

Site Name and Address: 57 Hilton St Manchester

Company Name: ITS Interiors Limited

Review Date: 22/06/2021

Method Statement:



Actions	Details
Brief description of the work and Location	Decorations, all areas
Sequence of work and how operations are controlled	Dust and splash protection will be introduced where required. All works are supervised, COSHH data and procedures will be observed and adhered to for all products.
On site Supervision arrangements	Site Management will be present while works are being carried out.
Individual responsible for controls and monitoring performance	Site Manager
Plant and equipment to be used and operator training requirements	Where high level works are carried out, correct access equipment will be utilised, scaffolds etc will be erected by trained personnel, as with operating MEWP's
Occupational Health Assessments (risk, noise, Coshh etc)	COSHH data is available for all products
Safety of third parties	Work area will be cordoned off, high level works will also be cordoned off.
Environmental Controls	Disposal of waste products will be in accordance with The Environment Act, 1995
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE minimum requirement area, hard hats, safety boots, Hi-Viz
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.
Risk Assessment to be read in conjunction with:	• Carrying out painting and artexing tasks • Use and Maintenance of hand tools • COSHH Assessments to specific product • Manual Handling Operations • Provision of First Aid

Method Statement

Actions	Details
Brief description of the work and Location	1 st and 2 nd Fix Carpentry, all areas
Sequence of work and how operations are controlled	Materials will be unloaded and distributed to as near to the work area as possible using adequate labour resource. Fixing points of carpentry items to be checked for hidden cables and pipework prior to fixing. Most of the joinery is designed to be free standing as this is a listed building, However any joinery that requires fixing has to be Sympathetically fixed using screws at 600mm centers into areas of the building that are easily repaired. I.e: mortar joints. We are overboarding the entire floor with 12mm sheet material to protect the existing floor. This material can be used to fix into.
On site Supervision arrangements	Site Management will be present while works are carried out.
Individual responsible for controls and monitoring performance	Site Manager
Plant and equipment to be used and operator training requirements	Where high level works are carried out, correct access equipment will be utilised, scaffolds etc will be erected by trained personnel, as with operating MEWP – 3a Scissor lift
Occupational Health Assessments (risk, noise, Coshh etc)	Risk Assessments are carried out prior to works taking place. COSHH data is observed for any substances to be used.
Safety of third parties	Work area will be cordoned off, high level works will also be cordoned off from other parties.
Environmental Controls	Disposal of waste products will be in accordance with The Environment Act, 1995
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE minimum requirement area, hard hats, safety boots, Hi-Viz
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.
Risk Assessment to be read in conjunction with:	• Installation of Doors • Installation of Kitchen Units • Installation of Stud Partitioning (Metal/Timber) • Installation of stud partitions, insulation materials and plasterboard. • Manual Handling Operations • Provision of First Aid • Working at height – use and maintenance of mobile elevating working platform (3a type MEWP scissor lift)

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Actions	Details
Brief description of the work and Location	Erection of metal stud partitioning and plasterboard
Sequence of work and how operations are controlled	Materials will be distributed and placed as close to the work area as possible using adequate labour resource. Where high level works are to be carried out, suitable access equipment will be utilised, erected (or operated in the case of MEWP's) by a trained, qualified competent person. A metal stud base plate will be fixed into position by proprietary fixings into the 12mm floor covering provided by ITS. A head track will also be installed into the ceiling above picking up existing floor joists. As this building is listed, we will avoid fixing into the structural walls where ever possible. However, should a fixing be required into the structure, we will fix into an easily repairable mortar joint. Uprights will be cut to length and fixed. Plasterboard will be positioned and fixed with screws.
On site Supervision arrangements	Site Manager will be present while works are being carried out.
Individual responsible for controls and monitoring performance	Site Manager / Contract Manager
Plant and equipment to be used and operator training requirements	Scaffold towers / MEWP's, Battery and 110volt hand tools, saws

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Occupational Health Assessments (risk, noise, Coshh etc)	Manual handling plasterboard and timber, powered and non powered hand tools, access equipment, working on a construction site, metal cutting tools.
Safety of third parties	All persons other than operatives to be excluded from immediate area.
Environmental Controls	Dust control
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE minimum requirement area, hard hats, safety boots, Hi-Viz
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.
Risk Assessment to be read in conjunction with:	Installation of stud partitioning (metal/timber) Installation of stud partitions, insulation materials and plasterboard. Manual Handling Operations Provision of First Aid Use and maintenance of hand tools Use and maintenance of electrical power tools and equipment Working at height – use and maintenance of mobile elevating working platform (3a type MEWP scissor lift)

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Brief description of the work and Location	Deliveries of materials
Sequence of work and how operations are controlled	Deliveries to be taken direct to site. Materials will then be distributed to various storage or work locations. All works including deliveries will be undertaken with due care, & protective sheeting & flooring protection boards fitted in areas of work/ high traffic areas to protect the existing historic fabric. All deliveries to be pre booked with site manager to enable prompt off loading to prevent overcrowding of site compound. Vehicles entering and leaving site must comply with transport plan if in place.
On site Supervision arrangements	Site Manager / Appointed Person will be present to accept deliveries
Individual responsible for controls and monitoring performance	Site Manager / Appointed Person
Plant and equipment to be used and operator training requirements	Forklift / Pallet Trolley / Board Trolley
Occupational Health Assessments (risk, noise, Coshh etc)	Observe Manual Handling procedures and related Risk Assessments
Safety of third parties	Set delivery periods and designated routes through site will ensure safety of third parties.
Environmental Controls	
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE minimum requirement area, hard hats, safety boots, Hi-Viz
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.

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Brief description of the work and Location	Erection of timber stud / framework, and plasterboard
Sequence of work and how operations are controlled	A timber stud frame will be constructed at floor level and raised into position using adequate labour resource. It will then be fixed to floor & soffit. As this is a temporary structure, MDF sheeting will be glued and pinned to studding using adequate tooling & Controlled by Foreman. Where high level works are to be carried out, suitable access equipment will be utilised, by a trained, qualified competent person.
On site Supervision arrangements	Site Manager will be present while works are being carried out.
Individual responsible for controls and monitoring performance	Appointed Person or Site Manager.
Plant and equipment to be used and operator training requirements	MEWP 3a Scissor Lift, Tower Scaffold, Battery and 110volt hand tools and saws.
Occupational Health Assessments (risk, noise, Coshh etc)	Manual handling plasterboard and timber, powered and non-powered hand tools, access equipment working on a construction site.
Safety of third parties	All persons other than operatives to be excluded from immediate area.
Environmental Controls	Dust Control to be implemented where necessary.
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE minimum requirement area, hard hats, safety boots, Hi-Viz.
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.
Risk Assessment to be read in conjunction with:	Installation of stud partitioning (metal/timber) Installation of stud partitions, insulation materials and plasterboard. Manual Handling Operations Provision of First Aid Use and maintenance of hand tools Use and maintenance of electrical power tools and equipment Working at height – use and maintenance of mobile elevating working platform (3a type MEWP scissor lift)

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Actions	Details
Brief description of the work and Location	Taping and Jointing Plasterboard
Sequence of work and how operations are controlled	The floor in the work area will be protected with plastic sheeting whilst plasterboards are taped and jointed. Access to higher levels will be achieved via mobile access scaffold or MEWP's operated or erected by trained, qualified and competent personnel. On completion of works the area will be cleared of tools and debris. COSHH data will be observed for the substances or compounds used during the jointing process. PPE will be worn.
On site Supervision arrangements	Site Manager will be present while works are being carried out.
Individual responsible for controls and monitoring performance	Site Manager or Appointed Person
Plant and equipment to be used and operator training requirements	Tower scaffolds or MEWP's, filler boards and filler knives.
Occupational Health Assessments (risk, noise, Coshh etc)	Risk Assessments are carried out prior to works taking place. COSHH data is observed for any substances to be used.
Safety of third parties	Work area to be cordoned off below high level works.
Environmental Controls	Dust Control to be implemented where necessary.
First Aid and PPE requirements	First Aid facilities and qualified First Aiders are available on site. This site is a PPE miniumum requirement area, hard hats, safety boots, Hi-Viz
Emergency procedures	Operatives will familiarise themselves with Evacuation Routes and Fire Procedures during Inductions.
Risk Assessment to be read in conjunction with:	Installation of stud partitioning (metal/timber) Installation of stud partitions, insulation materials and plasterboard. Manual Handling Operations Provision of First Aid Use and maintenance of hand tools Use and maintenance of electrical power tools and equipment Working at height – use and maintenance of moblie elevating working platform (3a type MEWP scissor lift)

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Brief description of the work and Location	
Sequence of work and how operations are controlled	
On site Supervision arrangements	
Individual responsible for controls and monitoring performance	
Plant and equipment to be used and operator training requirements	
Occupational Health Assessments (risk, noise, Coshh etc)	
Safety of third parties	
Environmental Controls	
First Aid and PPE requirements	
Emergency procedures	
Risk Assessment to be read in conjunction with:	