

Prestige Architectural Ltd

METHOD STATEMENT DOCUMENT

SITE:	Boohoo Manchester
CLIENT:	Preferred Spaces
TITLE:	New automated door installation
DATE:	18/11/20
ORIGINATOR:	Sean Lindsay-Smith

Summary of works to be completed:

Attend site at Boohoo Manchester, supply and install new aluminium automated door.

Normal working hours.

Site operatives – Gary Cope & Dominic Moston

Auto engineer – Steve Almond

All works completed as per specification given.

General Requirements

To be fully aware of:

- **Site Rules.**

To be aware of the hazards associated with:

- **The hazards associated with Aluminium products & Glass**
- **The hazards associated with use of cutting equipment**
- **The hazards associated with operations undertaken on Client's sites**
- **The hazards associated with operations near the general public (Others)**
- **Specifications and Instructions from Prestige Architectural Ltd.**

To ensure that the proper protective equipment is worn when required:

- **Safety Boots**
- **Safety Helmet**
- **Hi Visibility Vests**
- **Split Leather Gloves**
- **Safety Glasses**
- **Overalls**
- **Ear Defenders**
- **Face Masks**
- **Other**

Legislation

The Health and Safety at Work etc Act

The Health and Safety (First Aid) Regulations

The Management of Health and Safety at Work Regulations

The Manual Handling Operations Regulations

The Noise at Work Regulations

The Personal Protective Equipment at Work Regulations

The Provision and Use of Work Equipment Regulations

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations

The Workplace (Health, Safety and Welfare) Regulations

9 ON SITE INSTALLATION/REMOVAL OPERATIONS			
Tasks		Key Points	
9.1	Arrive at site, off load materials and park in designated area.	9.1.1	It has been noted by our site surveyor that there is a designated internal storage area which has been agreed with Preferred Spaces can be used for storage of materials/tools.
9.2	To announce presence on site: Report to Site Agent. The P.O.C is to be agreed.	9.2.1	Site Agent will have been informed of task prior to visit.
		9.2.2	Operatives must record that they are on site. This can be completed by way of signature or electronically.
		9.2.3	Operatives should be made aware of Site Rules by Preferred Spaces
		9.2.4	Ensure operatives understand Site emergency procedures given at the site induction.
9.3	To review installation procedures with Site Agent: Confirm installation arrangements with Site Agent or any such representative.	9.3.1	Site Agent will have copies of job sheets/installation documents.
		9.3.2	Site Agent will direct operatives to work area/s.
9.4	Access the work area to survey the task and carefully examine the vicinity.	9.4.1	Site will have been prepared by prior arrangement.
		9.4.2	Operatives will have been briefed on job task before visit to site and have signed the MS & RA.
		9.4.3	Be aware of the environment and any hazards that may affect the work (eg: general public, client operations, street works, utilities etc.). As outlined in the Risk Assessment & Pre-start site survey doc.
9.5	Ensure that all necessary equipment and materials are available and suitable for use. (note: All equipment used by our engineers are PAT tested)	9.5.1	Tools will typically include portable hand drills, cold chisels, screwdrivers, measuring tapes, wrenches, spanners, hammers, extension cables, 110-volt converters, ladders, steps etc). Materials glass, components, locks, rawl bolts, screws, fixings etc.

9.6	Ensure all necessary PPE is available and suitable for task. On this site operatives will wear full PPE with correct branding displayed.	9.6.1	Due to the nature of the work Prestige operatives will wear: Safety helmet, Industry approved gloves, safety boots, Safety Glasses & High Visibility vest displaying correct logo.
9.7	To brief team on task: Ensure all operatives are aware of proposed activities by way of relevant documentation and discussion.	9.7.1	Documentation may include items such as Contract Specification, Job Sheets, Health and Safety Plan etc. (note: there will not be a requirement for cutting aluminium on site and therefore a HW permit is not required).
9.8	To prepare the work areas: Check that area is readily accessible and confirm fitting measurements and technical data. Identify suitable storage areas for installation & work equipment – See 9.1.1	9.8.1	Ensure that work area is adequately segregated from the public/Client staff by barriers/cones etc.
		9.8.2	Ensure appropriate warning notices are displayed to inform others of undertaking. Supplied and displayed by Preferred Spaces .
		9.8.3	Aluminium sections and glazed units will have been fabricated in accordance with drawings based on original survey measurements.
9.9	To transfer aluminium, or, steel framework, glazed units and other components, tools and equipment to working area: Transport all components to working area. Kinetic lifting advised at all times when manually handling. Routes to the job site will have been cleared prior to moving taking place and control measures to reduce interface with the public/others will be implemented. Our QC procedures will have been completed to ensure all materials are present & are correct.	9.9.1	If components are heavy and/or bulky use either sack truck or employ two manhandling techniques.
		9.9.2	When moving components avoid contact with fragile equipment, electrical installations and other persons in the vicinity.
		9.9.3	Materials will be transported to the job site from the parking area.
		9.9.4	Materials will be transported to the job site via the designated loading bay. Co-ordinated by Preferred Spaces .
9.10	Hand held electrical equipment.	9.10.1	Refer to "Use of Drilling Equipment" procedures.
		9.10.2	Portable drill should be powered by battery or 110 Volt supply.
		9.10.3	Ensure electrical equipment is compatible with site supply and will not exceed 110V.

		9.10.4	Screws and plugs will be used if surround is brickwork.
		9.10.5	Dust and noise will be kept to a minimum and drilling will only take place between designated working hours.
		9.10.6	Task rotation for vibration will be implemented where necessary. All trigger times to be adhered to.
9.11		9.11.1	Set up pedestrian control barriers between the glass carrying van and the entrance frame. If required.
		9.11.2	Our engineers will use special glass carrying suction lifters to transport material. Typically, two persons will manually transport material from the vehicle to the work area.
		9.11.4	Steps will be supported by second person and should not be used for heights greater than 2 metres. Usage of such items is subject to Preferred Spaces T&C's. Podiums are available to fitting teams if required.
		9.11.5	Additional temporary works maybe utilised such as aluminium tower scaffold. A M.E.W.P may even be required to allow engineers to install components safely and accurately. Premier engineers hold valid IPAF certificates.
9.12	To seal up framework. Framework shall be sealed with an approved product as mentioned in the specification. Typically, silicone.	9.12.1	Framework will be sufficiently sealed against the surrounding opening as outlined in the works specification.
		9.12.3	There may be a requirement for a different method of sealing up should the gap is too big to mastic (e.g. cement render/PPC Trims).
9.13	On completion of task ensure that work area is left clean and tidy.	9.13.1	If task is incomplete it may be necessary to leave barriers/warning notices in place.
9.14	Arrange to meet Site agent/Representatives to report work progress. The work completed will be	9.14.1	A Prestige employee has been allocated to ensure all relevant discussions and exchange of

	inspected by Prestige employees to ensure it meets specification. A representative of Preferred Spaces will carry out an inspection of the work and sign off all relevant documents for hand over.		documentation is completed. For these works our P.O.C is to be agreed.
		9.14.2	If task is incomplete, arrangements for completion will be discussed.
		9.14.3	Some materials and equipment may need to be stored at the jobsite if fitters are unable to complete the work – See 9.1.1
9.15	Leave site.	9.15.1	Operatives may have to sign off/out, on departure from site.
		9.15.2	Prestige installation teams will ensure all materials; equipment & waste are removed from site.
		9.15.3	Ensure site speed limit is observed and adhered to.
9.16	Feedback any problems on the method or any other safety related matters to a Manager or a Director.	9.16.1	See originators details at cover page.

All of the Prestige Site Operatives have been briefed on and fully understand this document

Sean Lindsay-Smith
Health and Safety Coordinator
For and on behalf of Prestige Architectural Ltd

Site Agent Name:

John McKay

For and on behalf of:

Preferred Spaces

Signature:

By way of signature I confirm that the content of this document complies with their sub-contract proposals and contractual obligations

Sean Lindsay-Smith
Health and Safety Coordinator
For and on behalf of The Site Operatives of Prestige Architectural Ltd

I CONFIRM BY WAY OF SIGNATURE THAT I HAVE READ, UNDERSTOOD & AGREE THE CONTENT OF THIS DOCUMENT/S: Ref:

Date	Name Print	Signature