



Job Number 353262 - Manchester Town Hall, Albert Square, Manchester M60 2LA - Refurbishment and Demolition Survey - Site Specific Survey Methodology

Date: 04/09/19	Project: Our Town Hall	Contract Number: 49179	Revision: #2
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Heritage Introduction:

Manchester Town Hall is a Victorian, Neo-gothic municipal building in Manchester, England. It is the ceremonial headquarters of Manchester City Council and houses a number of local government departments. The building faces Albert Square to the north and St Peter's Square to the south, with Manchester Cenotaph facing its southern entrance.

Designed by architect Alfred Waterhouse, the town hall was completed in 1877. The building contains offices and grand ceremonial rooms such as the Great Hall which is decorated with Ford Madox Brown's imposing Manchester Murals illustrating the history of the city. The entrance and Sculpture Hall contain busts and statues of influential figures including Dalton, Joule and Barbirolli. The exterior is dominated by the clock tower which rises to 280 feet (85 m) and houses Great Abel, the clock bell.

All works will be undertaken with the level of care and consideration appropriate for a heritage building.

21st-century Restoration & Refurbishment:

By late 2014, the Town Hall was being described as "being in urgent need of essential repair" and modernisation. In a 2014 report, Manchester City Council highlighted the need to replace the building's heating and electrical systems, refurbish windows and high-level stonework and repair parts of the roofing.

English Heritage state that "there are a number of ways we can protect heritage assets to ensure they are passed onto future generations for their enjoyment. One way is by statutory protection through national designation. Different sorts of heritage asset are protected by different pieces of legislation and forms of protection." They designate protected assets as a celebration of special interest, intended to ensure that the significance and character of the assets in question are protected through the planning system, to ensure they are passed on to future generations. Their responsibilities and definition applies to build and environmental heritage.

A sensitive Restoration & Refurbishment project has been commissioned to return this significant building to its period correct former presence, complete consideration has been applied to all aspects of the proposed works to ensure the structure and fabric are maintained in accordance with strict Heritage and Conservation governance, Historic England, English Heritage and recognised practices.

Lucion Services undertakes to complete all awarded activities to exacting standards maintaining award winning excellence and project delivery.





1 - Emergency Procedure

MAIN CONTACT (Site Manager): Ben Thomas (Lendlease)

SITE ADDRESS: Manchester Town Hall, Albert Square M2 5DB

SUBCONTRACTOR: David Meadwell (Lucion Site Supervisor) **07458088254**

Neil Smethurst (Lucion Contracts Manager) **07753 755 938**

PROCEDURE:

- A log should be made immediately (if practicable) in the site diary.
- A full record should be made in the Site Accident Book as soon as possible.
- The Site Supervisor and Site Manager must be informed at the earliest opportunity, accepting that they work during normal office hours.

EMERGENCY SERVICES:

Vocally raise the alarm (Shout Clearly 3 times)

CALL 999

Ask for service needed:

Fire (if people are trapped)

Ambulance

Police (If there is a fatality)

Give YOUR Name

Give Site address

Be Clear

Give directions if required

KEEP CALM

LOCAL HOSPITAL (With A+E Facilities) Open 24 Hours

Approx 2.6 miles Circa 12 Minutes by Vehicle - Tel: 0161 276 1234

Manchester Royal Infirmary, Oxford Road, Manchester, Greater Manchester M13 9WL





2 - Project Team

Main Contractor: Lendlease	Town Hall Project Office Town Hall Albert Square Manchester M60 2LA	Site Manager: Ben Thomas Tel: 07733 361565 Email: ben.thomas@lendlease.com
Specialist Subcontractor: Lucion Environmental Ltd	7 Halifax Court Dunston Gateshead NE11 9JT	Contracts Manager: Neil Smethurst Tel: 07753 755 938 Email: neil.smethurst@lucionservices.com Site Supervisor: David Meadwell Tel: 07458 088 254 Email: david.meadwell@lucionservices.com Certification: SSSTS, P402, P403, P404, IPAF, CSCS, Emergency First Aid at Work Surveyor: Garry Hudson Tel: 07495 481 968 Email: garry.hudson@lucionservices.com Certification: P402, P403, P404, CSCS Surveyor: Joe Bowker Tel: 07458032022 Email: joe.bowker@lucionservices.com Certification: P402, P403, P404, CSCS

All certification can be found at Appendix 1.

UKRS to be used for all opening up work, UKRS RAMS submitted direct to Lendlease.

Dave Meadwell is trained in emergency first aid at work and is our nominated first aider.





3 - Project Details

Project Name	Our Town Hall
Project Address	Albert Square, Manchester M2 5DB
Description and Scope of Works	All works are being undertaken internally at Manchester Town Hall. Manchester Town Hall is a Grade 1 listed Building and as such all works will be undertaken with the specialist level of care and consideration appropriate for a heritage building. This method statement depicts the procedures that we will adopt in order to carry out all the surveys identified below.
Existing Environment	Manchester Town Hall is located within Albert Square which should be considered active for all general public including events. The building is occupied in a number of locations by project operation teams and offices. Dynamic consideration will be applied where proposed activity is in or near populated areas.
Existing Services	Due to the age of the building, all services within the building are being treated as live. If any service isolation is required, this will be undertaken by the client's facilities team. If any fire detection isolation is required, this will be controlled and isolated by the client's facilities team.
Existing Structures	All Rooms identified for investigation should be clear of all furniture and associated items.
Other Contractors	Associated contractors defined by the activity proposed will perform works in-line with Lucion Environmental site Project Management. We will operate as an in-house service. We will be wear OUR Town Hall branded PPE.
Start Date	Site Setup Monday 9th September 2019
Utilities	Toilets and services provision (Water and Power) are to be provided by the Main Contractor.



4 - Risk Assessment

Refer to supplied risk assessment Ref. No. 353262

5 - Site Documentation

Health & Safety Policy Statement:

Lucion understands the need for operating its business, and providing the products and services it supplies, within the built, natural and marine environments, in a safe manner. We recognise that our activities relate to many varied and often challenging settings where hazards exist.

The core vision statements of Lucion centre around the delivery of trusted services to our clients. To do this effectively, it is essential we have an unwavering commitment to the health, safety and general well being of our employees, customers and contractors, as well as protecting the communities in which we live and work.

The Board of Directors of Lucion Services are committed to leading and implementing health and safety arrangements and culture by ensuring an awareness of individual responsibilities throughout the organisation exists. The Chief Executive Officer leads this commitment by integrating health and safety into top level policy and strategy decisions. The Chief Risk Officer is appointed as the member of the Board to be responsible for Health and Safety. He governs and assures health and safety within an integrated compliance framework of QHSE, professional liabilities and employment practices.

The Chief Risk Officer is supported by the Assurance Director who performs the role of 'Safety Manager', having day to day responsibilities for ensuring this health and safety policy is put into practice. Our health and safety management systems form part of our integrated management systems and are purposely designed to evolve as continual improvements are identified and developed.

The following are our principal objectives:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions, information, training and supervision to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety observations
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Provide adequate resources, safety equipment and operating procedures to employees to enable them to undertake their work in a safe manner
- Comply with all relevant OH&S and environmental law and legislation [as identified in our LBMS legislation aspect tracker], in particular Control of Asbestos Regulations and Hazardous Waste Regulations





Our standard operating procedure for occupational health and safety (SOP01.16) can be found in our Lucion Business Management System (LBMS) Manual. All Lucion operational procedures are developed in accordance with our LBMS Manual as an integrated system applying the PAS99:2012 specification.

Insurances:

Copies of PI, PL and EL insurance certificates can be found at Appendix 2

6 - Site Rules Alongside the Lendlease Site Induction

Procedure for keeping all on site operations staff updated during the works:	Site Induction ☒ Daily briefing before work starts ☒ Face to face as changes arise ☒ Written work instruction ☒
Site Rules:	We operate a Zero-Tolerance stance on a variety of safety related issues: 1. All personnel shall undergo Lendlease Injury incident free training, none working supervisors / management will undergo Lendlease Front line Training Course. 2. OTH Personal Protection Equipment to the task shall be worn at all times as per Risk Assessment. 3. Any accident or near miss event must be reported to the Site Project Manager immediately. 4. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety & welfare will be excluded from site. 5. Smoking IS NOT permitted. 6. All Personnel & Visitors must sign into and out of site at all times. 7. Deliveries must be booked in 24 hours prior to arrival at the compound by notifying the Project Co-ordinator and follow the gatehouse rules. 8. Safety signs and notices must be followed at all times. 9. The public & Visitors must be protected from hazards



associated with this work at all times.

10. No alcohol and/or illegal drugs are to be brought onto the site.

11. Any person found or thought to be under the influence of alcohol or drugs will be excluded from site.

12. Details of any physical condition and/or the use of medication must be reported to the Site Project Manager. A separate form is available, all information will be retained in conjunction with UK Restoration Services GDPR policy. On completion of project involvement all information will be control destroyed.

13. Offensive and/or Inappropriate language or behaviour is prohibited at all times.

14. Threatening, Violent or Abusive Behaviour WILL result in expulsion from site.

15. Play fighting, horseplay or practical joking is prohibited at all times within the site and its perimeter.

16. Toilets and washrooms must be left in a clean and hygienic state at all times after use.

17. Refuse and discarded material must be controlled and removed from site area on completion of task/activity.

18. All Combustible materials are to be removed at the end of each day and disposed of in an appropriate manner/facility as required.

19. Transistor radios or personal audio devices are prohibited at all times.

20. Permits must be obtained from the Site Project Manager prior to any hot works on site.

21. All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's statement of safe working method.

22. Site Fire and Emergency Alarms, equipment and instructions must be adhered to at all times.





	23. If hazards or the potential for hazards are detected on site, the Site Project Manager must be informed immediately; Hazard notification cards are available onsite attached to the noticeboard. You may choose to remain anonymous however no feedback can be provided in this case. 24. Consult the noticeboard each day for the updated Hazard register.
Instruction for changes to plans, materials or time scale:	To be approved by Lendlease. All instructions must pass via the UK Restoration Services Contract Manager prior to being instructed on site. UK Restoration Services Scott Dewhurst will be unable to accept instructions from any parties other than Lendlease Construction during the works onsite. UK Restoration Services Scott Dewhurst will be unable to accept instructions from any parties other than Lendlease Construction during the works onsite.

7 - Arrangements

Prior to works commencing on site, Lucion Environmental will make the Lendlease Construction site team aware of their arrival date and arrangements.

Site access will be via the Courtyard Entrance Gates. Once parked in the courtyard, operatives will sign in at the OTH reception desk and receive a red town hall visitor's pass. This is to be worn at all times whilst working in the building. They will be directed to Lendlease Offices and sign into their site register. All operatives are to attend a Manchester City Council and a Lendlease site induction where the site rules and requirements are to be made known. Branded PPE is to be worn at all times whilst in the building.

Site Operation facilities:

Shared Site Canteen located in rooms 105 & 106 provided by Lendlease with seating, running hot/cold water/Storage areas. Material & Equipment storage located in the basement area designated.



Proposal for protection:

Protection - Where works are being undertaken, the area(s) will be marked with the relevant signage warning of the possible dangers. No signs will be fixed to the building fabric. When operatives are working on specific areas determined to have pedestrian movements - a safe working area will be cordoned off utilising pedestrian barriers.

If required, any access towers / podiums proposed will be erected by Lucion Environmental trained operatives and display a current up to date scaffold tag.

Operatives will wear OTH branded Visibility vests to ensure they are recognized as a construction operative(s)

All movement of materials and/or large objects will be made via the protected Centre block staircase and lift.

No public will be allowed in rooms where Lucion Environmental are undertaking activity.

When working in public areas, provision of safety barriers and appropriate signage will be implemented. Barriers will not be removed until the work is complete.

No emergency evacuation routes will be affected by the erection of barriers.

Historic Fabric & Existing Structures:

Areas of the building that are not detailed within the scope of work to be avoided unless necessary to commission the proposed activity.

All openings will be kept to a minimum required to complete the proposed task.

Hold Point Protocol:

During the execution of all proposed activities and or associated activities, should concern be identified in relation to the protection of Heritage / Health & Safety / Design and Buildability a hold point will be implemented, this will involve a ceasing of all associated activity, the area / activity will be made safe and protected by means of agreed protection. The area will be subject to Assessment / Survey / Review by Lendlease / Purcell and or Manchester City Council. Lucion Environmental will require written instruction / Consent prior to recommencing activity. Written Instruction / Consent will only be accepted from Lendlease / Purcell and or Manchester City Council.

Operatives OTH PPE:

Operatives will don the following PPE before entering the site demarcation.

Hard Hat

Branded OTH High Visibility Jacket or Tabard

Safety Footwear (Steel Toe)

Safety Glasses

Gloves

Operatives must have on their person at all time on site:





Safety Goggles

Ear Protection (For use during work with mechanical tools)

RPE

Instructions:

Lucion Environmental Site Supervisor (David MEadwell) will be unable to accept instructions from any parties other than Lendlease Construction during all proposed works onsite.

If requested to stop work at any time by any persons Lucion Environmental will stop work and make Lendlease aware.

8 - Methodology & Control Measures

Lucion Environmental to investigate for the presence of asbestos containing materials in line with Lendlease scope of works and our accepted tender return only. All surveying to be undertaken as per Technical Operating Procedures TOP1.01 Asbestos Surveying and TOP1.02 Asbestos Bulk Sampling found at Appendix 3.

All opening up to be done by UKRS who have methodology already in place to allow us to investigate for the presence of ACMs as per below.

Link Bridge Survey

Prior to the works commencing, consideration will be given by the Site Project Manager to determine if the proposed activity is suitable for operation within normal working hours (Out of hours may be necessary) Lendlease to advise as applicable.

The Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will also be recorded.

A segregated safe working area will be established, the area will be segregated by means of pedestrian barriers, the area will have task specific signage identifying the hazards of plant operation. A banksman / bottom man will be in operation at all times during the proposed activity and all associated movements.

A MEWP (Mobile Elevated Working Platform) will be utilised to provide access to the bridge structure. All operatives will be certified IPAF 1B/3A/3B

An existing cladding panel will be removed by means of hand tools, the cladding panel will be removed in one fully formed existing panel to enable suitable reattachment.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

The design team will be notified and provided with access to carry out inspection survey.

On completion of inspection, the panel will be reattached using original fixings where possible, should alternative fixing(s) be required, approval will be obtained prior to fixings being introduced.



The MEWP (Mobile Elevated Working Platform) will be lowered and removed from working area.

The area will be returned to pre inspection condition.

Suitable and Sufficient protection will be agreed prior to activity commencing.

Opening-up Perimeter Casings and Ducts

Prior to works commencing the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the panel / duct / casing requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to the removal of the panels, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will check the area location is correct with their information.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, addition 110v site lighting will be implemented if deemed necessary.

Using battery powered screwdrivers, hammers and prybars operatives will carefully remove panels, duct covers & casings. Screws are to be loosened first by hand held screwdriver where possible to avoid rounding off. Extreme care will be taken when removing decorative panels. Upon removal the items will be labelled on the reverse side using non-marking tape. Information will include room number, number of fixings & location. Covers will be left in the rooms close to the location where they were removed.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Any tower access will be available for 1 hour)

Suitable and Sufficient protection will be agreed prior to activity commencing.

Open-up Flat Ceiling Finishes

Prior to works commencing, the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the panel requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to opening-up works via discreet or damaged sections of the flat ceiling, operatives will don PPE, FFP3 masks must be worn, safety glass and gloves. Operatives will confirm the area location is accurate with the information provided. Hand-held scanner will be employed to check for cable in the area to be opened-up.



Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, addition 110v site lighting will be implemented if deemed necessary.

Operatives will use thin oscillating multi tool blades to carefully cut open the boards. Boards will be cut to the nearest timber member. We will need to cut through one of the tongues on the boards to enable removal.

All boards will be labelled with low tack tape and stored in the room close to the area.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Tower access will be available for 1 hour only)

Suitable and Sufficient protection will be agreed prior to activity commencing.

Great Hall Radiator Enclosures

Prior to works commencing the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken.

The Site Project Manager will also mark the area requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Survey works to existing radiators enclosures will be completed using borescope or similar where applicable to determine void areas, configuration, material formation.

Survey works to existing radiator enclosures where panel removal is required will be means of determining the fitment method and configuration, panels will be sensitively removed using hand tools to pry material clear.

Enclosures to the Great Hall utilises mechanical equipment behind the wooden panelling, underneath the frescos, all existing voids, apparatus dimensions will be recorded.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule.

Suitable and Sufficient protection will be agreed prior to activity commencing.

Suspended Timber Floors (parquetry)

Prior to works commencing the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the area requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written





instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to the removal of the panels, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will check the area location is correct with their information. Hand-held scanner will be employed to check for cable in the area to be opened-up.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, additional 110v site lighting will be implemented if deemed necessary.

Operatives will use thin oscillating multi tool blades to carefully cut out the tongue from the parquet flooring. The minimal amount of cutting will be undertaken.

If more than one area per room requires opening up, we will record the flooring to the correct location. Each piece of flooring will have a unique number to its exact location.

Temporary covers will be installed to the floor area where the opening-up has left a void.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Any tower access will be available for 1 hour)

Suitable and Sufficient protection will be agreed prior to activity commencing.

Suspended Timber Floors

Prior to works commencing the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the area requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to the removal of the panels, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will check the area location is correct with their information. We will also use a hand-held scanner to check for cable in the area to be opened-up.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, additional battery powered lighting will be implemented if deemed necessary.

Operatives will use thin oscillating multi tool blades to carefully cut open the floorboards. Floorboards will be cut to the nearest joist. We will need to cut through one of the tongues on the floorboards to enable removal.

All floorboards will be labelled with low tack tape and stored in the room close to the area.

Temporary covers will be installed to the floor area where the opening up has left a void.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule.

Suitable and Sufficient protection will be agreed prior to activity commencing.



Open-up Ceiling

Prior to works beginning, the Site Projects Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the panel requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to opening-up works via discreet or damaged sections of the ceiling, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will confirm the area location is correct with their information provided. Hand-held scanner will be employed to check for cable in the area to be opened-up.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, addition 110v site lighting will be implemented if deemed necessary.

Operatives will use thin oscillating multi tool blades to carefully cut open the area. Knocking off concrete with small hand tools as required. The area taking back to establish strong room wall.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Any tower access will be available for 1 hour only) Suitable and Sufficient protection will be agreed prior to activity commencing.

Walls Inspection

Prior to works beginning, the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the panel requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity. Prior to opening-up works via discreet or damaged sections of the wall, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will check the area location is correct with their information. We will also use a hand-held scanner to check for cables in the area to be opened-up.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, addition 110v site lighting will be implemented if deemed necessary.

Operatives will use thin oscillating multi tool blades to carefully cut open the area. Knocking off plaster with small hand tools as required to expose extent of the crack being investigated.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Any tower access will be available for 1 hour) Works not to exceed 4m from floor level.

Suitable and Sufficient protection will be agreed prior to activity commencing.





Assess Builders Works to Risers

Prior to works beginning, the Site Project Manager will record the existing work area. This will be done by recording a series of images, all other applicable information such as measurements and sketches will be taken. The Site Project Manager will also mark the panel requiring removal using a non-permeant sticker. We will also evaluate the area for possible asbestos, if there appears to be any risk the opening-up will be stopped at this point and Lendlease will be informed.

During the commission of all proposed activities, should concerns of a heritage nature be identified, an immediate hold point will be implemented, this will facilitate inspection and review. In all cases where hold Point protocol is implemented, written instruction will be required. Instructions will only be accepted from Lendlease / Purcell or Manchester City Council prior to re commencing activity.

Prior to commencement of proposed activity, an assessment will be made to the existing light conditions, addition 110v site lighting will be implemented if deemed necessary.

Before drill coring works via discreet or damaged sections of the ceiling, operatives will don PPE. FFP3 masks must be worn, safety glass and gloves. Operatives will check the area

location is correct with their information. We may also use a hand-held scanner to check for cable in the area to be opened up, if so relevant certification will be supplied ahead of use.

Operatives will use thin oscillating multi tool blades to carefully cut open the boards to gain access.

Prior to coring works commencing cordon off the area above. Carefully peel back the floor finish to assess the substrate. Any cuts to be made as limited as possible. Ready for inspecting. The floor finishes will be left as is due to the opening in the floor.

The Area will be left exposed ready for inspection by the consultant. Once inspection has been completed, the existing panel will be re-fixed using the existing fixings as per the intrusive survey schedule. (Any tower access will be available for 1 hour)

Suitable and Sufficient protection will be agreed prior to activity commencing.

Access Platform: Personnel Lift

We will utilize non-powered access platforms where high level access is required: Mi Tower+ (up to 6mt working height and safe working load 275kg) or Pop-Up 8 MEWPs, as appropriate.

Mi TOWER+ is a safe, versatile, High Quality tower. It can be built by ONE PERSON and provides a work platform for up to TWO PEOPLE. It is designed in accordance with the latest testing and quality standards.

The Work at Heights Regulations 2005 requires an assessment to be undertaken before starting any work at height. As this needs to be undertaken, our main reason for selecting aluminum alloy towers to provide access is the lightness of the components and the consequent ease of assembly compared with the heavier sections of steel scaffold structure.

Extreme care is to be taken when moving the scaffold & platforms around the building. Two operatives will maneuver the platforms at all times.

Only competent persons certified to PASMA will erect, inspect and operate the tower scaffolds.





Before using a tower, all components should be checked to see that they are in good condition and are for the same model of tower. Check that the ground is firm and level and take any necessary precautions against collision of persons or vehicles e.g. Barriers and/or signage.

Castors should be checked to see that in each case the castor housing and wheel/tyre is not damaged, that the wheel rotates effectively, that the castor swivel rotates effectively and that the brake functions properly.

Adjustable legs should be checked to see that they are not bent, or the threads damaged. All threads should be clean and free from debris. The device fitted to stop the leg falling out of the frame should be checked to see if it is functioning.

Frames should be checked to see that the members are straight and undamaged. They should be free of extraneous material such as concrete. Spigots should be straight and parallel with the axis of the column tube and the device for locking frames together should be checked to see that it is functioning correctly.

Platforms should be checked to see that they are undamaged and that the frames are square and true. Plywood decks should not be split or warped and should be firmly fixed to the frames. Where toe boards incorporate clips or fittings these should be undamaged and firmly fixed to the toe board. Ancillary parts, such as outriggers and stabilizers, should be checked for damage and effective functioning of hooks and couples.

Towers should be erected and used only on ground suitable for the purpose, generally with a surface of concrete, tarmacadam or similar. Where towers are built on soft, uneven or sloping ground, they should be set on boards or other rigid packing, which will provide a firm foundation.

Each time a mobile tower is relocated it should be re-levelled using the leg adjustment. Each castor should be relocked. When adjustable outriggers are fitted, their sound footing should be checked after each move.

Working platforms should be fully and closely boarded.

Use guardrails and toe boards on all working platforms. Guard rails should be at least 950mm high and an intermediate guard rail should be provided so the unprotected gap does not exceed 470mm.

Outriggers or stabilisers increase the effective base dimensions of the tower and must always be fitted when higher towers are required. These should normally be fitted as soon as the first lift is complete.

Horizontal loads can act on the tower. These are mainly caused by the actions of the operatives working on the towers. For example, when using hand tools, such as a drill, pushing on the drill causes equal and opposite force on the tower. Such forces should be avoided as much as possible and in no circumstances should they exceed 20kg (44lb) on freestanding towers.

Any vertical load produced by persons or materials within the area of the working platform, adds to the stability of the tower, but any vertical load outside the area of the working platform can be hazardous. For example, heavy materials hoisted with a rope outside the tower have a tendency to overturn the tower, particularly if no outriggers or stabilisers are fitted.

As works are minor it is not anticipated that the weight loading of a tower will be exceeded upon this project. If more than 2 persons and small tools are anticipated, then the weight loading should be calculated.

After a tower has been erected, an inspection must be undertaken by a competent person prior to use and tagged. It must be tagged again if in place for over 7 days. An inspection should also be undertaken if there are any substantial additions, dismantling or alterations. The inspection should include the following as per UK Restoration Services checklist:

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers are correctly positioned and secured.



- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all bracing members have been located exactly in accordance with the supplier's instructions.
- Check that all guardrails and toe boards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Never use the tower in the vicinity of live electrical apparatus or near unguarded machinery.
- Ensure that any holes, ducts, pits or gratings are securely covered.

Please Note:

Wind Loads on the Tower are not applicable as all proposed works are to be indoors.

Erected towers cannot be moved around the building whilst erected.

Never Use Damaged Equipment. Always replace damaged parts prior to use.

Never climb on the outside of a tower. Climb on the inside ladder rungs and via trap door.

Towers will be dismantled at the end of every working day.

Any fixing to the building would need the appropriate permissions before undertaking.

At the end of each day the tower will be dropped to prevent unauthorized use by others.

Pop-Up 8 platforms will be used where safe and simple access is required. Before use the following steps will be followed:

Check structure (e.g. damage, cracks, corrosion, abrasion, welds, connections)

Check platform (floor, rails, handrail sockets).

Check castors (smooth movement, damage).

Check brakes.

Check oil leaks.

Ensure battery is fully loaded.

Ensure raise and lower functions operate well.

Check emergency stop and lowering functions.

Check safety decals and training card.

ENTERING AND LEAVING THE WORK PLATFORM

Always use three points of contact when entering or exiting the platform, using the guard rails provided. For example, use two hands and one foot, as shown below. Use the step provided on the base of the machine. On entering the platform, ensure that the gate is closed behind you.





CONTROL PENDANT

The Control Pendant houses the platform raise and lower controls. Pressing the 'UP' button raises the platform. Pressing the 'DOWN' button lowers the platform. Take care to avoid repeated jerky movements which could cause unnecessary impact loads on the structure.

EMERGENCY STOP

An emergency stop button is provided on the control pendant. Once depressed, this isolates power to the raise and lower functions. To restore functionality, twist the emergency stop button clockwise to release the button, as shown below. Turning the Maintenance Isolator switch to the '0' position also has the effect of isolating power.

EMERGENCY LOWERING

To lower the platform in the event of an emergency, a control is provided at the chassis. Turning the knob in an ANTICLOCKWISE direction, as shown, opens the lift valve. Once the valve is fully open the platform will lower, at this point please stand back to ensure your safety. Always close the valve after use.

BATTERY CHARGING

A battery condition meter is fitted to the Pop Up as shown. To check the battery condition, elevate the platform from ground level whilst at the same time pressing the red button above the battery condition meter. This is the only way to obtain an accurate reading. The battery will require charging if there is less than 4 bars on the display. Do not attempt to use the machine in this state as battery damage may occur. Never allow the battery to run completely flat as this damages the cells and can lead to premature battery failure. It is good practice to charge the battery daily to ensure optimum battery condition.





9 - Communication

Confirmation of daily briefings: Supervisor to undertake daily briefings in accordance with Lendlease SMART start protocol as per below format:

TEAM BRIEFING – SMART START

Date		Project	
Contractor		Supervisor name	
Task		Location	
Number of operatives		Ratio of 1:8	Yes / No

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SMART START BRIEFING 2019 – May – v1.02



TEAM BRIEFING – SMART START

SPECIFIC HAZARDS IN WORK AREA

HAZARD	ACTION	WHO RESPONSIBLE

TEAM DISCUSSION

WTWTC
CHANGED FROM YESTERDAY
ANYTHING ELSE

SPECIFIC WORKFORCE FEEDBACK

WHAT DISCUSSED	WHO RESPONSIBLE

NAMES OF WORKFORCE ATTENDING BRIEFING

NAME	SIGNATURE	NAME	SIGNATURE
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

SMART START BRIEFING 2019 – May – v1.02



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Appendix 1 - Staff Certification

Lucion Environmental Ltd.
2nd Floor
Hollinwood Business Centre
Albert St, Oldham
OL8 3QL

T: **0345 5040 303**
E: enquiries@lucionservices.com
www.lucionservices.com

Lucion Environmental Limited.
Registered in England & Wales
No. 6495874
VAT Registration No. 208156326



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Appendix 2 - Insurance Certificates

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