WMB

(Mechanical) Ltd.

Method Statement for WMB Mechanical Ltd MANCHESTER AND CHESHIRE CONSTRUCTION	
Proposed Activity:	Domestic Services, Ventilation, Above Ground Drainage
Site and timing of works:	***Westwood Cottages***
Method Statement No:	RB 2091
Names of personnel involved:	Elliot Durward / Rebecca Bluer / Bradley Stubbs / Sam Clayton / Ben Clayton
Visiting supervisor:	Elliot Durward Contracts Lead 07534531952 Rebecca Bluer Health and Safety 07590386450
Tools required:	Hand tools / Battery Drills / 110 Drills
Materials required:	Crimped copper pipe work
Other Equipment:	
Specific identified hazards:	Working at height / slips, trips and falls / manual handling / power tools / asbestos.
Specific training requirements:	(I.e. confined spaces / abrasive wheels / working at height etc.) Site foreman holds: Asbestos awareness, Pasma and first aid Project manager hold: SMSTS certification Foreman: SSSTS WMB Operatives: CSCS card – Some with confined spaces.

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Sequence of operations: (specifying methods of working, tools, maters and equipment utilized)	1. Supply labour, plant and materials necessary to carry out the mechanical refurbishment of **Westwood Cottages** in accordance with our submitted quotation and the specification and associated drawings supplied. 2. Prior to works commencing a site induction will be carried out and permission to commence work will be issued by a site manager. 3. Operatives will have a copy of the rams at hand in a folder with them at all times. 4. Inductions on site with Manchester and Cheshire Construction are at 8.30am daily. Operatives will arrive with a copy of all their current cards and certificates for presentation at induction. 5. Health and Safety Manager, Contracts Manager will wear black hard hats. Apprentices will wear blue hard hats and all other WMB Operatives will wear white hard hats. 6. All cscs cards will be displayed within a clear pocket on the right breast of the high visibility jacket to view at any point. 7. All operatives including managers and supervisors will wear gloves at all times on site. 8. Any WMB deliveries are off loaded by WMB Operatives. If it's copper tube they are just pulled from the back of the flat bed delivery truck and carried to our storage cabin. If any fittings they are just in small bags so able to carry. There are no unmanageable loads to be unloaded from any WMB deliveries. 9. WMB working hours will be from 7.30am to 4.pm, Monday to Friday. 10. Health and Safety Manager will undertake audits and also complete checklists once a week on site. One copy will be kept on site in a site file and one will also be sent to the main contractor, Manchester and Cheshire Construction for their site file. 11. Storage of materials has been agreed in the designated areas as shown by the main contractor. This is where all of our materials will be stored and kept. We will ensure they are kept tidy to eliminate the risks of slips, trips and falls. 12. If asbestos is present, all operatives have asbestos awareness training and will report immediately if they come across any suspicious forms or materials throughout the duration of the project. 13. The work area is to be restricted for none construction staff. 14. All operatives are aware that they are to arrive on site on time and sign in with the main contractor. At the end of every day they are to ensure that they sign out before leaving site. 15. All WMB Operatives will ensure that their work area is clean and tidy throughout the day. At the end of everyday they must ensure that no tools or materials are left around site or the area they are working. They will dampen down the area before brushing to minimize dust.

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Scope of Works

Domestic Services:

- We are to pick up the existing water main and serve each apartment as required.
- We have not included installing separate meters.

Drainage:

- All drainage will pick up existing or new connections adjacent to each waste/drainage outlet.
- All drainage and waste is to be installed using terrain fittings – Venting to be confirmed through the roof if required.

Ventilation:

- Ground Floor – We are to provide a window extract fan which will extract the utility room with speed controller adjacent.
- 1st Floor – We are to install a 400mm header within the loft area which will then branch off through the ceiling void to serve the 1st floor bathroom areas by way of a ventilation extract fan. The fan is to come on through the switching of the light fitting.
- All kitchen ceiling extract fans to be Environment filterless infinity (016-35-003 INV-230V) and window mounted kit.
- All bathroom ceiling extract fans to be environment fitlerless infinity (017-35-003 INV-230V) and window mounted kit.

Heating:

- Central heating and water heating installation is to comprise a gas fired condensing combination boiler, with balanced flue, pump, programmer, room thermostat and radiators with thermostatic radiator valves located at the bottom of the radiator. The central heating is to be to gas warm standards and be capable of maintaining the following minimum room temperatures when the outside temperature is -3.
- We are to provide stelrad radiators complete with TRV and LSV, except rooms where a local thermostat is located, as the radiator will then have 2 x LSV's.
- TRV and LSV is to be fitted at the bottom of the radiator with the TRV fitted to the right hand side and the LSV to have a screwed fixed head.

Sanitary Goods:

- All sanitary is by Twyford range and taps by Briston range.

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House Keeping

WMB operatives to remove all rubbish and card board etc. on new sanitary goods at the end of each shit and not left for others.

All areas to be kept tidy and report any unworkable areas to the site manager as required.

Testing and Commissioning

On completion of works we will carry out a gas soundness test, hydraulic pressure testing of the heating system and hot/cold water system.

Commissioning of the boiler

Water treatment/chlorination of the system.

Due to the nature of the area of works presenting a hazard for needles and other foreign objects on site. WMB will ensure that our operatives will be wearing gloves at all times whilst working on site.

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Method of access and egress:	Step ladders are to be used if there is no room for podiums then we will seek permission from the Main Contractor, Manchester and Cheshire Construction. A permit will also be required from the main contractor to use step ladders for a short duration only. No works on step ladders unless a site permit has been granted and all other options have been explored first. Where podiums are to be used, a permit will need to be obtained from MCC to allow users to work on the podiums. All podiums will be erected by a PASMA trained operative and will be inspected prior to every use.
Fall protection measures:	Ensure all guard rails / wheels are locked and outriggers are in position (if applicable) and ensure that the manufactures guidance instruction is followed at all times.
Hazardous substances:	(i.e. solvents / flammable materials / refrigerants / welding glasses etc.)
SWL's:	As per the access towers manufactures SWL as displayed on the equipment.
Required personal protective equipment:	Hard hat / high-vis vest / safety boots (steel toe cap) / long trousers / gloves / if dust masks are required they must be face fitted / P3 R filter masks to be used for drilling and cutting.
Emergency procedures:	As per site procedures instructed during site induction.
Other information:	Mess facilities will be agreed with the site manager. This method statement will be continually monitored and any specific change of procedure will be discussed with the site manager and the method statement amended and re-issued accordingly.

All work will be undertaken by qualified and competent persons with the experience of the type of work described above, and in all cases in full accordance with safety procedures specified within the companies Health and Safety Policy.

Date:	04/08/2020
Signed:	*Rebecca Bluer*

WMB MECHANICAL

Hazard Identification and Risk Assessment

Project Name: Westwood Cottages	**WMB Job Number: 2091**
Risk Assessment Completed By: Rebecca Bluer	**Signature:** RBlu
Date:04/08/2020	**Review Date:** Weekly

Location:

Information, Instruction and Training:

- All Operatives will hold a Valid ECS/CSCS Card.
- RAMS will be communicated to all operatives prior to commencement if work.
- Permit / Permission to Work to be in place prior to commencement of work.
- Project Manager holds SMSTS
- Health and Safety Manager hold NEBOSH

Likelihood		Harm / Consequence					
		Minor	FAI	LTI	Major	Death	Multiple Death
		1	2	3	4	5	6
Improbable	1	1	2	3	4	5	6
Possible	2	2	4	6	8	10	12
Occasional	3	3	6	9	12	15	18
Frequent	4	4	8	12	16	20	24
Regular	5	5	10	15	20	25	30
Common	6	6	12	18	24	30	36

Likelihood X Harm = Risk

1-6 = Low Risk (Tolerable)

7-12 = Medium Risk (Supervision required)

13-36 = High Risk (Not Acceptable)

FTI – First Aid Incident
LTI – Lost Time Incident
Major – Fractures, Permanent Disability

No.	Hazard Identified	Persons who may be harmed	Prior Risk			Control Measures	Subsequent Risk		
			L	H	R		L	H	R
1	Slips, Trips and Falls	WMB Operatives, other contractors, building users and the general public. Bruising, cuts, fractures, back and head injury	3	3	9	• Ensure good housekeeping is maintained at all times. • Allocate regular times to tidy up any mess. • Keep walkways clear at all times. • Store tools in a designated place.	2	3	6
2	Hand Tools	WMB Operatives Abrasions, bruising and fractures	3	3	9	• Wear gloves and eye protection as necessary. • Carry out pre-use check on tool to ensure it is in a fit condition for use. • Use the right tool for the task being carried out.	3	3	1

3	Working at height	WMB Operatives, other contractors and the general public. Bruising, fractures, back and head injuries	3	5	15	• Step ladders must be in good working order – carry out pre-use inspection. • Step ladders must be used for light work and short duration.	2	5	10
4	Power Tools	WMB Operatives Abrasions, amputations and fractures	3	4	12	• Carry out pre-use check on plant to ensure its fit condition. • Eye and protection to be worn at all times. • Disconnect when not in use.	1	4	4
5	Asbestos	WMB Operatives, other contractors, general public and building users. Asbestosis, cancer, death	3	6	18	• An asbestos survey will be requested and inspected prior to works starting. • All WMB operatives will be Asbestos Awareness trained. • If a suspicious substance is discovered, stop work immediately and report to WMB Project Manager and the client.	1	6	6
6	General Public	WMB Operatives, general public and building users. All manner of injuries depending on the type of accident.	3	4	12	• Ensure areas around sit entrance are kept clear at all times. • Make sure no tools/materials are left lying around. Store in a designated place. • Only authorised visitors wearing the correct PPE will be allowed in the site.	2	4	8
7	Other trades	Other contractor operatives & building users	2	3	6	• Ensure good communication between other contractors and the client. • Ensure good communication with other contractors on site.	1	3	3
8	Hand Arm Vibration Syndrome (HAVS)	WMB Operatives Carpal tunnel syndrome, tingling and numbness in fingers, loss of strength in hands and arms, joint pain in fingers, wrists and elbows.	3	4	12	• Do not exceed the EAV/ELV limit for each tool. • Plan the works daily to avoid long periods of use with power tools. • If long periods are necessary whilst using a power tool, devise a rota with other WB Operatives to try and break up the work periods. • Do not use blunt drill bits or cutting wheels. Change the consumables regularly. • Carry out annual health surveillance on all employees who use vibration power tools	2	4	8

9	Noise	WMB Operatives, other contractors and building users.	3	5	15	• Ear protection is to be used by the operatives. • Do not exceed the daily limit exposure level.	3	1	3

WMB
ELECTRICAL & MECHANICAL CONTRACTORS
www.wmbltd.co.uk enquiries@wmbltd.co.uk

Westwood Cottages

Mechanical Operatives

	Name	Position
1	Elliot Durward	Contracts Lead
2	Rebecca Bluer	Health and Safety Manager
3	Bradley Stubbs	Pipefitter / Plumber
4	Sam Clayton	Pipefitter / Plumber
5	Ben Clayton	Apprentice

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Coronavirus Risk Assessment

Ref: 40200-001.1

Proposed Activity: Westwood Cottages	
Risk Assessment Completed By: Rebecca Bluer	**Signature:**
Date: 04/08/2020	**Review Date:** Weekly

Location:

Information, Instruction and Training:

- All Operatives will hold a Valid ECS/CSCS Card.
- RAMS will be communicated to all operatives prior to commencement if work.
- Permit / Permission to Work to be in place prior to commencement of work.

Likelihood		Harm / Consequence					
		Minor	FAI	LTI	Major	Death	Multiple Death
		1	2	3	4	5	6
Improbable	1	1	2	3	4	5	6
Possible	2	2	4	6	8	10	12
Occasional	3	3	6	9	12	15	18
Frequent	4	4	8	12	16	20	24
Regular	5	5	10	15	20	25	30
Common	6	6	12	18	24	30	36

Likelihood X Harm = Risk

1-6 = Low Risk (Tolerable)

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13-36 = High Risk (Not Acceptable)

FTI – First Aid Incident
LTI – Lost Time Incident
Major – Fractures, Permanent Disability

No.	Hazard Identified	Persons who may be harmed	Prior Risk			Control Measures	Subsequent Risk		
			L	H	R		L	H	R
1	Travel to and from site COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19 Virus	5	6	30	• Only One driver to be in a vehicle at any time where possible. **If second person is in the vehicle:** • Avoid talking and facing each other as much as possible. • Wear a face mask. • Open windows for additional ventilation. • Wipe down surfaces regularly (Steering wheel, door handles, gear stick) using disinfectant.	2	6	12
2	Main Contractor Site Operating Procedures COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19	5	6	30	• A copy of the Main Contractor COVID-19 site specific risk assessment will be reviewed by the WMB HSQE Manager before operatives are sent to site. • Open arrival on site ensure the site operating procedures set up comply with the Construction Leadership Council guidance. • Comply and assist as far as reasonably practical to ensure the main contactor site procedures are followed. • Report any dangerous situations to the Site Manager and WMB.	2	6	12

No.	Hazard Identified	Persons who may be harmed	Prior Risk			Control Measures	Subsequent Risk		
			L	H	R		L	H	R
3	Working in Close Proximity to Others COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19	5	6	30	• Ensure where practicably possible to adhere to the 2m rule between operatives. • Where possible leave doors open to reduce the risk of handles being touched by multiple people. • When working or walking in corridors give way with as much space as possible to other people.	2	6	12
4	Mess Facilities and Toilets COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19	5	6	30	• Ensure where practicably possible to adhere to the 2m rule between operatives. • Only have 1 person sat at a table and using the toilet facilities. • Stagger break and meal times to reduce the numbers in the canteen at any one time. • Where possible bring pre-prepared meals to avoid the use of cooking equipment (Microwaves, toasters etc.). • Ensure each operative has their own mug or drinking bottles. • Only make drinks for yourself, not others. • Ensure the table is cleaned with disinfectant before and after use. • Tidy up any mess and litter that is created.	2	6	12
5	Personal Hygiene COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19	5	6	30	• All operatives to maintain a high level of personal hygiene at all times. • Wash hands regularly for 20 seconds or use hand sanitiser if available. • Avoid touching your face as much as possible. • Sneeze or cough into a tissue if possible and dispose of it into a bin and wash your hands. If you don't have a tissue cover your face with the inside of your elbow. • Avoid shaking hands with anybody and ensure face to face contact is limited to a maximum of 15 minutes at any one time.	2	6	12
6	COVID 19 Symptoms COVID-19	WMB Operatives, Other Contractors, Building Users & General Public Contracting COVID-19	5	6	30	• Do not come to work is you have any symptoms of COVID-19 and self-isolate for 7 days. • Do not come to work if any family members have any symptoms of COVID-19 and self-isolate for 14 days. • Do not come to work if you or a member of your family are in a high risk group. • Inform WMB Management if any of the 3 points above apply to you.	2	6	12