



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	1046
1.2 Method Statement Date	13/01/2022
1.3 Method Statement Author	Caroline Lamer
1.4 Project/Contract	101 Princess Street
1.5 Start Date	TBC
1.6 Expected job duration	8 weeks
1.7 Client Contact	Keiran Melfi (JLL)
1.8 Description	Fit-out and refurbishment of 5th floor and Reception
1.9 Site Address	101 Princess Street Manchester M1 6DD

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Caroline Lamer	Health & Safety Manager		13/01/2022

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Caroline Lamer	Nikolai Dorofeev	Chris Barton	Sheena Round
Telephone Number	0161 4451661	07469 853 953	07973 769 452	07384 118 179

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 First Aid FBI

It is the responsibility of FBI (Derek Currid) to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

The First Aider will be the site manager who has attended an HSE approved course of at least four days duration and he will re-train at least every three years on a course of not less than two days.

4.2 Personal Protective Equipment (PPE) Standard

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests and protective clothing at all times, other items of PPE such as eye protection, hard hats, gloves, hearing protection are available to be worn as and when necessary and as determined by the risk assessment.

4.3 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

4.4 Welfare FBI

FBI is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

4.5 101 Princess Street - Key Info

Working hours – normal working hours are 7am to 5pm.

Site office – located within the 5th floor suite

Site WC – to be agreed

Material storage and waste storage – all materials to be stored within the 5th floor suite

Skip location – no skip on site; wait and load skips or removal of waste via vans

Access/Egress - material and contractor access via the rear access stairwell. 1no. fob for the main entrance door will be kept by the site manager, in case of emergencies. Under no circumstances are contractors and materials to use the main entrance, including main stairwell or lift.

Parking – no parking available on site.

Building Manager - Helen Elliott 07711 469 434

4.6 Communication with other works on site

All staff will report to the site manager for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.7 COVID-19 (Coronavirus) Personal hygiene measures.

FBI Ltd workers should follow government guidelines on Personal hygiene measures to reduce the general risk of COVID-19, as outlined below.

- Handwashing technique (use of soap and water, rubbing hands for at least 20 seconds etc.)
- When handwashing is essential (e.g. after contact with hard surfaces or their working environment)
- Respiratory etiquette during coughing and sneezing with disposable tissues or clothing
- Appropriate waste disposal
- Use of appropriate social distancing as per current Government guidance
- Avoidance of close contact with people suffering from or self-isolating from COVID-19

Advice for operatives working in suspected affected areas

FBI Ltd operatives are reminded to:

- Frequently clean hands by using an alcohol-based hand rub or soap and water.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash

- hands.
- Avoid close contact with anyone who has a fever and cough.
- If experiencing fever, cough and difficulty breathing seek medical care early..

Separation

The standard procedures of FBI Ltd operatives should be followed when attending a client's premises.

- Efforts should be made to minimize contact between clients and employees attending site, I.e photos, video links etc
- Where this is not possible you must comply to social distancing as per current Government Guidance.

Where self-isolation is in force on the client's premises.

- Where self-isolation is known to be in force on the client's premises attendance must be authorised by the MD or his nominated person.
- All operatives will wear the appropriate PPE.
- Communicate via mobile phone behind closed doors etc to avoid personal contact.
- It is recommended that a face mask should be used by the client when you are attending site if available. If a face mask is not available or cannot be tolerated, the ill person should be asked to cover their mouth and nose with tissues when speaking with you.
- If possible, the client (and any pets if applicable) should be asked to move to a separate room and doors closed.

4.8 Machine Tools

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

4.9 Material Handling inc waste disposal - General

All waste materials will be safely loaded into skips which will be positioned as far away from pedestrian areas as reasonably practical. This area will be kept tidy to minimise trip hazards. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure.

4.10 Preparation and Induction - FBI

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the project manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures adhered by FBI.

Site signage will be installed at all entrances to site, notifying other building users and members of the public that works are in progress and access is restricted. No members of the public or tenants will be granted access to site (unless arranged prior with FBI and the landlord). Any person that does receive permission to come onto site must sign in and report to the site manager.

4.11 Site Access and Egress FBI

FBI is responsible for providing safe access and egress to the site, FBI staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. . Access routes will be sign posted and barriers will be put in place where necessary.

4.12 Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

4.13 Working from step ladders

The majority of tasks that involve working at height will be carried out using step ladder, before use the floor area should be clear, free from waste and on level ground. The step ladder should be checked for any sign of damage before use and if damaged removed from use immediately. Follow guidelines described in the risk assessment when using step ladders.

5.1 Listed building strip out

1. An internal soft strip of the building will be carried out by demolition operatives to remove fixtures, fittings, partitions, floor and wall finishes of non-original fabric that are no longer required.
2. Whilst undertaking the strip out, all operatives will ensure that extreme caution is being exercised and that items as such are removed in a methodical and controlled manner, to avoid damage to any surfaces or finishes which are of a historical nature.
3. The use of mechanical tools for the strip out will not be permitted. All strip out must be completed with the use of hand tools only.
4. All waste arising from the strip out will be segregated accordingly and then placed into suitable waste bins and stillages, ready for removal in waste skips.
5. All controlled waste being removed to skips will be done during quiet periods of the day and where possible, materials will be loaded by hand method into skips and removed from site. As skips will be on a wait and load basis, where access to skips is not available, materials will be stored within the building where they will be removed at a later stage.
6. At no times will operatives gain access to areas of the building to recover soft stripped materials.
7. All suitable to task PPE to be worn at all times.
8. No partition walls, MF ceilings, structures or materials to be left in an unsafe manner.
9. No walls and alike are to be removed until all hidden services have been identified, isolated or removed.

5.2 General strip out

1. All fixtures, fittings, partitions, floor and wall finishes are to be stripped carefully and removed in a methodical and controlled manner into suitable waste bins and stillages for removal into waste skips in service yard.
2. All waste, materials and plant to be moved at quiet periods when passenger numbers are low. Banksman to be used at all times.
3. All suitable to task PPE to be worn at all times.
4. No partition or block walls, ceilings, structures or materials to be left in an unsafe manner.
5. No walls and alike are to be removed until all hidden services have been identified, isolated or removed.

5.3 Plumbing strip out

1. Liaise with other contractors and Site foreman to isolate water supplies.
2. Isolate Hot & cold water pipes where necessary.
3. Drain down the water system where necessary.
4. Obtain the appropriate hot work permit from the site manager/foreman where applicable.
5. Ensure the correct type of fire extinguisher is on hand during hot work.
6. Protect surrounding area with heat shields.
7. Liaise with facilities manager/site manager to turn water supplies back.
8. Carry out further checks for water tightness and quality of finish.
9. Request site manager/foreman to inspect works.
10. Pack tools and equipment and leave area clean and tidy.
11. Maintain fire watch for 2 to 4 hours where hot work has been carried out.
12. Report to site foreman and sign off permit to work.

5.4 Partition fixing and erection (metal stud partitions)

1. Put on your personal protective equipment.
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
3. Fit galvanised steel top channel to ceiling working from step ladders, ensure company ladder procedure is followed.
4. Mark out and fit track to floor, soffit and abutments, fix with proprietary screws.
5. Mark out position of doors, openings, glazed units etc.
6. Slide vertical aluminium partition posts into top channels and floor track and fix with self tapping screws.
7. Slide angle brackets into position and fix with self tapping screws.

8. Additional framing is installed as required to support heavy fixtures.
9. Measure and cut to size plasterboard to fit to partition posts which are fixed at 600mm centres to all framing members to form the lining.
10. Plasterboard to be cut by hand with a hand saw or stanley knife.
11. Respiratory, when sawing or sanding plasterboards, use local exhaust system to control dust or wear a half face mask to EN149 Class FFP 2 if dust cannot be controlled.
12. Fixing channels can be installed between studs to support recessed switch boxes/socket outlets.
13. Install mineral fibre insulation prior to fitting plasterboard to other side.
14. Remove all debris to designated waste disposal area.
15. Do not leave tools and equipment unattended at any time.
16. Ensure area is left safe at end of each shift.

5.5 MF ceiling installation

1. Ensure all correct PPE is being used.
2. Refer to method and risk document working at height.
3. Set out ceiling as per drawings.
4. Refer to Gypsum method of build installation.
5. All cutting to be completed using correct and suitable tools.
6. All operatives to be trained using machine tools.
7. Do not stack or store materials on scaffold.
8. Do not work from hop ups or steps.
9. Fix all suspended tracks and supports using suitable fixings.
10. Apply plasterboards as per recommendations.
11. Do not cover any essential services, switches or valves.
12. If so include for access panels.
13. Clean down and decant site ready for tape and jointing.

5.6 Tape and joint

1. Ensure intensity and direction of lighting is suitable to enable a satisfactory finish.
2. Where suitable PPE and refer to COSH data associated.
3. Check hand and power tools before use.
4. Fit the appropriate specified beads and tape to corners and abutment joints to the plasterboard.
5. Mix hand troweled Jointing compound by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly.
6. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area.
7. Apply 2 coats of compound over joints to a uniform thickness. Allow first coat to cure prior to applying final coat.
8. Sand down joints by hand. Ensure staff operative is wearing dust mask and the room is well ventilated.
9. Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately.
10. Do not attempt to tape and joint where extremes of temperature or moisture will affect the finish.
11. Remove all debris to designated area, leave area clean and tidy.

5.7 Chasing out walls

1. Prior to chasing out any walls, use the cable and pipe finder to locate any electric cables or pipe work.
2. Once it is safe to continue, mark the wall for the area to be chased out.
3. On plaster walls chase out using a Kango power chisel or hand bolster. On plasterboard walls carefully cut out using a knife or saw.

5.8 Plumbing works

1. Isolate cold water pipes where necessary.
2. Drain down the water system where necessary.
3. Carry out installation of new pipework (HP20).
4. Where plastic pipe is connected with solvents, staff will follow all safe use instructions.
5. Check all joints.
6. Liaise with facilities manager/site manager to turn water supplies back.
7. Carry out further checks for water tightness and quality of finish.
8. Chlorinate the system if required and check for successful completion.
9. Request site manager/foreman to inspect works.
10. Pack tools and equipment and leave area clean and tidy.
11. Report to site foreman and sign off permit to work.

5.9 Fitting internal doors, arcs and skirting boards

FITTING INTERNAL DOORS

1. Cut off the horns.
2. Dry test the door in the casing and mark where trimming is needed.
3. Trim the door to size, allow a clearance.
4. Wedge the door in place and mark out the hinges and lock position.
5. Chop out and fit the hinges to the frame either by hand or router.
6. Chop out the door hinges by hand or router.
7. Hang the door and check for plumb and correct clearance.
8. Drill & chop out the door before fitting the lock.
9. Fit the handles.
10. Mark out the frame and fit the striking plate.
11. Test the door for correct operation.

FITTING THE ARCHITRAVE

1. Measure the lengths of architrave required.
2. Check to ensure lengths are not bowed or twisted.
3. Cut to size with a mitre using the chop saw.
4. Fix the architrave to the door frame using the nail gun.
5. Check mitre joints ensure top moulding is level.

FITTING SKIRTING BOARDS

1. Measure the length of skirting required.
2. Check to ensure lengths are not bowed or twisted.
3. Dry test fit and cut/plane to size if required.
4. Fix to the wall by nail gun / screw & plug or instant grip adhesive as required.
5. Cut scribed joint or mitred joint as required.
6. Check all joints and fixings.

5.10 Installation of kitchen units and worktops

1. Hoist fittings to the work area using team lifting techniques.
2. Remove packaging and transfer waste materials to the site skip or re-use where required.
3. Check hand tools and power tools for correct operation.
4. Check fixing points for buried services.

5. Set out all wall and base units and fix together
6. Fit, scribe worktops in position.
7. Apply mastic sealant at wall junctions following COSHH guidelines for the mastic product.
8. Check joints etc.
9. Wipe clean the work surfaces.

5.11 Flooring - latex screed

Cordon off area of work.

Sweep clean area prior to laying latex screed.

Mix self levelling latex screed using hand tool mixer.

Apply latex screed to floor using hand trowels. Ensure application is level and even.

Allow latex screed to cure.

Refer to all COSHH data when handling mortar mix products.

5.12 Flooring - Lay carpet tiles

1. Prepare floors, clean and sweep ready for new installation.
2. Lay new carpets using tackifire adhesive.
3. Ensure all knives used have retractable blades.
4. Remove all packaging and waste in the same manner as above.
5. Clean down site upon completion.

5.13 Tiling - walls

1. Report to site manager upon arrival and put on PPE.
2. Cordon off area ensuring all access/egress routes are maintained.
3. Carefully hoist materials to working area using mechanical aids where required.
4. Set up a segregated area to perform cutting and mixing etc ensuring all dust is controlled.
5. Mix adhesive and grout using hand tools in accordance with material COSHH sheets.
6. Apply adhesive to substrate and tile walls.
7. Apply grout and clean down tiles.
8. Remove materials and barriers and ensure site is clean and tidy before vacating.

5.14 Tiling - floors

1. Report to site manager upon arrival and put on PPE.
2. Cordon off area ensuring all access/egress routes are maintained.
3. Carefully hoist materials to working area using mechanical aids where required.
4. Set up a segregated area to perform cutting and mixing etc ensuring all dust is controlled.
5. Mix adhesive and grout using hand tools in accordance with material COSHH sheets.
6. Apply adhesive to substrate and tile floors.
7. Apply grout and clean down tiles.
8. Remove materials and barriers and ensure site is clean and tidy before vacating.

5.15 General fixtures and fittings

1. Ensure suitable tools are utilised.
2. When hoisting or moving across public areas ensure suitable trolleys, stillages and alike are used.
3. Where fitting in occupied areas ensure all areas have barrier protection.
4. Do not work directly above or near staff or employees in immediate vicinity.

5. Before fixing or drilling test and inspect walls for any live services.

5.16 Clean Down

Ensure areas are clear from debris.

Clean down horizontal surfaces.

Wipe down ironmongery.

Hoover carpet.

Apply disinfectant to sanitary ware having regard to COSHH assessment for the product to be used

Wipe glazing and framework using warm soapy water.

Sign off from site manager.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]