

Method Statement & Safety Plan of Work

Quote Ref: **51272**, Account Ref: **18451**, Job Ref: **353986**

Gerry Smith

Lendlease Construction (Europe) Limited
St John's Quarter Core Team Office
5th Floor
Four Hardman Street
Manchester
M3 3HF

RE: Our Town Hall Refurbishment & Demolition Survey - Identification of Sampling Points Prior to Survey

This document is to be issued for long duration projects and is designed to add to information provided in the project appointment and standard procedures. A SITE SPECIFIC RISK ASSESSMENT MUST BE COMPLETED ON SITE PRIOR TO COMMENCEMENT OF WORKS. Please note that this Method Statement needs to be read in conjunction with Lucion Environmental Standard Procedures.

Job Specific Information

Job ID	353986
Product Type	Consultancy
Start Date	Wednesday, 21st August, 2019
Due Date	Tuesday, 27th August, 2019
Access into solid wall/concrete slab?	NO
Partitions/Cavities walls accessible?	NO
Fixed/Suspended ceilings accessible?	NO
Window sills accessible?	NO
Within fire doors accessible?	NO
Non-fixed flooring accessible?	NO
Skirting/Door frame accessible?	NO
Beneath or behind furniture accessible?	NO
Non-asbestos insulated pipework accessible?	NO
Non-asbestos external fascias/soffits accessible?	NO
Inaccessible or locked room accessible?	NO
All areas found within site boundaries accessible?	NO

Head Office

7 Halifax Court, Dunston,
Gateshead, NE11 9JT
E: enquiries@lucionservices.com
T: 0345 5040 303

Issuing Office:

North West - Oldham
Lucion Environmental Ltd,
Hollinwood Business Centre,
Albert Street, Oldham, OL8 3QL

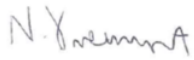
Site Specific Information

Site ID	246120
Address	Manchester Town Hall, Albert Square, Manchester, M2 5DB
Property Type	Commercial
Property Build Date	pre 1900
Property Number of buildings	1
Property Number of rooms	>500
Property Number of Levels	8
Property Size	>2000m2
Property Construction type	Traditional
Property access notes	Access via MCC following Our Town Hall signing in procedure
Property access restrictions	Manchester Town Hall is a Grade 1 Listed Building. All works will be undertaken with the level of care and consideration appropriate for a heritage building.
Property in Conservation area?	NO
Listed Building?	YES

Contract Specific Information

Services required under Contract (Job may differ)	• Consultancy
Billing Cycle	Single
Contract Agreed Working hours	Monday - Friday, 0900 - 1700
No. of Lucion Operatives	1
Est. start date	Wednesday, 21st August, 2019
Est. duration	5 shifts
General Comments	Manchester Town Hall is a Grade 1 Listed Building. All works will be undertaken with the level of care and consideration appropriate for a heritage building. Nominated site supervisor David Meadwell is to access all rooms / areas affected by specified survey work in order to identify proposed sampling / opening positions ahead of full mobilisation by Lucion & UKRS Sample locations will be marked up on copies of paper plans as agreed with Ben Thomas (Lendlease) and Steve Hannon (MCC) This work will not be intrusive. The fabric of the building will not be disturbed in anyway. The exercise is being undertaken to identify proposed opening up positions only so that all stakeholders can review prior to commencement of survey work in order to ensure that accepted methodology is in place (or will be in place) prior to any opening up work.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'N. Smethurst'.

Mr Neil Smethurst

T: 07753755938

E: neil.smethurst@lucionservices.com

Site Specific Considerations in Addition to Technical Operating Procedures

1. All areas on Site are to be approached in the same manner & device synchronised.
2. Upon arrival on Site, perform all that apply:
 - Report to Site Contact and sign in.
 - Perform walkround of areas.
 - Receive Site induction.
 - Acknowledge or establish Muster point and note on Risk Assessment.
 - Acknowledge or establish Fire Rendezvous point and note on Risk Assessment.
 - Familiarisation with Site rules.
 - Where possible ensure that the scope of Works is as expected by the Site Representative.
3. Site specific risk assessment verified / completed by senior Lucion operatives and, where applicable, agreed with other Lucion operatives following walkround.
4. Commencement of Works from point on Site agreed with Client Representative.
5. Areas will be visited / inspected in turn:
 1. For surveying in line with TOP01.01 Asbestos surveying based on HSE publication HSG 264.
 2. For air-monitoring in line with TOP02.08 based on HSE publication HSG 248.
 3. For asbestos in soils site investigation in line with TOP01.08.
6. Where suspect materials are encountered they will be sampled inline with TOP01.02 and access restricted to that location until safe sampling is completed.
7. Where Asbestos in poor condition are encountered, the Client Representative will be informed when possible.
8. At the end of each day / shift, Lucion operatives will sign out of Site.
9. On completion of Works, the Lucion operatives will review their findings with the Client Representative when possible.

Specific considerations (where applicable):

Confined spaces - where confined spaces have been confirmed as being present at the Works planning stage, and are identified in this Method Statement, a confined space risk assessment must be undertaken to determine the method of entry if entry cannot be avoided.

Working at height - where the need for high level Asbestos investigations have been confirmed at the Works planning stage, and are identified in this Method Statement, a working at height risk assessment must be undertaken to determine the method of entry if entry cannot be avoided. This will determine the appropriate method of safe access. Additional risk assessments may be required to supply detail of the chosen method of access, including such options as mobile elevated platforms (MEWP) or portable scaffold towers.

Manual handling - where the need for manual handling has been confirmed at the Works planning stage, and is identified in this Method Statement, a manual handling risk assessment must be undertaken to determine the method of material movement/lifting.

HAVS - The methodologies carried out by Lucion operatives during Works will not involve extensive use of any powered hand tools. Cordless drills and screwdrivers may be used intermittently for short periods of time, and will not exceed the maximum daily exposure limits set out in HSE Publication INDG175.

Lift Access - Lucion operatives are not to access any form of lift equipment without a suitably competent and qualified lift engineer present (regardless of building occupancy status).

COSHH - Where applicable COSHH data and assessments (Client and / or Lucion derived) will be appended to this Method Statement for consultation.

Vulnerable Persons - Where Lucion Operatives are to work on Sites that could have minors, children or vulnerable persons present, all Lucion Operatives will be CRB checked. Areas of work will be clearly signposted, partitioned off from general access, and the relevant person(s) will be made aware of our working location. All required induction instructions and any specific considerations will be duly noted and adhered to. Without exception any interaction between children and Lucion Operatives during working duties is not permitted. Any inadvertent or unplanned communications will be recorded and logged with the relevant person(s).

During a Pre-Refurbishment or Pre-Demolition Asbestos Survey, intrusive access will be required in order to complete a thorough investigation of the Site / Building. Materials can be irreparably damaged during this necessary intrusive

requirement. Any items that are deemed by Lucion Operatives as irreparable due to disruption to the integrity of the material, will be left on Site, in a safe and tidy fashion. It is not the responsibility of Lucion Operatives to reinstate the material unless this has been agreed at the Works planning stage. Lucion Operatives carry non-Asbestos vacuum cleaners to allow for cleaning up general material during management and some localised Pre-Refurbishment Surveys.

During the Survey inspection process, it may become apparent that a known or suspected Asbestos containing materials are preventing access to an area that needs to undergo inspection. Should such a situation be identified, Lucion Operatives will inform the Client Representative. If it is subsequently agreed that access to the identified area(s) is necessary, a licensed Asbestos Removal Contractor will be engaged to carry out the required Asbestos enabling works to allow adequate access. This additional Work will be subject to further Risk Assessment, Method Statement and any required enforcement authority notifications.

Accidental exposure to Asbestos during Works:

If a circumstance arises where a Lucion Operative has not followed procedure resulting in potential Asbestos exposure, or is exposed to potential Asbestos fibres as a result of an accident, the following shall apply:

- Immediately evacuate all persons from the area of spillage and lock doors/install signs to prevent access.
- The person exposed should remove his/her clothing and place it in an Asbestos waste bag. They should either wash thoroughly or shower.
- Instruct a licensed Asbestos removal contractor to attend (if not already present), assess the situation and carry out a controlled clean of the affected area.
- Following cleaning, request a Lucion authorised Analyst to carry out Reassurance Air-Monitoring to ensure that airborne fibre levels are below the detection limit of 0.01fcm-3. If fibre levels are not below this indicator, further cleaning shall be carried out, followed by another air test.
- The incident shall be investigated using the Lucion Incident Investigation form and if applicable, the non-conforming Work process invoked (SOP01.06)
- The personnel record of the affected person(s) shall be amended to record their likely exposure (if any).

Other Emergency Scenarios

Refer to SOP01.15 Procedure for Emergency Response for other emergency scenarios. Any site specific component will be detailed in the Job or Site Specific information above.

Note: Where confined space access is required Site specific emergency procedures are mandatory and must be documented.