This Method Statement / execution strategy sets out to demonstrate Williams Tarr ability to carry out the works in the optimum time, in a viable cost effective and safe manner, to successfully deliver a completed project to the satisfaction of all parties.

2.00 PRE-COMMENCEMENT ACTIONS

On receipt of an official order, Williams Tarr will mobilise our very experienced team, and attend a "Kick off Meeting" where all aspects of the work activity together with Health and Safety are discussed and where the Seqirus site standards are detailed together with ownership and responsibilities.

Williams Tarr will hold an internal handover meeting from estimating to construction.

The construction team will then meet sub-contractors to place orders, concentrating firstly on the critical path and items, these meetings are attended by the contract's manager, quantity surveyor and site manager, to ensure all have an input into the meeting with the sub-contractors, this meeting is minuted and the full scope of works including site specific rules and health and safety are discussed and agreed.

Prior to commencement of site works, a condition survey of the surrounding perimeter areas will be undertaken and record the existing site features. We will review data and conduct site checks to verify the extent and condition of the surrounding environment.

Existing below ground services details have been issued and will be verified and checks will be made for other possible services and these will be added to the record drawings. A set of services drawings will be maintained on site throughout the duration of the contract.

Prior to commencement of the project works, the developed preliminary H&S Plan will be prepared and issued to the Principal Designer for approval. The plan is a live document and will be progressively refined and developed as trade package contractors and specialists are appointed and more specific and detailed methods, techniques and requirements are established.

3.00 PLANNING AND PROGRAMME

This project has been programmed to be completed in 141 working weeks.

The project construction programme has been prepared and developed using a computer-based Microsoft Project Planning software.

The construction programme will be monitored and tracked on a regular basis, and progress will be issued at the monthly contract site meetings.

The Schedule will be utilised for the control of the procurement process of trade contractor packages from enquiries through to appointment. The Schedule will be monitored, tracked and updated in the monthly on-site client meetings.

Williams Tarr will attend regular Seqirus liaison meetings as required, the agenda will include safety performance, site progress, programme including compliance with CDM including health and safety implications

4.0 ENVIRONMENTAL CONSIDERATIONS

Any deliveries or vans with equipment will be allowed to unload in the fenced site area, and then park in the contractor's on-site car park.

Eating and drinking will only be allowed in the Williams Tarr canteen cabin.

Smoking and vaping will only be allowed in the designated smoking area.

Environmental matters will be comprehensively managed in accordance with our environmental procedures, all in line with our BS14001 Accreditation.

Williams Tarr will provide a good working environment where accident risks and physical and psychological ill health are minimised. A sense of wellbeing at the workplace is needed for work to be performed safely, with an atmosphere of open, free dialogue is encouraged between Williams Tarr our sub-contractors and is characterised by personal commitment and development as well as job satisfaction. Everybody should have the opportunity to develop in line with their own qualifications and abilities. Suggestion forms will be placed in the welfare cabins and can be completed anonymously.

The following environmental matters are important to the construction activity and will be given thorough consideration and effective controls put into place before construction of the works.

- Noise from control plant and equipment.
- Tidiness and appearance of the site working area
- Control and disposal of waste.
- Protection of surrounding nature, flora and fauna.
- Appearance and standard of client segregation from the site.
- Fuelling of plant and equipment.
- Oil and fuel leakage from plant and equipment.
- Provision of bunded fuel tank / area.
- Provision and use of spill kits for accidental damage.
- Dust control measures.
- Storage of materials.
- Segregated transport and pedestrian routes.
- Delivery and removal of materials and plant.

5.0 SITE SECURITY

The site will be secured by Seqirus on site security and CCTV security camera system.

It is imperative that stringent security measures are employed to safeguard the site to prevent unauthorised access to persons not involved with the project and provide safety for those who are.

The welfare access route and working areas, will be fenced utilising mesh Heras fencing, and crowd barriers with access hoops, incorporating all safety signage and directions for the full construction period, all persons entering and leaving the site will be required to log in and out in the signing in and out register.

The record book will also be used in the event of an evacuation and to ensure that all persons have vacated site at the end of each day.

Seqirus staff will park their vehicles on Seqirus site 7 car park and access site 6 building via the swipe card access turnstile off Renaissance Way, and along the designated barriered off route to the building entrance.

6.0 SITE LOGISTICS

The way in which the site is established and managed it is critical to the success of the project.

Vehicular access to the site is with removal of the central kerbed island to the existing access into site, large vehicles and deliveries will be marshalled into the WT fenced off working area utilising a banksman.

WT cabin area will be as noted on the site layout plan.

Access will be by following the site access direction signs. Access barriers will be controlled by Seqirus security and kept closed at all times, these, WT will marshal deliveries into the site compound.

Pedestrian access to the Williams Tarr construction sites will be via crowd barrier access routes, with red entrance hops fitted with H & S signage, with single personnel gates at the entrance to the Williams Tarr fenced construction site area.

Delivery times be managed in a "just in time" basis whenever possible. This will reduce the vehicle movements at peak times.

Delivery constraints will be identified to all suppliers and trade contractors at order stage. A delivery vehicle lay down area will be provided in the fenced site area.

Deliveries of materials, plant and equipment will be strictly controlled and co-ordinated to prevent congestion.

All lorry movements on site will be controlled by a Banksman and deliveries will be conveniently placed to the working areas. Delivery vehicles and unused plant will be required to turn off their engines on arrival to avoid causing a nuisance.

The contractor's site area will provide the storage area for plant and materials delivered to site. Storage shipping containers will be placed in the site working compound.

Contractors and their visitors pedestrian access to site offices will be via Seqirus site 6 security lodge with via a designated pedestrian route to the site accommodation to report to the Site Manager.

7.0 SIGNAGE

Signage will be installed, such that vehicle deliveries and access to site are clearly defined within the Williams Tarr site location.

Site signage will be provided around the perimeter of the site and at the site entrance, warning of the dangers, and in full compliance with the requirements.

All sub-contractors' personnel and visitors will be made aware of the site rules and arrangements for access prior to first attendance.

Site signage will be provided within the curtilage of the site to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival.

Such signage will include: -

- Accommodation / access requirements
- Site speed limits
- underground services
- PPE requirements
- Danger Construction Site

8.0 WELFARE

Williams Tarr cabin area will be set up as noted on the WT site layout plan, and will consist of 1 number 32 foot open plan office / meeting room, and 1 number 32 foot canteen, 1 number WC / shower cabin, and fire extinguishers in every cabin.

Cabins will be thoroughly cleaned daily by contract cleaners.

H&S documentation will be displayed in the welfare facilities to include: -

- H&S laminated Law Poster
- F10 Notification
- Williams Tarr Insurances
- First Aider details
- Local Hospital, A&E Telephone Number and Route Map
- Emergency Procedures
- Signing in and out Booklets
- PAT Labels/Stickers on all electrical items
- Certificates of periodic testing for cabin installations

9.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All Williams Tarr sites have mandatory PPE requirements, they are: -

- Hard Hat
- Safety Footwear
- Hi viz vest / coat

Additional specific PPE for specific tasks or using plant and equipment will be outlined in the detailed Method Statements.

These are likely to be: -

- Gloves
- Safety glasses/goggles
- Face fit dust masks
- Hearing protection
- Safety harness/lanyard

SAFETY GOALS OR TARGETS FOR THE PROJECT

- No reportable incidents / accidents
- No harm to people
- No client complaints during the works
- No disruption to operation of existing business
- All safety inductions to be prior to commencement on site
- No harm to the environment

10.0 SITE MANAGEMENT AND PERSONNEL

The on-site management for the project will comprise of a site based SMSTS Site Manager, who will be responsible for the day to day running of the site activities, to include: -

- Check sub-contractor RAMS and induct all prior to working on site.
- Complete weekly inspections and record these in the site register.
- Hold daily morning coordination meetings.
- Accept / issue / sign off permit to work.
- Toolbox talks.
-

A General Duties Labourer, who is trained and holds the following certificates:

- Safety Awareness
- CSCS Card
- Tele-handler

The site team will be supported and assisted by our Head Office based staff, including visiting Contracts Manager (Contracts Director), Quantity Surveyor, with a visiting external H&S Consultant to provide independent audits.

All visitors will receive a visitor induction and be escorted whilst in the fenced construction sites.

They will be informed of the specific site rules, for which they will sign for as read and fully understood and pass a 7-point test once the induction has been completed. They will receive a completed hard hat induction sticker.

This will be on all encompassing induction held at the Site Office and will cover: -

- General Health and Safety information
- Health and Safety Policy
- Site Working Conditions
- Site Facilities
- First Aiders
- Access to and from the Work Area
- PPE
- Exposure to Noise
- Permits to Work
- Excavations
- Hazardous Substances
- Lifting Equipment and Operations
- Scaffolding and ladder, re inspections
- Electrical Work

- Tools and Equipment
- Plant Inspections
- Client/ Principal Designer Rules
- Emergency Procedures
- Accident and near miss reporting
- Welfare facilities
- Fire Extinguishers
- Escape Routes
- Muster Point
- Equal Opportunities and Diversity Policy

11.0 PERMITS

The following permits will be used on site: -

- Permit to dig
- Confined Space Entry certificate
- Working at height
- Hot Works
- Working on stepladders
- Electrical Permit to work
- Electrical/Mechanical Isolation

12.0 WASTE MANAGEMENT

Waste storage facilities will be in the form of single waste skips provided by the appointed specialist waste contractor, with segregation and recycling undertaken at the recycling plant.

The appointed waste carrier will provide their waste carriers licence and issue waste transfer consignment notes for all materials removed from site.

Any re-usable left-over materials will be returned to the supplier or transferred for reuse on other sites.



13.0 SAFETY

Full recognition and regard will be taken in the management and execution of the project of the Construction Design and Management Regulations 2015 and in accordance with our Health and Safety procedures which have ISO 45001:2018 Accreditation.

As Principal Contractor, Williams Tarr manages all WT site Health and Safety related issues and provide all necessary means to ensure the site is a safe place of work.

All trade contractors will provide safety policies, plans, RAMS and be interviewed by the Contracts Manager, Quantity Surveyor and Site Manager prior to order placements on all aspects of the works, safety, health, and welfare.

Williams Tarr Project and Site Managers have all undertaken SMSTS courses and are fully trained, as part of our ongoing rolling training programme.

Williams Tarr Contracts Managers hold NEBOSH national general certificates in occupational safety and health.

Safety inspections will be undertaken regularly by the resident Site Manager, H & S manager and visiting Contracts Manager.

Safety inspections will also be undertaken by an external Safety Consultant who turns up unannounced and issues a comprehensive written report to the Site Manager, which is copied to the Contracts Manager and Contracts Director.

Williams Tarr holds a CHAS Certificate of Accreditation.

Williams Tarr is registered with Constructionline.



14.0 QUALITY ASSURANCE

All works will be constructed in accordance with the design drawings and specifications.

To ensure product quality, delivery of the project within the deferred costs and to adhere to the time constraints Williams Tarr has a comprehensive system to deliver Quality Assurance and will hold regular on-site design coordination meetings.

Williams Tarr has implemented and maintains a management system which has ISO 9001 Accreditation.

We have a systematic approach to inspect all works progressively using the site audit pro app. and rectifying snagging items as work proceeds.

15.0 HANDOVER AND CLIENT TRAINING

Prior to handover of the works, Williams Tarr will carry out their own snagging of the works in advance of inspection by the Client's Consultants, with the aim of achieving zero defects at practical completion.

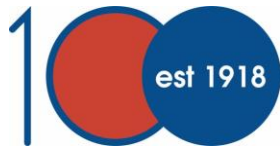
The building will be handed over to the Client at practical completion.

The site offices and accommodation will be vacated during the last week of the project.

A draft Health and Safety File will be issued to the Principal designer in the final weeks of the contract for comments. Any amendments, along with commissioning certificates, will be added and all will be issued on pen drive.

16.0 POST CONTRACT SUPPORT

The Client contact team will be issued with details of our post contract Customer Care Manager, who with assistance from the Site Manager, will ensure any teething problems are actioned promptly.



17.0 CONCLUSION

The above Method / execution Statement has been developed specifically to demonstrate our understanding of the Seqirus project requirements and the detailed methodology to carry out this project.

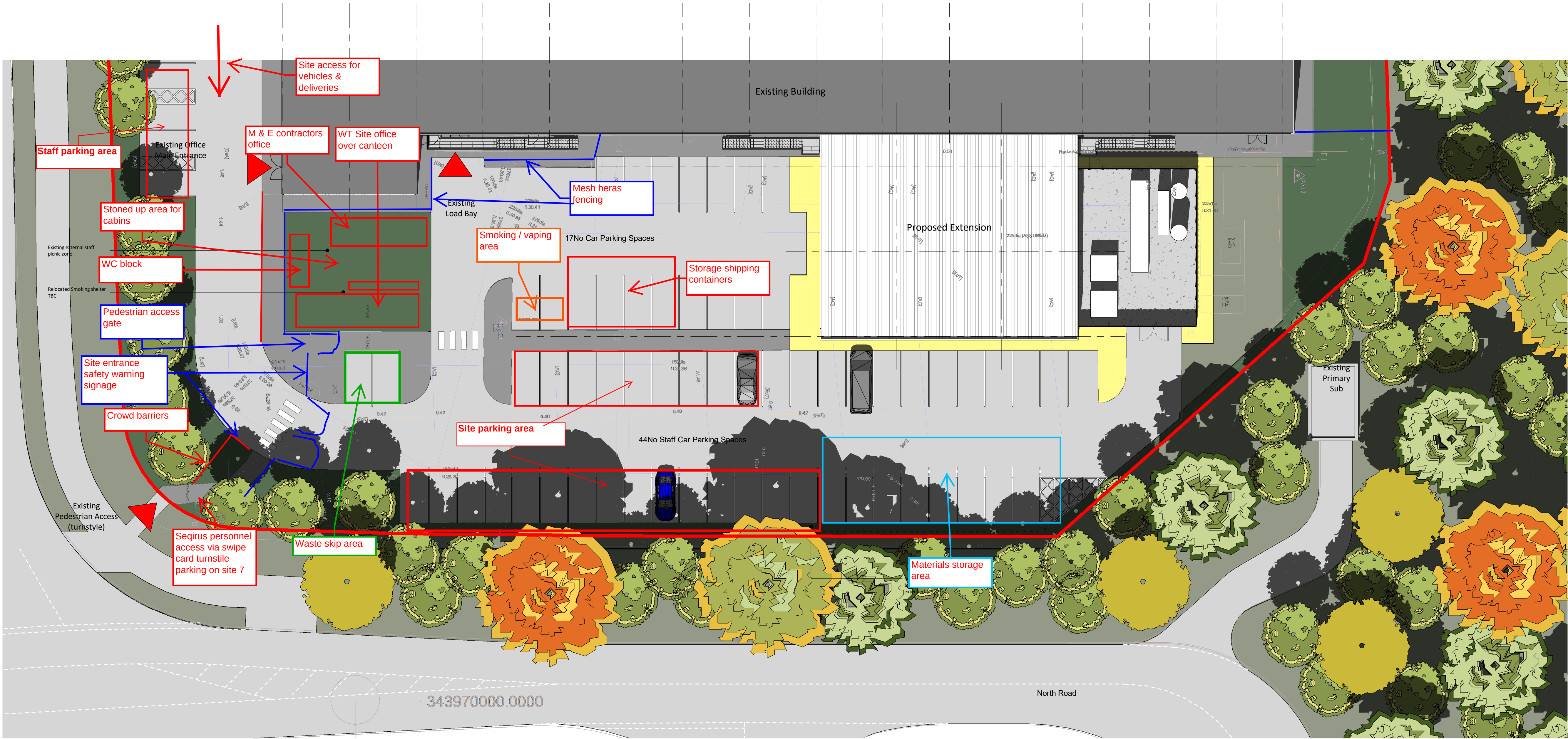
It is not however all encompassing and prior to the commencement of each stage of the construction works, site specific RAMS will be produced and agreed with the Williams Tarr Construction Management Team.

General Notes

Do not scale from this drawing. Only work to written dimensions.

All site dimensions shall be verified by the Contractor on site prior to commencing any works.

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P1	Updated to reflect 7No Incub scheme	2022.09.30	NP	RCT
Rev.	Description	Date	ISS	APP

Scale
Status
Drawn By
Checked By
Date
Client:

1 : 200 @ A1
S0 - Initial Issue
RT
RCT
2022.09.05

Seqirus

Project:
Seqirus Site 6 - Incubator Extension

Sheet Name:

Proposed Site Mobilisation Plan



Project No. Orig. Zone Level Type Role CIs Dwg No. Rev
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