Quadriga Contracts Ltd

Method Statement

Description of the Task/Activity:	This statement describes the methodology for the safe working methods required for the External Stone & Brickwork Repairs / PPM Works Year 3 at the premises below. See also: • Construction Phase H&S Plan • Risk Assessments • COSHH Assessments		
Client:	The Royal Exchange	**Project Ref:**	MC19/5208
Site Address/ Location:	12 Royal Exchange Royal Exchange Manchester M2 7DH	**Start Date/Time:**	TBC
		Finish Date/Time:	2 days
Contract Manager:	Tom Hole	**Contact Tel:**	07771832819
Site Supervisor:	Matty Hole	**Contact Tel:**	07967570384
Key Plant and Tools Required:	Hand Tools		
Specific Identified Residual Hazards:	Working within a busy city centre		
Specific Staff Training Requirements:	(i.e.: Abrasive Wheels/Working at Height/Plant Operators etc) Briefing of this method statement and risk assessments along with any building management requirement for site induction/briefing outlining any hazards that may be present.		
Method of Access and Egress to the Work Area:	(Please identify) MEWP / Scaffold / Cradles / Step Ladder / Ladder / Trestles ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No		
Fall Protection Measures: (Where work at height cannot be eliminated - consider both Personnel & Materials)	(Please identify) Guard Rails / Toe Boards / Brick Guards / Exclusion Zones / Safety Harnesses ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No ~~Yes~~ / No		
Emergency Procedures:	All Quadriga Contracts staff and sub-contractors will attend a site specific induction and ensure all emergency procedures are identified and adhered to throughout the project.		
Other Information & Comments:	**Area of Work** Works to newsagents on Cross Street **Supervisory Arrangements** Adherence by the operatives to the requirements of this method statement and the general control of operations will be provided by Site Supervision.		

Sequence of Operations: (Specifying methods of working, tools, materials and equipment utilised)	• All works are to be carried out by competent persons. • Works are to be carried out in accordance with specifications, drawings and site instructions. • Quadriga Contracts will ensure that operatives are supplied with adequate instructions, correct equipment and PPE. • All equipment will be regularly tested, maintained and correctly stored. Any defects will be reported immediately and defective equipment set aside. No equipment, including access equipment, will be used other than by personnel who are trained and competent in the use of that specific equipment. • Quadriga Contracts employees will co-operate, in the interests of safety, with occupants of the buildings and with other workers on the site. If required in the interests of safety, the works area will be cordoned off and signs posted. **Site Set Up** • Existing Client welfare facilities will be utilised by Quadriga and supplemented if required to ensure compliance with Schedule 2 of the CDM 2015 regulations. • A pre-start brief will take place at the start of each different work location to ensure that the safety zone at ground level is in place and adequate to prevent unauthorised access. • Works area to be cordoned off with barriers, warning signs and access to be strictly controlled. A banksman will be present on the ground at all times to ensure no unauthorised personnel enter the working area **Fire Safety** • Ensure staff have information and instruction in the Client's emergency procedures to follow. Good housekeeping practices to be employed by all site personnel. • Ensure other building users are made aware of the arrangements to alert them of a possible emergency evacuation. • Suitable fire extinguishers to be available at all times. • No smoking to be allowed on site. • Safety zones must be established below the worksite. **Removal of Waste** • All debris must be treated and measures put in place to control exposure. • Any excessive dusts should be controlled where possible by damping down debris and using dust extraction systems where possible. • Debris will not be left where it will cause an obstruction in public areas. **Material Handling** • Materials to be stored on company vehicles and identified secure areas contained within an adequately demarcated area. • No potentially dangerous substances will be kept in the working area. • Operators involved in material handling will have received manual handling training.

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	• Working area to be left in a clean and safe condition. • Care to be taken to avoid a nuisance to members of the public, operatives or building users through reducing excessive noise and controlling amounts of any debris below the work areas. To thoroughly and carefully clean down to remove masonry paint from stonework using phosphor bronze wire brush and carborundum stone. Stone to be left clean from paint coatings , rinse off during the ground level cleaning using the super-heated water system to remove all superficial soot and dirt deposits and leave in a clean condition. • Quadriga will supervise the activities of all contractors to meet Client and CDM requirements. • All contractors will participate in the induction for the building where required and on Quadriga Induction processed. All works must be pre-authorised.
Hazardous Substances: (Attach COSHH Assessments and MSDS) **Applicable**:	(i.e.: Resins/Solvents/Flammable Materials/ etc)  Very Toxic — **~~Yes~~ / No**  Harmful/ Irritant — **Yes / ~~No~~**  Corrosive — **Yes / ~~No~~**  Dangerous for the environment — **Yes / ~~No~~**  Oxidising — **~~Yes~~ / No**  Highly flammable — **Yes / ~~No~~**  Explosive — **~~Yes~~ / No**
Required Personnel Protective Equip.:	 Safety Boots — **Yes / ~~No~~**  Hard Hats — **~~Yes~~ / No**  Safety Gloves — **Yes / ~~No~~**  Hearing Protection — **~~Yes~~ / No**  Respiratory Protection — **~~Yes~~ / No**  Eye Protection — **Yes / ~~No~~** • Gloves: to EN 1082-1:1997 standard • Safety glasses and goggles: to EN166-2002 standard • Hard hat: to BSEN397 & CE marked standard • Steel toe capped boots: EN 345-1:1992 • Hearing protection: BS EN 352-5:2002 • FFP3 dust masks
	Other: 1. Hi-Viz required

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

Prepared by: Wayne Jones CMIOSH CMaPS

Position: HSEQ Adviser **Date: 10/02/2020**

RAMS & SITE INDUCTION RECORD

Guidance

Site Supervision must inform those involved in the work activity so that they understand the safe system of work to be followed. Supervision must carry out a Site Induction BEFORE the work starts, and all those inducted must sign to say they understand the safe system of work to be followed. Workers joining in the work activity must also be briefed in the same information BEFORE being allowed to begin work.

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CONTRACT:
CONTRACT NO:

DURATION OF TRAINING	mins

'I have been informed of the safe system of work to follow for this contract / work activity:'

DATE	PERSON RECEIVING INDUCTION	COMPANY	SIGNATURE	PERSON GIVING INDUCTION