

## METHOD STATEMENT

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| <b><u>PROJECT:</u></b>              | Domis: Viadux                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |     |                     |                             |
| <b><u>JOB NO:</u></b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>REV No.:</u></b> | 004 | <b><u>DATE:</u></b> | 11 <sup>th</sup> March 2022 |
| <b><u>OPERATION:</u></b>            | Brick and Blockwork Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |     |                     |                             |
| <b><u>LOCATION:</u></b>             | Albion St, Manchester M1 5NZ<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |     |                     |                             |
| <b><u>DESCRIPTION OF WORKS:</u></b> | <p>The works covered by this method statement sets out a safe system of work for brick and blockwork package. Works will also include some repointing using lime mortar.</p> <p>Additional repair works to be carried out to reinstate vaulted ceiling following crane penetration works by others.</p>                                                                                                                                                                                                                                                                                             |                        |     |                     |                             |
| <b><u>COMPILED BY:</u></b>          | Robbie Jackson, Jay Jeffries, Chris Sweeney & Jordan Beasley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |     |                     |                             |
| <b>Monitoring:</b>                  | <p>These works will be subject to suitable monitoring and supervision to ensure the effective implementation of this safe system of work. Kinlan Brickwork Management will visit the site at suitable intervals. A Site Supervisor will always be available on site while we have workers engaged here. The works are liable for random site inspection and audit by our independent Health and Safety Advisors.</p>                                                                                                                                                                                |                        |     |                     |                             |
| <b>Management:</b>                  | <p><b>General responsibilities:</b><br/>         Robbie Jackson: 07903 574191<br/>         Matthew Irving: 07840317757</p> <ul style="list-style-type: none"> <li>To visit the project periodically to monitor performance.<br/>Courtley Health &amp; Safety. Office: 0151 545 0497</li> <li>To provide access to competent health and safety advice.</li> </ul>                                                                                                                                                                                                                                    |                        |     |                     |                             |
| <b>Supervision:</b>                 | <p><b>Training and general responsibilities:</b></p> <ul style="list-style-type: none"> <li>Holds a Site Supervisors Safety Training Scheme certificate (SSSTS). </li> <li>Holds a Construction Skills Certification Scheme (CSCS) card </li> <li>To supervise the works daily.</li> <li>To deliver regular Toolbox Talks to all engaged with the tasks on behalf of Kinlan Brickwork on site relevant topics.</li> </ul> |                        |     |                     |                             |
| <b>Operatives:</b>                  | <p><b>Training and general responsibilities:</b></p> <ul style="list-style-type: none"> <li>Holds a Health and Safety Awareness. </li> <li>Holds a Construction Skills Certification Scheme (CSCS) card </li> <li>To co-operate on matters of health and safety</li> <li>To report any health and safety concerns in a timely manner</li> </ul>                                                                           |                        |     |                     |                             |

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|                         | <ul style="list-style-type: none"> <li>• FLT Driver holds a CPCS Card.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>PROGRAMME</u></b> | <p>The delivery of this programme will be as directed by the Principal Contractor; Domis to enable them to co-ordinate activities on site. We have assumed that there will be easy access to our work areas and that we will not be subject to inclement weather.</p> <p>We will work with the Principal Contractor where staggered start times/ break times are required to reduce congestion at the site entrance and break areas</p> <p>Working hours are as follows;<br/>Mon-Thur 0800-1630<br/>Fri 0800 1530</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>Work Area</u></b> | <p>Our work areas are to be secure. The Principal Contractor; Domis are to prevent unauthorised access.</p> <p><b>Lighting</b><br/>Within dark areas including the underside of masonry arches, extra lighting will be required (to be supplied by DOMIS) 6-8No. 110V strip florescent units approx. or as required to make safe the working environment</p> <p><b>Power</b><br/>To be supplied by DOMIS. Kinlan to provide transformer or petrol powered generators where there is no other form of power available</p> <p><b>Water</b><br/>To be supplied by DOMIS. Operatives to fill water drums from DOMIS main yard and distribute to work area to allow for mixing of mortar</p> <p><b>Access</b><br/>Scaffold with crash deck supplied by DOMIS<br/>All ground surfaces for the use of access equipment to be inspected by scaffold contractor prior to works commencing on site.</p> <p><b>Storage</b><br/>All sand/limes/etc are to be stored in a dry area (possible one of the empty arch lockups)<br/>A;; fuel cans to be removed from site each day and stored off site<br/>All waste to be removed each day to licensed tip.</p> <p><b>Fuelling</b><br/>All fuelling of plant to be carried out in well ventilated area with correct PPE</p> <p><b>Mixing</b><br/>All mixing must be carried out on site in a well-ventilated area with the relevant floor protection in place. Correct PPE must be worn whilst handling lime and fuel</p> |
| <b><u>COVID19</u></b>   | <p><b>Hygiene</b><br/>Operatives are to wash hands thoroughly for at least 20 seconds at regular intervals throughout the day.<br/>Operatives to avoid touching surfaces when traversing the site and wipe down surfaces regularly such as those in welfare and canteen areas.<br/>Operatives to clean equipment after use with particular attention to contact points such as handles/triggers etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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### Distancing

Operatives to maintain 2m distance from others wherever possible.

(3 steps, 9 hand hats or 1 chapter 8 barrier)

Where possible operatives will bring pre-prepared food and refillable drinking bottles. Operatives will not be permitted to visit local shops and should remain on site for the day.

Operatives to avoid stopping on walkways and should not congregate on site.

Where tasks require close working, they should be subject to dynamic risk assessment which will aim to reduce the frequency, time scale and operatives involved.

### Trade specific guidance for operatives

Do not share hand or power tools such as trowels, shovels etc. before adequately cleaning them.

When working outdoors maintain a minimum 2 metres apart.

Plan work activities within individual gangs to ensure, where possible, one bricklayer only per building face.

When working on scaffolds, agree a system to walk around scaffold before commencing work.

One man only to work on "table lifts".

"Give Way" to labourers delivering materials and mortar around the scaffold, maintaining a minimum 2 metres distance.

Avoid congregating at key points such as ladder access points and loading bays.

If piecing up internally is required, one man only to undertake the task.

When working internally, keep windows and doors open, if fitted, to maintain good ventilation.

Plan your movements on site to avoid passing closely to another worker. For example, walk the long way around to gain access to a doorway, etc.



## SEQUENCE:

### Prior to Site Attendance

1. **Asbestos:** The Principal Contractor; Domis are to draw our attention to sections of the Asbestos Register that are relevant to our works as applicable.
2. **Site Rules:** The Principal Contractor; Domis are to draw our attention to their Site Rules. These may include the need for Permits that are relevant to our works.  
**Kinlan Brickwork operatives will follow Domis's COVID 19 on site operating procedures. Refer to Coronavirus Risk Assessment.**
  - **COVID19:** Operatives are to follow the stay at home guidance if they, or a member of their household, have symptoms consistent with the coronavirus infection (high temp or new persistent cough)
  - Where possible, operatives are to use their own transport to reach site. If possible, public transport and shared transport is to be avoided. Members of the same household may share transport.
  - Operatives will comply with signing in arrangements which may be via email/text/phone call to reduce risk from traditional signing in stations.
3. **Security:** The general security afforded to the site will be maintained by the Principal Contractor; Domis. Their arrangements will not be compromised by the activities of Kinlan Brickwork.

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4. **Planning:** All necessary drawings, plans and calculations required to plan these works are to be made available for reference, prior to and during the works.

### Access and Egress

1. All routes about the site are to be maintained as fit for purpose. This includes routes over, under or adjacent temporary structures, propping arrangements or openings. In addition to access and egress for our employees, consider that we need to deliver equipment and materials to work areas.
2. All routes within our work areas are to be kept free from trip hazards so far as is reasonably practicable.

### Preparation

1. Kinlan Brickwork management team will assess the site to ensure it is in a satisfactory condition for works to commence.
2. All Kinlan Brickwork employees engaged on site are to attend a Site Induction of the Principal Contractor; Domis when at least the following arrangements are to be made known:
  - a. Site Rules
  - b. Welfare arrangements
  - c. Emergency and First Aid arrangement
  - d. Arrangements for the storage of materials, plant and equipment
  - e. Arrangements for the storage and removal of waste
  - f. Environmental considerations
3. This method statement is to be effectively communicated to all those engaged with undertaking the work. They are to be offered the opportunity to provide feedback.
4. All those engaged with this task are to sign the declaration confirming their acceptance and understanding of this safe system of work prior to the commencement of operations on site.
5. Close liaison with other parties will be required to ensure effective and safe co-ordination of onsite activities. To help achieve this standard, a supervisor will be available for meetings dictated by the Principal Contractor; Domis.
6. Services such as telecoms, electricity, gas or others are to be made safe by suitably qualified people prior to us beginning work in the area. Where it is not practical to terminate supplies outside our work area, then the 'live' services will be clearly marked.



### Task

#### 7. **Delivery of materials**

- a. There will be delivery of materials to site between 07:00 and 17:30.
- b. Materials will be unloaded via either a hiab or the forklift truck located on site.
- c. The laydown area for our materials will be specified by Domis.
- d. The storage of our materials will be provided by Domis in the form of a container.
- e. Materials will be moved about the project using a forklift truck and/or pallet truck.

### **Sequence of works**

8. Operatives will start at the agreed location.
9. Materials will be taken to the work area by way of mechanical means wherever possible to avoid manual handling injuries.
10. Operatives will use a string line to agreed measurements and start by laying a course of bricks.
11. Operatives will secure to the foundations by way of mortar and handheld tools.
12. All tools will be of a suitable nature, subject to pre use visual inspection and all defects are to be reported to the site foreman.
13. Operatives will build to the required height as agreed with DOMIS.
14. The operatives will proceed with the building of the walls as per the agreed method.
15. Bricks will be precut prior to being delivered to site.
16. For minor brick cuttings operatives will use a stihl clipper saw to make the necessary cuts in the bricks and the blocks. Wet dust suppression will be used at all times with the tool, alongside FFP3 masks. Operatives will have undertaken face fit testing and will don PPE & hearing protection.
17. Operatives using power tools will have satisfied the employer requirements of competency.
18. Once the external walls have been built, operatives will continue with the internal works.
19. Scaffold will be provided in the agreed method.

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- 20. Kinlan will build the walls to the agreed measurements and layouts.
- 21. Operatives will provide task lighting to areas of work with poor lighting. All lighting equipment will be of 110v capacity and cables will be routed at height wherever possible.

### Heights

- 22. A forklift will be used to deliver materials to height in the appropriate loading bays.
- 23. Operatives will use mechanical aids to transport the materials to the work area at height.
- 24. The forklift will be inspected before site arrival and be subjected to user inspections.
- 25. The driver of the forklift will be competent and hold relevant certification on site.
- 26. Lifting bricks to handrails, where appropriate packs of bricks will be lifted by the forklift and held on the forks provided and that the area is suitably barriered off. Operatives will remain behind the handrails at all times.

### Repointing

- 27. Access to vaulted heights to be from MEWP. Access equipment is to be subject to documented inspection and pre-use inspection by the user. Access to these areas are to be restricted.
- 28. Identify Brickwork and Masonry joints that require removal and re-pointing.
- 29. Carefully open-up the centre of the cement joint by use of vibrating Fein cutter taking great care not to cause any damage to adjacent joint arises.
- 30. Proceed to remove to upper and lower sections of the mortar joints
- 31. Once all facing mortar has been removed clean out the lime mortar joint behind back to a depth of
- 32. twice the height of the joint, (Typically 5-10mm height back to 25mm in depth).
- 33. Thoroughly clean out joint with clean water and saturate with clean water 2 days previous to repointing and cover with damp hessian sacking to keep moist.
- 34. On the day of re-pointing mix the approved mortar mix and allow to settle 2-3 hours before use again to prevent any shrinkage.
- 35. A range of 6 Mortar Mix samples to be agreed using a combination of sands, aggregates and limes including hydraulic lime and putty.
- 36. Using 3-10 mm wide pointing irons (dependant on joint size) firmly press back mortar mix into the joint and trowel back to flush finish finishing the work area no later than mid-afternoon to allow a suitable going off period for tamping back.
- 37. Once mortar has slightly gone off and formed a slight crust to the finished face firmly tamp back using a mason's churn brush taking great care not to catch this whilst still wet otherwise staining to the masonry face will occur, sponge clean to expose aggregates within the mix.
- 38. Once the mortar is firmly tamped back into the joint cover over with damp Hessian and return back to the work the following morning.
- 39. Clean away any residue from mortar arises using a phosphor bronze bristle brush, clean water and sponge, continue to spray work area to keep damp until required to prevent over drying and shrinking.

### Brickwork

- 41. Access via scaffold provided by others.
- 42. Operatives will start at the agreed location.
- 43. Materials will be taken to the work area by way of mechanical means wherever possible to avoid manual handling injuries.
- 44. Operatives will use a string line to agreed measurements and start by laying a course of block.
- 45. Operatives will secure to the foundations by way of mortar and handheld tools.
- 46. All tools will be of a suitable nature, subject to pre use visual inspection and all defects are to be reported to the site foreman.
- 47. Operatives will build to the required height as agreed with DOMIS.
- 48. The operatives will proceed with the building of the walls as per the agreed method.
- 49. Bricks will be precut prior to being delivered to site.
- 50. For minor brick cuttings operatives will use a stihl clipper saw to make the necessary cuts in the bricks and the blocks. Wet dust suppression will be used at all times with the tool, alongside FFP3 masks. Operatives will have undertaken face fit testing and will don PPE & hearing protection.
- 51. Operatives using power tools will have satisfied the employer requirements of competency.
- 52. Kinlan will build the walls to the agreed measurements and layouts.

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53. Operatives will provide task lighting to areas of work with poor lighting. All lighting equipment will be of 110v capacity and cables will be routed at height wherever possible

### Completion

54. On completion of our works the areas will be left clean and tidy.  
 55. The Principal Contractor; Domis, will be invited to take part in the quality inspection of our works.  
 56. All warning barriers and signs used to protect our work will be removed.  
 57. Handover the areas to the Principal Contractor; Domis.

### RESOURCES:

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
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| <b>Plant &amp; Equipment:</b> | <p>All plant and equipment used in the delivery of these works will be in good order and fit for purpose. Test and inspection certificates will accompany equipment as appropriate.</p> <p>Forklift Truck<br/>         Pallet Truck<br/>         2nr Mixer<br/>         Tech Guns<br/>         SDS Drill<br/>         Hand Tools<br/>         Scaffold<br/>         MEWP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| <b>Materials:</b>             | <p>Brick. Block 140mm &amp; 100mm insulation, concrete lintels, sand &amp; cement, hot lime mortar, sundries</p> <ul style="list-style-type: none"> <li>• Sharp aggregate sand</li> <li>• Clay based binding sand</li> <li>• Natural hydraulic lime</li> <li>• Reclaimed bricks</li> <li>• Waste material - rubble</li> <li>• Hessian protection sheeting</li> <li>• Visqueen protection sheeting</li> <li>• Injection grout</li> <li>• Structural resins</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| <b>PPE:</b>                   | <div style="text-align: center;">  </div> <p>Note. – High vis to be long sleeved.</p> <p>As per risk assessment:</p> <div style="text-align: center;">  </div> <table border="1"> <tbody> <tr> <td>Gloves</td><td>Hi-Vis cold grip/cut resistance level 2/resistance level 4/EN388</td></tr> <tr> <td>Filters</td><td>3M P3 filters (3125)</td></tr> <tr> <td>Respirators</td><td>3M 6300 respirator/clean shaven</td></tr> <tr> <td>Protective clothing</td><td>Full pulsarail orange hi-vis clothing</td></tr> <tr> <td>Safety glasses</td><td>Low light glasses/anti-fog/anti-scratch</td></tr> <tr> <td>Safety goggles</td><td>Ultrasonic goggle/anti-fog/anti-scratch/impact goggle - EN166-1B</td></tr> <tr> <td>Safety helmet</td><td>Comfort plus safety helmet - centurion reflex</td></tr> <tr> <td>Ear defenders</td><td>Port west PW40 - ear defenders - EN352</td></tr> <tr> <td>Boots</td><td>Steel sole plates (no rigger boots)</td></tr> </tbody> </table> | Gloves | Hi-Vis cold grip/cut resistance level 2/resistance level 4/EN388 | Filters | 3M P3 filters (3125) | Respirators | 3M 6300 respirator/clean shaven | Protective clothing | Full pulsarail orange hi-vis clothing | Safety glasses | Low light glasses/anti-fog/anti-scratch | Safety goggles | Ultrasonic goggle/anti-fog/anti-scratch/impact goggle - EN166-1B | Safety helmet | Comfort plus safety helmet - centurion reflex | Ear defenders | Port west PW40 - ear defenders - EN352 | Boots | Steel sole plates (no rigger boots) |
| Gloves                        | Hi-Vis cold grip/cut resistance level 2/resistance level 4/EN388                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Filters                       | 3M P3 filters (3125)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Respirators                   | 3M 6300 respirator/clean shaven                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Protective clothing           | Full pulsarail orange hi-vis clothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Safety glasses                | Low light glasses/anti-fog/anti-scratch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Safety goggles                | Ultrasonic goggle/anti-fog/anti-scratch/impact goggle - EN166-1B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Safety helmet                 | Comfort plus safety helmet - centurion reflex                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Ear defenders                 | Port west PW40 - ear defenders - EN352                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |
| Boots                         | Steel sole plates (no rigger boots)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                                                                  |         |                      |             |                                 |                     |                                       |                |                                         |                |                                                                  |               |                                               |               |                                        |       |                                     |

**Ensure that if this document is amended or reviewed, it is re-circulated to the people listed below who are still engaged with the tasks.**

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## METHOD STATEMENT

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### Assessments:

Several assessments have been undertaken to develop the detail in the safe system of work set out in this method statement. These have included generic and specific assessments. During the work, we will undertake dynamic assessments. We will monitor and review the original assessments to confirm continued suitability or amend these as identified. Should there be a conflict between the control measures identified in our assessments and the Site Rules, the later will prevail.

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| <b>Risk Assessments</b><br> T 2004 Use of portable electric eq<br> T 2003 Use of general hand held t<br> T 2001 Use of Angle grinders Abrasive w<br> Repointing Rev1.doc<br> K 1110 Use of a pallet truck Rev3.do<br> A 0116 Working on a tube and fitting scpodium steps Rev2.c<br> A 0109 Use of of Rev3.docx<br> A 0107 MEWP use of Rev3.docx<br> X 2623 COVID-19 Coronavirus Rev20.cb<br> U 2136 Brick and blockwork RiskASSE<br> U 2107 Use of mixer on site Rev3.doc<br> U 2101 Use of stihl saw Rev4.docx<br> T2035 Block cutter splitter Risk Assessm | <b>Noise Assessments</b><br> 4.40 Master Vibration and Noise |
| <b>COSHH Assessments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Vibration Assessments</b>                                                                                                                    |

# METHOD STATEMENT

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| <div>    </div> <div> G 126 Hydrated Lime Rev1.doc G 020 Dusts containing high level of dust 023 Dust (General Building) COSHH RE </div> <div>  </div> <div> G 141 Ready Mix Concrete and Mortar </div>                                                                                           | <div>    </div> <div> VIBRATION OUTPUT TABLE (POSTER FOR exposure ready reck Operative vibration 4.40 Master Vibration and Noise </div> |
| <div> Manual Handling Assessments  </div> <div>   </div> <div> 025 Rubble MH Rev5.doc 004 Bags of Cement MH Rev5.doc </div> <div>   </div> <div> 101 Handling 140mm Blocks MH R 053 Brickwork MH Rev4.doc </div> | <div> Other </div>                                                                                                                                                                                                                                                                                                                                                                             |