



Unit 3 Warner Yard, Warner St, London EC1R 5EY

Safe Work Method Statement

For works at:

18 Market St, Manchester, M11WR

Prepared by:

Dynamic Resources LTD

Dated: **23.01.24**

Revision No: **1**

This Health and Safety Plan has been prepared in accordance with Construction (Design and Management) Regulations 2015 to enable the persons involved in the project to be aware of Health and Safety requirements and as the basis for further development prior to each phase of the project in line with the programme of works.

The development of this Health and Safety Plan relates only to the project referred to herein and is not to be construed as relating to any other project in any way.

Subcontractors wishing to tender for the project will be made aware of Health and Safety requirements for this project and consider the cost implication in providing adequate resources for the Health and Safety matters at all times during the execution of the contract.

Modus personnel involved in this project and any subcontractors that may be used are reminded that this version of the Health and Safety Plan is not definitive as it is a 'live' document. As such it should be treated as a tool for use in the development of procedures required by Law, especially the Health and Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015, the Management Health and Safety at Work Regulations 1999, and any other relevant Health and Safety regulations as may apply to the type of work to be undertaken.

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1) Project Technical Details

Project Details Installation of new signage and repair to previous sign holes

Name of Contractor(s) Dynamic Resources Ltd

Address Details: Unit 3 Warner Yard, Warner St, London EC1R5EY

Supervisor Responsible on Site: Nico Baille

Mobile: 07462 595165

Manager responsible for safety on site Nico Baille

Client Astrid and Miyu

Estimated Duration of Work 1 day

Commencing: 30.01.24 (06.00am – 08.00am)

Completion: 31.04.24

WORKING HOURS 6am – 8am

2) INTRODUCTION

This Method Statement are prepared for the project specified only.

Any difficulties in applying the requirements of the Method Statement must be referred to the Contracts Manager immediately.

This document is intended to meet the duty placed on Dynamic Resources Ltd, to provide as far as is reasonably practicable, a safe system of work for all operational activities. All personnel engaged Dynamic Resources Ltd on this project are expected to fully co-operate with the client by carrying out their tasks in accordance with the requirements set out in the Method Statement. Failure to do so must be reported to the Contracts Manager who must then notify senior management in order that appropriate action can be instigated.

3) PERSONNEL

Contracts Manager – Jack Thrall & Joud Al Hamwi

Responsible for overseeing the operation of the contracts department and the installers. To ensure in conjunction with the safety manager that work is planned to provide a safe system of work for installers and others.

Site Manager – Nico Baille

Responsible for carrying out site inspections, ensuring that so far as is reasonably practicable, that site operations are carried out in accordance with the Method Statement

First Aider – Nico Baille

Responsible for First aid to all staff on site and also supervising and controlling all on going work on site in accordance with this method statement.

OFF SITE EMERGENCY CONTACT

Stephen Dytrych – 07740 320 448

4) GENERAL PRECAUTIONS

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the management or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation

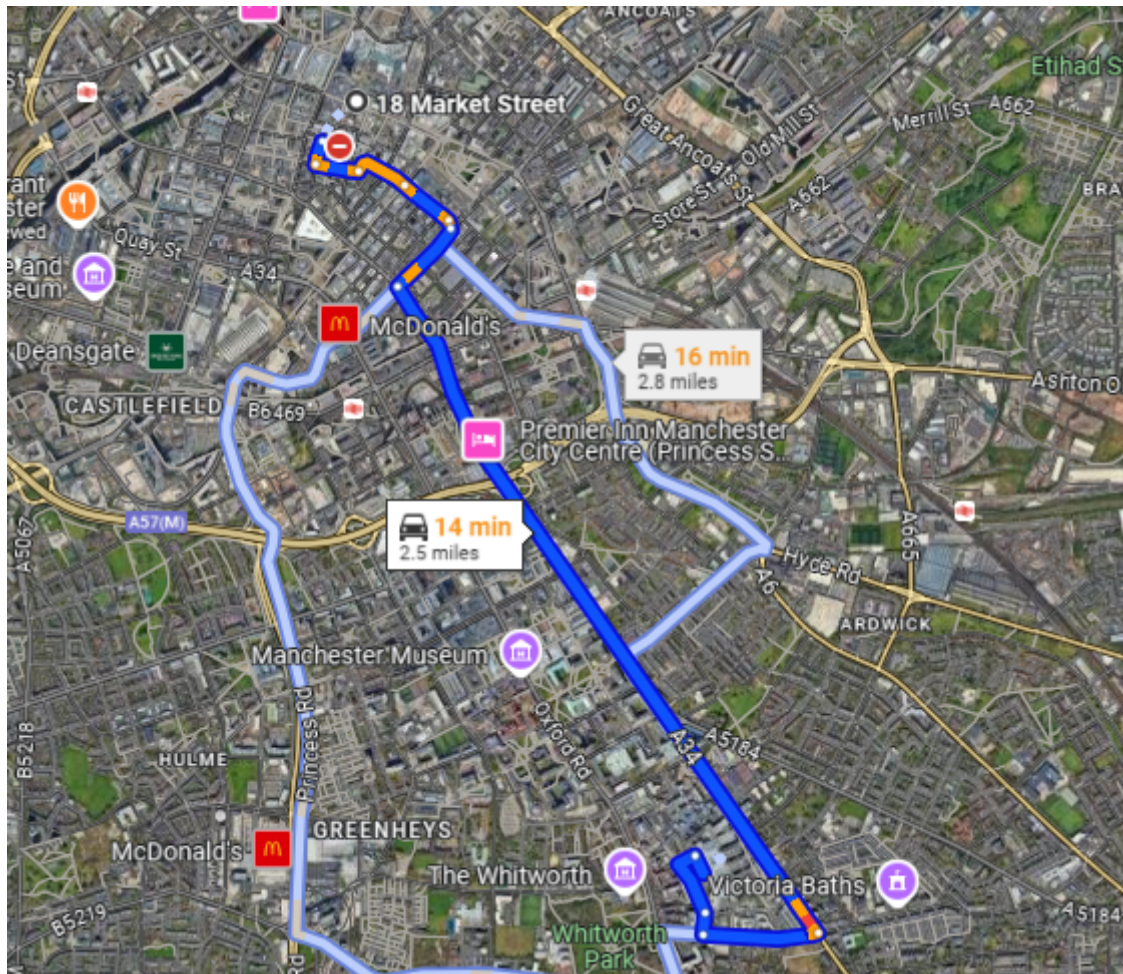
First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit. The main First Aid kit is located on the site safety board. There is also an emergency eye wash kit with mirror.

For emergencies that require hospital treatment, the closest A&E is...

Manchester royal infirmary – Emergency Dept (A&E)
Oxford Rd, Manchester M13 9WL
Tel – 0161 276 1234



Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment. Additional safety equipment is located at the site safety board.

All replacement gloves, safety glasses, ear defenders, hard hats, hi-viz vest and dust masks are free issue items supplied by Flagship Contracts Ltd. BE SAFE - if you need it COME and GET IT.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Flagship Contracts Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

There are existing welfare facilities onsite

Access:

There will be access through the main shop doors at the front of the store

Waste Disposal:

Any waste will be required to be disposed of via wait and loads, to take place between 8am-10am

Deliveries:

Smaller deliveries can take place any time, these will be taken through the main entrance. Larger deliveries will be delivered before 9am, these will also be taken through main entrance.

5) PLANT AND TOOL SAFETY PRECAUTIONS

Tools:

All tools being used on site shall be either battery powered or 110v mains powered. All 110v tools and power cables brought onto site shall have a valid, in date PAT inspection record and shall be inspected daily before use to ensure that they are in good working order. Any tools or cables which are found to be damaged or defective shall be taken out of service until repaired by a qualified fitter. On a weekly basis these user inspections must be recorded on the PUWER inspection form held in the site management system. Battery tools shall be checked daily before use with the same requirements and actions for defects noted above. Records of all inspections shall be held on site and shall be made available to the principal contractor on request.

6) METHODOLOGY OF WORKS

Drilling:

Drilling generates significant levels of noise and has the potential to cause dust and debris to be ejected. Staff drilling should wear hearing protection whenever drilling is in progress and also a set of safety goggles / glasses to prevent debris and dust entering the eyes.

If other trades or operatives are working in the same area as the drilling then they must also ensure they are wearing the required PPE.

Drills may produce felt vibration above the EAV level of 2.5m/s² and as such the model and vibration should be identified and compared to the usage limits specified in the vibration risk assessment. Management and operatives are responsible for ensuring they are aware of the vibration limits and keep usage below these. If it is not possible to keep the vibration levels below the EAV then exposure must be kept below the ELV of 5m/s² and the actual exposure time must be recorded on the vibration exposure monitoring form.

Fixing:

The sections shall be fixed together using a 110v or battery powered impact driver. The tool shall be checked before each shift to ensure that it is in good working order. For 110v tools there shall be an additional weekly, PUWER inspection recorded on the PUWER form held in the site management file.

Operatives using impact drivers are exposed to vibration levels of up to 12m/s² and as such should limit their daily trigger time to less than 21 minutes in an 8 hour shift to maintain a 2.5m/s² effective felt vibration level. This can be increased to 1h 23mins for a vibration level of 5.0m/s² though this level is not recommended. Based on the average 2 second usage time this lower limit still allows an operative to place an average of 600 fixings per day. In addition Impact drivers generate noise levels of up to 106dB during usage and as such operatives using these tools should wear hearing protection to SNR37 level to bring the noise levels down to below the limits set in the Noise at Work regulations 2005.

Permanent fixing shall be made using a Spitt or Paslode type battery powered nailer. These tools must be inspected daily to ensure that they are in good working order and on a weekly basis this inspection must be recorded on the PUWER inspection form within the site safety file.

The sound impulse from the firing of the tool is around 104dB and as such hearing protection to at least SNR-30 must be provided.

These tools produce a felt vibration level which allows an operatives to place 2400 fixings before reaching the

EAV and 9900 to reach the ELV. Staff should ensure that if they suspect they are reaching this figure in an 8 hour

period that they report this to their manager for further action.

In addition there is a risk from ricochets and ejected materials and as such all staff using this fixing tools must

wear safety goggles as detailed in the PPE list above. Safety glasses are not acceptable.

Ladders

1. Ladders will only be used for short duration work.
2. Top step of stepladder must not be used unless designed for that purpose.
3. Ladder must be checked to ensure correct length, type and condition before use.
4. Ladders are subject to a planned maintenance program.
5. Ladder work is restricted to that which can be carried out using one hand only, and stepladder work to that which can be carried out ensuring the stability of the stepladder.
6. The ground base for the ladder must be firm and level.
7. Ladders must be secured against slipping.
8. Ladders may only be footed as a sole precaution against movement if less than 3m high.
9. Use of ladders will be monitored regularly, to ensure that operatives are not over-reaching or using two hands to work.
10. Damaged ladders will be removed from site immediately.
11. Stepladders must be fully open, with cords taut.

Start of Works:

- 1) Sign into site and ensure all operatives are inducted if required
- 2) Read relevant risk and cosh assessment and follow guideline for correct PPE
- 3) Sheet up and protect works and surrounding areas as well as designated route through service corridors where items will be taken to be disposed of.
- 4) Visually inspect work area and only begin works if the working environment is safe
- 5) Cordon off work area with chapter 8 barriers
- 6) Check all electrical or hand tools for damage or faults. Faulty or damaged tools must be removed from service immediately
- 7) Do not leave tools and equipment unattended at any time

- 8) Erect mobile tower scaffold to gain access to the area.

Repair Works:

- 1) Using srp repair kit for limestone, fill old signage holes.

New signage Works:

- 1) Tape on signage template to wall
- 2) Drill holes for fixings using battery sds
- 3) Infill hole with chemfix
- 4) Attach signage to wall

Handover:

- 1) Clean and tidy site
- 2) Any excess materials will be taken away from site
- 3) Handover to client
- 4) Ensure works are signed off and then sign out.

7) WORKING FROM HEIGHTS

Working at Heights - Stepladder:

12. Ladders will only be used for short duration work.
13. Top step of stepladder must not be used unless designed for that purpose.
14. Ladder must be checked to ensure correct length, type and condition before use.
15. Ladders are subject to a planned maintenance program.
16. Ladder work is restricted to that which can be carried out using one hand only, and stepladder work to that which can be carried out ensuring the stability of the stepladder.
17. The ground base for the ladder must be firm and level.
18. Ladders must be secured against slipping.
19. Ladders may only be footed as a sole precaution against movement if less than 3m high.
20. Use of ladders will be monitored regularly, to ensure that operatives are not over-reaching or using two hands to work.
21. Damaged ladders will be removed from site immediately.
22. Stepladders must be fully open, with cords taut.

Working at height will only take place where no other reasonable option is available. When working at height the task must be properly planned and supervised by the Contracts manager or site manager, (whichever is present), and carried out by trained, competent employees steps and hop ups can only be used if the client's safety manager authorises this and then the works will be carried out in line with the current Working at Height Regulations (a hop up register/log will be kept up to date on a daily basis). All other required access to height will operate under a permit to work system. If working at height is not being carried out safely, it will be stopped until the situation has been resolved. Persistent offenders will be asked to leave the site.

8) Method Statement Register

I agree to abide with the content and understand that disciplinary action may be taken if I do not follow Safe Working Methods.

I confirm that I have been briefed on the method of work to be undertaken. I am aware of the restrictions and safety related issues in these tasks. I will comply with the requirements laid out in the Risk Assessments.

By signing below, I agree that I have read and understand the risk assessment for this work activity and that I agree to work to the safe systems of work included therein. Should a situation arise where a safe system of work becomes impracticable for any reason, I shall discontinue work and inform my supervisor immediately, who will then re-assess the situation, and if practicable will amend the risk assessment, and then submit it to the Client for approval, before re-commencing work.

[illegible]

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