Proludic Ltd

Westbury Town Council



4. Method Statement & Risk Assessment

Proludic®

Designer of play and sports areas



Proludic have been running supply & installation contracts for over 35 years globally & for the last 21 years within the UK. In this time, we have established partnerships with specialist subcontractors to deliver all contracts to an exceptional standard. We are looking forward to working in partnership with Westbury Town Council to deliver your project in a professional, flexible, efficient & timely manner. Contracts are handled using our extensive approved subcontractor network. We have a detailed subcontractor selection & monitoring programme to ensure we are using the most skilled contractors to deliver our schemes. This ensures that we build a partnership network that delivers better quality to our clients, & provides guarantee of work to our partners, which in turn drives down costs & savings that can then be passed onto our clients.

Project Implementation

Upon contract award our Contracts Manager, Jason Cottingham & Area Manager, Joe Lofty will jointly manage the following process:

- Placing of equipment order
- Appointment of Parsons Lanscapes Ltd & Abacus Playgrounds Ltd (Subcontractors for installation of equipment and associated groundworks)
- Pre-start meeting
- Weekly Site Progress Meetings
- Sign off meeting & Post Installation Inspection
- Detailed Maintenance Guide & O&M Manual

Our Programme of Works is created within 15 days of receipt of order. The final project plan will not just encompass the on-site works but can also include the softer elements such as design & re-draws, community engagement & post installation care.

The Programme of Works will be adjusted & updated on a weekly basis to ensure quality control & revisions will be provided if requested. Should unexpected delays arise during the project, then the plan will be adjusted if the project slack allows it, otherwise, our Contracts Manager Jason Cottingham will arrange a site meeting to discuss the implications of the delay with yourselves.

If any failures arise during the project, the project will be put on hold until Westbury Town Council & Jason Cottingham, Contracts Manager can visit the site to carry out a risk assessment & decide the best way to progress the project.

Our Programme of Works includes the following:

Stages - the project has been separated into the following stages: initiation, installation, controlling & completion. Each stage has an estimated duration with the project critical tasks highlighted for each stage. This will ensure that the project is closely monitored, & any delays or issues can be highlighted & dealt with early.

Deadlines – each stage deadline is monitored via the critical path & slack. The Programme of Works is a live document that will be updated throughout the project.

Progress – each project task will be monitored & marked as complete to ensure that you are updated on the progress of the project. Proludic will also provide weekly contractor reports to keep you updated on progress.

Hold Points – during the weekly site visits by Jason Cottingham, Contract Manager, the installation will be checked to ensure that the work carried out so far meets the specification.

Weekly Contractor Reports - Our contractors will provide us with a written report on a weekly basis which will highlight:

- Progress
- Delays/outstanding issues
- Project completion date

Pre-Sign off Meeting - Before the works are complete, a pre-sign off meeting is held to ensure that:

- We are on schedule to complete the project
- Works are to standard in terms of installation & overall finish & all snagging is identified at this stage before the contractors have left site

Site Sign Off - to ensure works are completed as agreed & to your satisfaction.

After sign off, you will receive all the information required to create an Operations and Maintenance Manual for the MUGA and gym area & a full aftersales service will be provided.

Preliminaries & Site Set Up Costs are included within our quotation & include the following:

- Site set up
- Compound, site storage/container hire
- Skip hire
- Welfare
- Temporary security fencing & signage
- Transport, plant & small tools
- Site supervision
- Unloading vehicle on delivery

Post Installation Inspection

A Post Installation Inspection has been included within our quotation & includes the following: -

- A **full written report**, including photographs.
- The **report** will also cover the quality of the installation & equipment finish, Site Inspection on completion will check orientation, minimum space requirements, check traffic flows, assess general finish & work standards, give recommendations on inspection & maintenance.
- **Ancillary Items** – check all for condition, installation, suitability (e.g., standard compliance where relevant) safety.
- **Equipment** – check for compliance with agreed standards BS EN15312 and EN1176, correct installation, any missing, damage or inappropriate parts & general safety.
- **Surfacing** – check for correct areas, correct depths for the free fall heights involved & correct installation in line with EN1177.
- **Risk Assessment** – undertake a risk assessment for risks to users as required by the Management of Health & Safety at Work Regulations & give recommendations for any additional action & special maintenance requirements.
- **Disability Assessment** – A very basic assessment of accessibility as required by the Disability Discrimination Act is supplied with the report.

Contractor Health & Safety Management

Our Contracts Manager Jason Cottingham will identify the relevant site-specific training for all site personnel, including supply chain partners & clients & ensure that Parsons Landscape Ltd implements any identified training. In addition, we provide over 10 days each year on health & safety training for our management & employees in line with the support we are provided by our competent Health & Safety Advisor to ensure we have a thorough understanding of what we need to deliver.



Proludic Operatives & Subcontractors are trained & instructed to maintain the following procedures:

- Always use the correct personal protective clothing & equipment
- Report any defects or operational problems
- Keep working areas clean & tidy
- Storage of chemicals are in a secure & safer area
- Report any symptoms of ill-health immediately
- Follow all guidance & instruction data when using hazardous materials
- Read & understand all risk assessments relevant to substances being used
- Maintain all control measures to minimise the risk of injury or ill-health

Any person found in breach of our strict health & safety procedures will be dismissed from site.

All operatives including subcontractors are given full instructions & training on the use of any hazardous substances involved in the delivery of the project. By understanding the potential risks involved & precautions to be taken, safe working practices are established in accordance with Government & HSE guidelines & followed rigorously to prevent injury or illness.

Subcontract Structure & Project Team Organogram

Our proposed Project Team Organogram for Grassacres can be found overleaf.

Method Statement

A Construction Phase Plan including Method Statements & Risk Assessments has been provided as a separate document (Please see Appendix 1). This includes all emergency contact details for the Grassacres project.

Minimising Site Risks

All our work activities are subject to a risk assessment. A job safety analysis is undertaken to identify the hazards associated with undertaking the works & the people likely to be affected. The risks associated with the hazards are appraised & the principles of prevention & control are applied to mitigate or eliminate the risks. Any significant findings are recorded & communicated to the appropriate parties & this will form part of the pre-start meeting.

Proludic will be responsible for site health & safety. Individual projects are managed by a site-specific project plan that incorporates the Construction Phase Health & Safety Plan. This is developed by the delivery teams in the role of Principal Contractor in accordance with Regulation 23 of the CDM Regulations 2015, the plan is compiled to explain the specific health, safety & welfare provisions made for the implementation of each individual project.

All Proludic sites are secured with 2m high heras security fencing panels which will be braced & double clipped to ensure the fencing remains in-situ during the construction phase & minimise any health risks to the general public. The site will be signed as to the intention that it is a working area in order to prevent unauthorised access by members of the general public. Full site security & health & safety assessments, with the guidance of the Client Officer, will be carried out during the pre-start meeting & discussions subsequently held with other interested parties.

Signage will be used to inform all visitors to site of the works in progress & site regulations. Visitors will be directed to the site office to sign in & receive a site induction. No visitors will be allowed on site without appropriate personal protective equipment (PPE).

We will ensure that the minimum of disruption is caused to the local area & neighbours, the site will be left clean & in a safe condition at the end of each working day. At the pre-start meeting we will assess the best access points to be used during the construction phase to minimise disruption by site traffic to the local area & residents. The heras fencing will remain in place until site handover. Our proposed Programme of Works and Logistics Plan can be found overleaf.

If awarded the contract we would use one of our Local Sub-Contractors, Parsons Landscapes Ltd for the majority of the contract, including the installation of equipment, groundwork's and any soft landscaping. Parsons Landscapes employ local staff and source their landscaping and groundwork materials and hire of equipment locally. From their inception, Parsons Landscapes emphasis has always been on a high standard of service and quality of work. Their extensive experience will play a pivotal role in the successful installation of Grassacres Play Area. Their established track record of over ten years working with Proludic serves as a testament to their ability to consistently deliver dependable, high-quality results. Details of Parson Landscapes waste license has been included for reference in our Appendices.

Westbury Town Council
Grassacres MUGA

Programme of Works

	Task Name	Duration	Start	Finish
1	**Project Initiation Phase**	**43 days**	**Sat 24/02/24**	**Thu 25/04/24**
2	Contract Award & Contract Formation	1 day	Mon 26/02/24	Mon 26/02/24
3	Contract Commence & Order Received	1 day	Tue 27/02/24	Tue 27/02/24
4	Order Instructions to Suppliers	0.5 days	Wed 28/02/24	Wed 28/02/24
5	Manufacture and Delivery of Equipment	8 wks	Wed 28/02/24	Thu 25/04/24
6	Site Project File Raised & Checked	0.5 days	Wed 28/02/24	Wed 28/02/24
7	On Site Prestart Meeting	0.5 days	Wed 06/03/24	Wed 06/03/24
8	**Installation Phase**	**1 day**	**Mon 22/04/24**	**Mon 22/04/24**
9	Site Induction & Site Operative Rules	0.25 days	Mon 22/04/24	Mon 22/04/24
10	Erect Security Fencing	0.25 days	Mon 22/04/24	Mon 22/04/24
11	Site Layout & Customer Approval	0.5 days	Mon 22/04/24	Mon 22/04/24
12	**Installation of Gym Area**	**12 days**	**Tue 23/04/24**	**Thu 09/05/24**
13	Removal of brick wall, carefully remove gym equipment & fencing (see CAD for details)	1 day	Tue 23/04/24	Tue 23/04/24
14	Reinstate equipment into tarmac	1 day	Wed 24/04/24	Wed 24/04/24
15	Groundworks for installation of equipment, lay MOT Stone & chase cut	1 day	Thu 25/04/24	Thu 25/04/24
16	Delivery of Equipment	1 day	Fri 26/04/24	Fri 26/04/24
17	Installation of equipment	6 days	Mon 29/04/24	Tue 07/05/24
18	Lay 41m² Grassmat	1 day	Wed 08/05/24	Wed 08/05/24
19	Lay 56m² Wetpour	1 day	Thu 09/05/24	Thu 09/05/24
20	**Installation of MUGA**	**16 days**	**Tue 23/04/24**	**Wed 15/05/24**
21	Excavate, groundworks, concrete kerbs, MOT stone & Geotextile Membrane	6 days	Tue 23/04/24	Tue 30/04/24
22	Lay 544m² Tarmac & Marking	6 days	Wed 01/05/24	Thu 09/05/24
23	Delivery of equipment	1 day	Fri 10/05/24	Fri 10/05/24
24	Installation of MUGA Fencing	2 days	Fri 10/05/24	Mon 13/05/24
25	Walk through areas with Client and snagging	0.5 days	Tue 14/05/24	Tue 14/05/24
26	Clean Equipment & reinstatement with topsoil & turf & second fix	0.5 days	Tue 14/05/24	Tue 14/05/24
27	Post Installation Inspection	0.5 days	Wed 15/05/24	Wed 15/05/24
28	Remove Site Storage & Welfare	0 days	Wed 15/05/24	Wed 15/05/24
29	Project Completion/Sign Off and Site Opening	0 days	Wed 15/05/24	Wed 15/05/24
30	**Project monitoring**	**16 days**	**Tue 23/04/24**	**Wed 15/05/24**
31	**Weekly Site Meetings**	**16 days**	**Tue 23/04/24**	**Wed 15/05/24**

