Method Statement

Ref No.: M2331

Description of the Task/Activity:	Clinic fit-out				
Project Name:	The Harley Medical Group Manchester		**Project Ref:**	M2331	
Site Address/ Location:	2nd Floor The Chambers Police Street Manchester M2 2LQ		**Start Date/Time:**	16/03/2009	
			Finish Date/Time:	30/04/2009	
Personnel involved:	**Name**		**Role/Trade**		
	John Mancer		Site Foreman		
	Ruel Hudson		Decorator / Labourer		
	Jason Wroe		Carpenter		
	John Hart		Plumber		
	Kingston Electrical		Electrician's		
	Instant Flooring		Flooring		
	Bayliss Decorators		Decoration		
	CAP Contracts UK limited		Partitioning		
	Bell Contracts		Tape and Jointing		
Works Supervisor:	Terry Martin	**Role:**	Director	**Tel:**	07786998131
Key Plant and Tools Required:	Ladders, Scaffold to rear, Aluminium cutting saw, Power and battery drills including hammer drill, welder for vinyl floor joint, Router, portable power saw.				
Key Materials Required:	Aluminium door frames, skirting, head track and cover trims, Steel studs, Isowool partition cavity insulation, Wood veneer doors, Stainless steel door furniture, Gypsum plasterboard and filler, Vinyl matt paint, Timber veneered joinery and furniture, Chrome sensor taps, Localised hot water storage heaters, Localised Macerator pumps, 22mm plastic waster pipes, 15mm plastic water supply pipes, Power installations in twin and earth cable with white MK faceplates, Cat 5 data installations, Standard kitchen cupboard units & doors with stainless steel bowel & drainer with chrome mono block tap, Vertical slated blinds, Standard roller blinds, WBP ply over-boarding, Vinyl flooring with hot welded joints, Standard carpet tile, Amtico access wood effect vinyl flooring.				
Other Essential Equipment:	(ie: access platforms/winches/ladders etc) As above				
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))	Refer to risk assessments				
Specific Staff Training Requirements:	(ie: Confined Spaces/Abrasive Wheels/Working at Height/Plant Operators etc) Site safety inductions to all staff working on this site, 2 x First Aid operatives, CSCS training,				

- 3 FEB 2009
FOR ACTION

Sequence of Operations:
(Specifying methods of working, materials and equipment utilised)

1. Site set up and establishment. Our site board housing signing in facilities, fire plan, first aid facilities, method statements, insurances and mandatory Health & safety signage will be situated near the entrance door leading to our client's demise. Operatives are to be inducted to site with all emergency procedures associated with this building i.e. Evacuation procedures Fire plan and first aid points and personal being pointed out.

2. Set up Arrotex Fluted Polypropylene protection boards to tiled floors & Walls in commons areas where materials will be bought through. Self adhesive plastic protection will be applied to any carpeted areas. This protection will need to be in place and maintained for the duration of the project as there will be further deliveries and tradesman accessing the site. There are two access points, one through the main buildings entrance and common stairwell and the other being the rear fire escape stairwell. If the rear escape stairwell is large enough to bring our tools and materials through then this would be the preferred route but if this is not large enough we would have to use the main buildings entrance. This will be confirmed on our next site visit.

3. Initial material deliveries and tools will be bought up through the protected areas and will including all Partitioning materials and doors, first fix electrical & data cabling, first fix plumbing materials, and site boxes x 3 to keep tools and small materials safe and tidy. A designated area will be identified which will house the site boxes and small materials while the partitioning will be placed in three equal piles throughout the floor space for ease of use while constructing.

4. Install into the mains board a temporary electrical site board with built in RCD protector in order for power tools etc to be run from while the main electrical works are being installed.

5. Construction of demountable full height partitioning as noted on the attached plans which consists of 100mm White aluminium head track, 50mm steel studs and bottom track, double boarded 12.5mm plasterboard to each side, 50mm Isowool insulation to the internal partition cavity, 100mm White aluminium skirting, and Prima FD30 White aluminium door frames with integral smoke and intumesent fire seals.
The fixing detail to ceilings, floors and walls are as follows. All top and bottom channels are to be fixed into the existing new ceiling, down-stand beams and new raised access floors tiles respectively. Top channel fixings are to be fixed through the plasterboard ceiling and into the MF metal framework above using 38mm self tapping 6 gage screws at minimum 600mm centres. The bottom channel is to be fixed to the existing raised access floor with 12mm metal cutting screws at a minimum of 600mm centres. All perimeter wall abutments will be fixed using 7mm x 40mm plastic wall plugs drilled and fitted at 600mm centres into the existing brick/block structure. In turn a 38mm 8 gage screws will be fixed through the steel stud and screwed into the plastic wall plug. Each abutment to the perimeter wall is then fitted with a vertical aluminium and steel clamp and cover strip which when fitted to the new partition acts as a finishing detail. This detail is used as opposed to tape and jointing the partition abutment to the perimeter wall which alleviates any risk of damage to the fabric of the building when the partitioning is removed at a later date. It is also worth noting that the existing skirting detail will be left in place with the partition being built over and around it on all wall abutments, while again the clamp and cover strips will cover the junction of the skirting to the partition. Where a partition is to but into an existing steel column we will only fix

Sequence of Operations:
(Specifying methods of working, materials and equipment utilised)

the top and bottom channels near to the column and glue the abutting steel stud onto the column and use the same clamp and cover detail as described above. This way of fixing will enable the partition to be removed leaving no fixing holes in the column.
6. Installation of electrical works in conjunction with the building of the partitioning. All installations are to be undertaken in accordance with current regulations and by our NIC EIC affiliated electricians. All cabling to be used will be 2.5mm twin and earth which will be run under the raised access floors and up into the various partitions where indicated on the attached plans. All points where cabling breaches the metal raised access floor an appropriate rubber grommet will be used to protect the cable from chafing.
Once completed all electrical works are to be tested and relevant certificates will be issued.

7. First fix plumbing will commence in conjunction with the partitioning construction. There are three main areas where we will require plumbing which are indicated on the plans in treatments rooms 2&3, treatment rooms 6-7 and the tea point area. We will be running cold water feeds in HEP20 from the services located in the main riser under the raised access floor to the partitions or wall directly behind the final basin positions. This in tern will be connected to a water heater source located inside the joinery unit directly below the basin. In the treatment rooms there will be one water heater shared between two basins.
Waste will be extracted via pumped macerators with the 22mm plastic plumbing waste pipes being run under the raised access floor to the main riser where a final connection will be made into the existing services. We envisage using three macerators situated opposite the water heaters positions as described above.

8. Completion of plaster boarding to new partitions once first fix electrical and plumbing are inside the partition cavity.

9. All plasterboard joints to be taped and jointed with gypsum plaster then sanded to a smooth finish with a mechanical sander in order to keep the dust levels down.

10. Installation of built in joinery (vanity units in treatment rooms and tea point). Vanity units to be fixed to the new partitioning, and where the unit butts up against an existing perimeter wall or column we will fit a end filler panel which will be scribed to the wall and around the skirting and will be screw fixed to the vanity carcase. Decorator's mastic will be applied between the filler panel and the wall/skirting ready for decoration.
In the case of the Tea Point joinery we will fix the cabinetry and breakfast bar surface to the surrounding solid block walls (back of WC & back of lift shaft) with approximately 16no x 40mm x 7mm plastic plugs drilled into the blockwork to enable the fixing of 40mm x 40mm steel brackets with 38mm 8 gage screws which in turn the brackets will then be fixed to the cabinetry and work surface of the breakfast bar at approximately 870mm from floor height.
End panels and filler panels will be fitted to any exposed existing wall junctions and will be scribed to the walls and around the existing skirting then fixed to the cabinetry and decorator's mastic applied between the wall and the panel/filler ready for decorating.

11. Second fix plumbing and electrical.
On the plumbing side this is to include the installation of the under counter

Sequence of Operations:
(Specifying methods of working, materials and equipment utilised)

water storage heaters and waste macerators all connected to the first fixed pipework, and the installation of the wash basins and taps within all treatment rooms and tea points areas.
On the electrical side second fix items will include all small power, lighting layout alterations and data connections. 90% of all small power and data will be bought from under the raised access floor and into our new partition wall cavities, with a plastic back box being cut into the new plasterboard allowing for a MK faceplate to be flush mounted to the wall. In the case where small power and data is to be located on an existing perimeter wall we propose to bring the cables up from under the raised access floor by drilling behind the skirting board from top down with a 20mm drill bit then drawing the cables through this hole from below the floor into surface mounted self adhesive white mini-trunking running approximately 300mm vertically from the top of the skirting and finishing into a surface mounted white plastic back-box which will be fixed to the wall with 2no 30mm x 5mm plastic plugs and 32mm 6 gage screws. All cables will be terminated into white MK faceplates.
All plumbing and electrical works to be fully tested with relevant certificates being issued no later than 3 weeks after practical completion.

12. Installation of all new wood veneered doors and stainless steel ironmongery to newly installed aluminium FD30 doorframes. In general ironmongery per door is to consist of 1no lever return handle and latch set, 1no digital key pad lock (non-electrical), 1no 1hour fire rated surface mounted door closer and 2no 75mm Fire Door Keep Shut discs.

13. Decoration. All newly plastered and prepared walls to receive 1no mist coat and 2no full top coats of vinyl matt emulsion in the same colour as the existing. The existing walls will be touched up where necessary once building works have been completed.

14. Flooring. All treatment rooms to have 6mm WBP ply over-boarding soundly screwed to the new raised access floor at approximately 300mm centres with a 20mm self tapping screw. WBP ply to then receive a latex screed in order to smooth out any undulation in the boards then covered in Gerflor Taralay Uni Comform Vinyl. A seamless cove detail around the perimeter of each treatment room of approximately 100mm required by the Healthcare Commission and the practical application of this is a 30mm UPVC cap section is glued with contact adhesive to the new partition walls and the existing skirting boards at the correct height (this can be the height of the existing skirting if it is slightly lower than 100mm) and a 30mm x 30mm semi circled cove section is glued at the junction of the floor to the partitioning / existing skirting. The sheet vinyl flooring is then glued to the prepared sub floor and is laid up the wall and tucks neatly under the capping which has been previously fixed thus creating what known as cap & coving.
All sheet joins including internal and external corners of the cap & coving are to be hot welded with the use of an electrical blow heating tool and a PVC weld strip the same colour as the flooring.
All common areas including the Waiting room, hallways etc are to have Amtico Access flooring fitted. This type of flooring is laid directly on top of the raised access floor as walnut timber effect planks measuring approximately 150mm wide x 1200mm long and is 5mm thick. These planks are not glued down but are loose laid in order to give ease of access into the floor space below should it be required.
All Storage areas and Tea Point are to have a standard 500mm x 500mm carpet tile fitted. The fixing method is to apply a standard lite carpet tile

Sequence of Operations: (Specifying methods of working, materials and equipment utilised)	adhesive directly to the raised access floor tile and then fit the carpet tiles directly to that. **15.** Erecting of scaffolding to rear access path to enable the installation of a window extract fan to the proposed Laser Room 8. Once the scaffold has been erected we will measure the central vertical double glazed windowpane at high level in order to get another manufactured with a 135mm hole cut into the centre to enable a window fan to be fitted through it. Once glass has been installed the same glazing beads and rubber seals will be re fitted and the window checked for any signs of leakage. The window fan will then be installed with a 13 amp switched being fitted at high level to the ceiling as part of the electrical works. Opal frosted manifestation will be applied to all internal facing glass within this room. Once this is complete we will remove all scaffolding. In total this process will take up to 10 working days to complete. **16.** Installation of blinds. Curved White 120mm Slatted Vertical Blinds are to be fitted to all front and side elevation windows. The blinds track will be mounted onto the ceiling sofit above each window with a minimum of 6no plasterboard fixings or in the event of the sofits being concrete we will use 7mm x 40mm plastic plugs drilled into the slab with 38mm x 8 gage screws fixed through the blind track and into the plugs. **17.** Installation of wall fixtures, marketing and signage. Various marketing posters holders and metal dispensers for medical products are to be fitted onto the walls with 95% of these being fitted onto our new demountable partitioning with plasterboard fixings. Where any of the above is to be fixed onto any perimeter walls the method will be by 30mm x 5mm plastic plugs with 32mm 6 gage fixing screws. Self adhesive stainless steel effect signage will be fitted to all new doors indicating the rooms purpose. An 1800mm x 800mm light box sign is proposed to be installed on the wall directly opposite the lift doors on the 2nd floor. A fused switched spur will be installed at low level in the same method as all other small power. The light box will be fixed to the wall approximately 250mm off the floor level using 6no 40mm x 7mm plastic plugs drill into the block wall with 38mm x 8 gage fixing screws holding the sign in place. **18.** Installation of clinic furniture including desks chairs tables, medical beds and associated medical equipment. **19.** All rubbish generated throughout the course of this project will be taken out by hand through the protected areas and loaded into wait and load skips. Wait and load skips are exactly that they wait while you load then will drive away with the rubbish once complete. This normally takes around 30-60 minuets depending on the amount to be disposed. **20.** Site tools to be removed through the protected areas. Uplift site protection and clean all areas.

Temporary Supports and Props needed to facilitate the works:	(If none, state none.) None required
Method of Access and Egress to the work area:	(ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc) Rear fire escape stairwell and main entrance stairwell.
Fall Protection Measures: (Where work at height cannot be eliminated - consider both Personnel & Materials)	(ie: Guard Rails/Toe Boards/Brick Guards/Safety Harnesses/Exclusion Zones etc) Installation of scaffolding by certified contractors. Use of guard rails and debris netting to the outside of the scaffold.

Hazardous Substances:
(Attach COSHH Assessments and MSDS)

(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)

							
	Very Toxic	Harmful/ Irritant	Corrosive	Dangerous for the environment	Oxidising	Highly flammable	Explosive
Applicable:	No	Yes	No	No	No	Yes	No

SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place.) N/A

Required Personnel Protective Equip.:

						**Other:** 1. high Visibility Vest 2. 3
Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Respiratory Protection	Eye Protection	
Yes	Yes	Yes	Yes	Yes	Yes	

If **FIRE** breaks out:

- Operate the nearest fire alarm call point OR Air Horn immediately and shout **FIRE.**
- Telephone **999** and evacuate the building
- If safe to do so get help to control the fire but **DO NOT TAKE RISKS.**

In the case of an **ACCIDENT/INJURY:**

- Carry out on the spot first aid or get help from your nearest first aider but do not move the injured person unnecessarily.
- Telephone the emergency number **999** if required or contact the Health Centre direct on 0161 827 7868 during normal office hours.

In the case of **SERIOUS ILLNESS:**

- Contact the Health Centre during normal office hours 0161 827 7868 or telephone **999** at other times.

OTHER EMERGENCY SITUATIONS

- Telephone **999** or if imminent danger, evacuate the building in accordance with the Fire Procedure.

The Emergency Number - 999 - must be used for <u>reporting emergencies only</u> and FOR NO OTHER REASON

Emergency Procedures:

1. <u>FIRE EMERGENCY PROCEDURE</u>

IF YOU SUSPECT A FIRE, investigate at once but **DO NOT TAKE RISKS.**

IF YOU DISCOVER A FIRE - STAY CALM.

SOUND THE ALARM - OPERATE THE NEAREST FIRE ALARM BREAK GLASS CALL POINT OR SOUND THE AIR HORN WHICH IS LOCATED BY THE ENTRANCE DOOR IMMEDIATELY.

Direct all other people away from the affected area.

If it is safe to do so, try to control the fire - with help if necessary - but do not put yourself at risk.

It may be possible to deal with small fires using the appropriate fire extinguisher or by covering with a fire blanket. In the case of a fire involving electrical equipment isolate the equipment if possible

Emergency Procedures:

It may be possible to deal with small fires using the appropriate fire extinguisher or by covering with a fire blanket. In the case of a fire involving electrical equipment isolate the equipment if possible before attempting to extinguish it.

When the Fire Brigade arrives, immediately inform the Fire Officer of any special hazards, such as gas cylinders, dangerous chemicals etc. within the area affected.

ON HEARING THE ALARM

- **STOP** what you are doing and ensure that anything you have been using is **LEFT SAFE**.
- **LEAVE THE BUILDING** by the nearest available exit, closing all windows, doors and smoke-stop doors behind you.
- **DO NOT USE LIFTS WHEN VACATING THE BUILDING.**
- **PROCEED** to the **EMERGENCY ASSEMBLY POINT** that is indicated on the Fire Notices in the section of the building you are currently occupying.
- **CHECK** FOR THE PRESENCE OF KNOWN COLLEAGUES.
- **DO NOT RE-ENTER** THE BUILDING UNTIL THE ALARM IS SILENCED AND YOU ARE **AUTHORISED** BY A FIRE OFFICER.



First Aid Facilities:

Name of On-Site First Aiders:	John Mancer & Ruel Hudson
First Aid Box Location:	1 located at the signing in area and another on the site formans table.
Location of Nearest Hospital and Doctors Surgery:	**Bridgewater Hospital Ltd,** **Brazennose House East,** **Braxennose Street,** **Manchester** **M2 5BL** **Samedaydoctor,** **Alexandra Buildings** **28 Queen Street** **Lincoln Square** **Manchester** **M2 5HX**

Other Information & Comments:	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 companies Health and Safety Policy.

Prepared by: **Terry Martin**

Position: **Director** **Date: 29/01/2009**

Reviewed by: **Marc Price**

Position: **Director** **Date: 29-01-2009**