

**Calibre Metalwork Ltd Work Package Plan**

| Reference Numbers                    |                                                                                                                                                                                       |                         |     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|
| Client Ref No::                      |                                                                                                                                                                                       | Contractor Ref No:      |     |
| Purchase Order No:                   | Order No: TBC<br>Rylands Building,<br>Manchester -<br>Samples                                                                                                                         | Purchase Order<br>Date: | TBC |
| The Basics (in brief)                |                                                                                                                                                                                       |                         |     |
| Who will be carrying out the works?  | Calibre Metalwork Limited / Cheshire Stained Glass                                                                                                                                    |                         |     |
| Works to be covered in these<br>RAMS | Removal of 2no stained glass window and associated iron frame.<br>Removal of 1no approx. 1.8m assumed brass panel.<br>All by suitable access internally and externally provided by MC |                         |     |
| Why are these works needed           | Request from Domis Construction, to determine finished product and give a<br>firm quotation for the remainder of the works.                                                           |                         |     |
| Proposed date of works               | TBC                                                                                                                                                                                   |                         |     |
| Pre-start meeting details            | TBC                                                                                                                                                                                   |                         |     |
|                                      |                                                                                                                                                                                       |                         |     |
| Location of Works                    | Rylands Building,<br>Market Street,<br>Manchester,<br>M60 1TA                                                                                                                         |                         |     |
|                                      |                                                                                                                                                                                       |                         |     |

**Covid 19**

- Hand sanitiser will be available and must be used
- Your temperature needs be taken daily prior to commencing work
- Face masks will be issued and must be worn when working in close proximity to others
- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Company vehicles must have all contact areas thoroughly cleaned with disinfectant wipes on completion of your journey, wipes are then to be disposed of correctly

**SOCIAL DISTANCING**

You must follow the principles of social distancing when reasonably practicable while travelling to and from work and at work, maintain at least 2 metres distance between yourself and others where

possible.

Where people cannot be 2 metres apart, manage transmission risk by employees wearing face masks, working side by side or facing away from each other

**COVID19 MAIN SYMPTOMS**

- High temperature – this means you feel hot to touch on your chest or back
- Continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

If you develop any of these symptoms:

- Notify your manager or supervisor
- Return home immediately
- Avoid touching anything

You can be tested all you need to do is go on the internet and apply for either of the following.

- Self-referral – this enables workers and members of their households who have symptoms to book a test directly using the online system
- Employer referral – this allows employers to refer workers for a test via a secure portal.

**Personnel, Plant, Equipment and PPE****Personnel and Training**

Detail the operatives involved in the project and list their relevant competencies (e.g., CSCS, IPAF, PASMA, 18<sup>th</sup> Edition Electrician)

Craftsmen all possess current relevant qualifications, CSCS CCNSG SMSTS IPAL CPCS NPORS IPAF PASMA Manual Handling, Abrasive wheels, Basic Disclosure etc.

**Plant and Equipment**

Mobile workshop (Van), hand tools,

**Personal Protective Equipment**

Hard hats, protective footwear, high visibility clothing  
STC Boots – S1- P SRC. BS EN ISO 20345: 2011  
Hi visibility clothing (clean numbered and in good condition)  
Gloves- cut 4/5 (So cut Extra – EN420 – EN 388:1994)  
Safety Glasses  
P3 Dusk mask  
Ear defenders  
Waterproof coveralls  
Fire extinguisher  
Fire blanket

**CSCS**

To be provided on the day

Name: TBC

Contract supervisor,

**CSCS**

To be provided on the day

Andrew  
Halliwell

Charge Hand

**CSCS**

To be provided on the day

Name: TBC

Head Glazer

## Delivery of materials / travelling to worksite

### Delivery Methodology

Step 1.

#### On Arrival – Date TBC

Arrive on site then park vehicles in the designated parking area (if provided)  
Ensure the vehicles are locked at all times.

The operation will be carried out within the allocated work areas provided by others/barriered zone with no public access. Other operatives not directly involved in the operations will be kept outside of the established exclusion zone.

- a. Report to site office and sign in
- b. Attend site induction if required
- c. Un-load equipment (tools) and transport to the exclusion zone.
- d. Restricted access, site personal only.

Step 2.

Agree limits of worksite with the client/PC.

## Details of works to be completed

### Working Methodology

#### Stained Glass, Iron frame & brass frieze removal Date: TBC

1. Report to site office and sign in.
2. Attend site induction if required.
3. Un-load equipment (tools) and transport to the exclusion zone.

Note – As per email sent from Sam Jacklin to Carl Addison on Thursday 17<sup>th</sup> October – Any boarding up of the windows required will be done by MC following our removal of the frames / frieze.

#### 7<sup>th</sup> Floor Window Removal

1. Using drawings / plans provided we will survey and mark up the location of the iron window removed and issue to relevant parties as requested by MC.
2. Taking great care, we will remove 1no stained glass window. We currently assume this to be on a putty bed that can be cut and released from the iron frame.
3. Suitably pack the stained-glass window for transportation back to our workshop.
4. Using suitable access provided we will carefully remove the clear glass (from the outside) to reveal the fixings. We will take great care to remove the clear glass. However, given the age and firmness of the putty's it is extremely likely that all the clear glass unfortunately will break upon removal due to the strong bond between the putty/glass & frames.
5. Once the fixings into the assumed timber subframe have been revealed and all glass removed we will extract the iron frames from sub frame, taking as much care as possible to cause any damage to the timber. (Calibre will hold no responsibility for any damage caused to the timber subframe if this should occur)
6. Using the goods lift provided and correct manual handling techniques we will transport the iron frames to our van, in designated loading area assigned to us by MC on arrival for removal back to our workshop.

## Removal of the 'brass' Frieze

1. Using drawings / plans provided we will survey and mark up the location of the frieze removed and issue to relevant parties as requested by the MC
2. Using safe access provided, we will remove an approx. 1.8m brass panel by unscrewing the assumed original fixings.
3. The decorative solid bar section will be removed to free the brass panel from its location. After a further site inspection on 7/11/24 the fixing locations were determined and a split in the decorative bar noticed. It is proposed to remove a panel closest to a corner section to give the easiest access for removing the panels / bar mitigating the need for any of the original furniture to be cut.
4. Using the goods lift provided we will remove the frieze and section of conduit to our workshop for restoration as part of our sample.

**Main Contractor to provide suitable access both internally & externally, welfare facilities and medical area.**

Appropriate PPE (listed above) will be worn at all times  
The exclusion zone will be maintained at all times with work stopping if breached by unauthorised personnel

## Working at Height

### Working at Height Methodology

The area around and below where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

All tools are to be secured by lanyard. No loose objects are to be left at high-level when you are not working in the area. Access equipment to all high-level works must be secured at all times.

|                                                                                                                                                       |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Are you able to avoid working at height through the use of readily available equipment?<br>NB: working at height must be avoided where practicable    | No                                                                             |
| Will you be working on an even and flat surface?<br>If no your access equipment must be of a type to ensure the working platform is level and secure. | Yes                                                                            |
| What access equipment will you be using?                                                                                                              | Suitable Scaffolding or Mobile tower to be made available by MC                |
| Is this access equipment the most suitable for the proposed work activity in the proposed working environment?                                        | Yes                                                                            |
| Does the access equipment prevent the risk of falls from height?                                                                                      | Yes – suitable scaffold or mobile tower with correct guard rails & toe boards. |
| If no to the last question, what equipment will be used to reduce the consequence of a fall from                                                      | N/A                                                                            |

|                                                                                                                                                                                                                                                                                         |                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| height?                                                                                                                                                                                                                                                                                 |                                                                 |
| Are all staff trained and competent in the safe use of access equipment?                                                                                                                                                                                                                | Yes                                                             |
| Are maintenance records available for all access equipment?                                                                                                                                                                                                                             | N/A – to be supplied by MC                                      |
| Will pre-use checks be undertaken prior to access equipment being used?                                                                                                                                                                                                                 | A pre-check form will be filled out by the operative (attached) |
| Detail your system of working below:                                                                                                                                                                                                                                                    |                                                                 |
| All operatives will be given the Rams to read and sign to accept the method of work and risk assessment<br>A toolbox talk and briefing will be given prior to work<br>If any faults are found with the plant/equipment this will not be used – Inspection forms Attached with this WPP. |                                                                 |

**Manual Handling****Manual Handling Methodology**

The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

Does your company undertake and record relevant assessments of manual handling operations?

Yes manual handling will be covered in the risk assessment attached.

Where practicable will mechanical means of lifting and transporting items be used?

Yes all lifting will if possible and practicable be carried out using mechanical means

Where mechanical means is impracticable will you ensure sufficient persons are made available to lift loads, taking into account the size, shape and weight?

All lifting of loads will be assessed before any lifting is carried out. Weights above 20kg will be managed via team lifts of 2 or more operatives with each operative stating the ability to take part in the lift, nobody that is suffering any physical injury or discomfort will be permitted to take part in the operation.

Are all operatives trained and competent in manual handling techniques?

All operatives will be trained in manual handling

Will you ensure access areas are clear of obstacles and that lighting is sufficient?

No lifting will be carried out if the Access path is not sufficiently lit  
And clear of obstacles

|                                                                                                                                                                                        |                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| What PPE will be used by the operatives as highlighted by your risk assessment?                                                                                                        | STC boots hi visibility clothing and gloves                                                    |
| Will you ensure sharp edges are protected?                                                                                                                                             | Operatives will wear robust hand protection –cut gloves                                        |
| Will items be stored such that heaviest loads are in the most convenient position for the operative to lift?                                                                           | All items will be stored in the most convenient position for the operative /operatives to lift |
| Detail your system of working below:                                                                                                                                                   |                                                                                                |
| All operatives will be assessed as to whether they are capable of lifting the loads that are required on this task, a risk assessment will be made prior to any manual handling tasks. |                                                                                                |

**Waste Storage and Disposal****Waste Storage and Disposal Methodology**

The area around where you are working must be cordoned off using Solid Physical barriers to protect other personnel and members of the public.

ALL WASTE ARISING FROM THE WORKS MUST BE REMOVED DIRECTLY FROM SITE.

No waste or waste bags are to be left unattended at any time.

|                                                                                                                                                 |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Where will waste receptacles be positioned?                                                                                                     | TBC upon arrival at site.                                                                   |
| Will waste skips be of sufficient capacity or quantity to hold all foreseeable waste produced by this job?                                      | Skips to be provided by MC for non-hazardous waste (glass and other non-hazardous products) |
| Will all waste be promptly removed to secure waste receptacles or secured within a locked and hoarded worksite when the worksite is unattended? | Yes                                                                                         |
| Will all wheeled waste receptacles used by you be fitted with a serviceable and lockable lid?                                                   | To be provided by MC                                                                        |
| Will any receptacles with faulty locks be immediately removed from site?                                                                        | To be provided by MC                                                                        |
| If using a compactor will staff be trained and competent in its use?                                                                            | N/A                                                                                         |

|                                                                                                             |     |
|-------------------------------------------------------------------------------------------------------------|-----|
| Will the compactor be secured and locked out of use after each operation, unless it is permanently staffed? | N/A |
| Detail your system of working below:                                                                        |     |
| N/A                                                                                                         |     |

|                                                                                                                                                  |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Hoarding / Worksite Protection</b>                                                                                                            |     |
| <b>Hoarding / Worksite Protection Methodology</b>                                                                                                |     |
| Any hoarding and fencing must conform to the specification detailed at the end of this document.                                                 |     |
| How will you protect your worksite?<br>Hoardings, HERAS fencing, temporary rigid barriers?                                                       | N/A |
| Will hoardings, fencing, or barriers be constructed and erected in accordance with HSE guidance?                                                 | N/A |
| Will the hoarding or fencing be inspected on a daily basis to confirm compliance with this procedure and the check certificate is updated daily? | N/A |
| Will copies of all checks be maintained for inspection by JCDecaux?                                                                              | N/A |
| Detail your system of working below:                                                                                                             |     |
| N/A                                                                                                                                              |     |

**Clearing Up / Leaving Site****Clearing Up / Leaving Site Methodology**

Outline how you will be returning your works area back to full usage this should include you clean up regime, and how you will be leaving site. This should be site and job specific and go into as much detail as possible.

As a minimum you must:

- Remove waste materials and equipment and clean as required.
- Offer worksite for inspection to the client.

Detail your method of working below:

- Clear the area of all associated waste materials.
- Offer worksite for inspection to the client.

Methodology for preparing the samples for approval:

7<sup>th</sup> Floor Windows (iron frames) –

1. Back in our workshop we will blast clean to SA 2.5 standard enabling us to access all the true condition of the iron frames
2. Following blast cleaning we will undertake an internal condition survey and using heritage approved techniques we will undertake minimal repairs.
3. Once repairs have been completed, we will finish paint using our heritage approved paint system in a single BS or RAL colour of your choice.
4. Following completion of the sample we will store in our workshop for viewing and approved by

yourselves at our workshop.

## 7<sup>th</sup> Floor windows – Glazing

1. Using the stained-glass sample removed from site we will replicate a new stained-glass panel to represent the original in all respects.
2. We will make good the sample panel by undertaking any necessary repairs to the original.
3. We will provide a small sample section of clear glass to replace the panes that are damaged during removal. (closest available modern alternative) we recommend, as a good heritage option, would be 4.5 - 5mm Goethe Glass, manufactured by Schott. This is a mechanically drawn glass, so a traditional manufacturing method. Goethe also has the advantage that it can be toughened. It looks like old glass as it has waves and imperfections along with a very low iron content - making it look very clear, but also performs as a modern safety glass.
4. Along with the iron frame we will ensure both stained glass panels & clear glass sample are made available for viewing and approval at our workshop by yourselves.

## Brass Frieze

1. Back at our workshop, we will undertake a survey of the panel to establish the material used for manufacture.
2. Once a material has been determined we will suitably clean and carry out an internal condition survey.
3. We will carry out minimal repairs and finish to a standard agreed with yourselves once the material has been determined.

Note – The reasoning behind the samples is not only to give yourselves an indication of the finished product but also for ourselves to determine the extent of the removal / restoration / installation process to offer firm prices with a revised quotation.

## Welfare Arrangements – details of nearest toilets etc.

All facilities to be provided by main contractor on site

## Environmental Controls

Every effort will be made to keep noise, dust and waste levels to a minimum and to ensure that they do not cause a hazard or become a nuisance to others.

Working areas will be tidied and waste removed prior to leaving site.

All vehicles will carry Chemical Spill Kits

All vehicles carry documentation, and operatives are aware of procedures for Hazardous Waste

Hazardous waste will be controlled, contained and removed from site by a licensed hazardous waste carrier

All required documentation, permits, consignment notes and licences will be provided or made available for inspection

## Fill in all non-shaded cells

## Emergency Arrangements

### All accidents, incidents and near misses must be reported immediately to the Principal Contractor

All works are under the control of the site Management.

In the event of an emergency, personnel are advised to:

- Raise the alarm;
- Make safe the working area, all plant and equipment;

- Vacate the area;
- Notify the site Manager and the Project Manager
- Report to the assembly point and wait for further instruction.

## Fill in all non-shaded cells

### Hospital Location, the Nearest Hospital with Accident and Emergency Department:

Manchester Royal Infirmary  
Oxford Rd,  
Manchester,  
M13 9WL

Tel: 0161 276 1234

### Communication & Contact Details

#### Enter details below of persons that will be carrying out the works

|             |                   |      |             |
|-------------|-------------------|------|-------------|
| Name        | Micheal Ell       | Role | Supervisor  |
| Contact No. | Mob: 07718 380983 |      |             |
| Name        | Andrew Halliwell  | Role | Charge Hand |

### Principal Contractor Contact Details

|             |                   |      |           |
|-------------|-------------------|------|-----------|
| Name        | Carl Addison      | Role | Senior QS |
| Contact No. | Tel: 07596 156416 |      |           |
| Name        |                   | Role |           |
| Contact No. |                   |      |           |

### Emergency Contact Numbers

|                    |               |
|--------------------|---------------|
| Emergency Services | 999           |
| Other              | 0161 276 1234 |

### Client Approval and Risk Assessment

|                               |                       |           |  |
|-------------------------------|-----------------------|-----------|--|
| Risk Assessed and Approved By |                       | Signature |  |
| Contractor Name               | Calibre Metalwork Ltd |           |  |
| Date of Approval              |                       |           |  |
| Name                          |                       | Signature |  |

**Principal Contractor Health and Safety Department Approvals (if applicable)**

Approved By

Safety Reviewers Name

Date of Approval

Name

Signature

## APPENDIX A: FORM - Risk Assessment

|                      |                   |              |                   |            |                 |
|----------------------|-------------------|--------------|-------------------|------------|-----------------|
| Death – 5            | L/5               | M/10         | M/15              | H/20       | H/25            |
| Major Injury – 4     | L/4               | L/8          | M/12              | H/16       | H/20            |
| Lost Time Injury – 3 | L/3               | L/6          | M/9               | M/12       | M/15            |
| First Aid Injury – 2 | L/2               | L/4          | L/6               | L/8        | M/10            |
| Minor Injury- 1      | L/1               | L/2          | L/3               | L/4        | L/5             |
| Severity/Likelihood  | Very Unlikely - 1 | Unlikely - 2 | Fairly Likely - 3 | Likely - 4 | Very likely - 5 |

|   | Hazards                                         | Persons Affected                                      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Risk Rating |   |    |
|---|-------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|
|   |                                                 |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | S           | L | R  |
| 1 | Working at height                               | Operatives<br>Contractor                              | <ul style="list-style-type: none"> <li>Information/instruction/training. (PASMA)</li> <li>Compliance with manufacturer guidelines</li> <li>Pre-use inspection of the scaffold</li> <li>Adhere to manufacturers operating instructions</li> <li>Safety procedures/instructions</li> <li>Establish a suitable exclusion zone and ensure other operatives are prevented from entering the danger area</li> <li>Ensure the ground conditions are able to support the intended loading</li> </ul>                                          | 5           | 1 | 5  |
| 2 | Falling objects – struck by                     | Operatives<br>Pedestrians                             | <ul style="list-style-type: none"> <li>Information/instruction/training</li> <li>Barrier off work area</li> <li>Safety procedures</li> <li>PPE - hard hat</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | 1           | 1 | 1  |
| 3 | Manual handling – strains/sprains               | Operatives                                            | <ul style="list-style-type: none"> <li>Information/instruction/training</li> <li>Mechanical lifting wherever possible</li> <li>Assistance if required</li> <li>Limit individual handled loads to 20kg max</li> <li>Team lifts when assessed as necessary</li> </ul>                                                                                                                                                                                                                                                                   | 3           | 2 | 6  |
| 4 | Cutting, grinding and drilling                  | Operatives<br>Contractor                              | <ul style="list-style-type: none"> <li>Information/instruction/training</li> <li>Safety procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         | 5           | 1 | 5  |
| 5 | Spillages – slip/trip/fall                      | Operatives<br>Contractor                              | <ul style="list-style-type: none"> <li>Information/instruction/training</li> <li>Safety procedures</li> <li>Barrier off work area</li> <li>STC boots</li> <li>Vigilant housekeeping practices</li> <li>Bunding trays to be applied</li> </ul>                                                                                                                                                                                                                                                                                         | 3           | 1 | 3  |
| 6 | Weather<br>High winds                           | Operatives<br>Contractor<br>Pedestrians               | <ul style="list-style-type: none"> <li>Information/instruction/training</li> <li>Appropriate PPE – STC boots with steel insoles – hand protection (gloves)</li> <li>No works carried out if wind conditions become excessive</li> </ul>                                                                                                                                                                                                                                                                                               | 5           | 2 | 10 |
| 7 | Overturning of plant<br>Crush – impact injuries | Operatives<br>Other site<br>Operatives<br>Pedestrians | <ul style="list-style-type: none"> <li>Ensure ground conditions are stable.</li> <li>Ensure thorough inspection certificates are current and valid</li> <li>Use vehicle mats if the ground conditions are found to be soft (weather related)</li> <li>Do not exceed the lifting capacity</li> <li>Check operatives have current and valid Pasma cards</li> <li>Ensure all non-essential operatives remain clear of exclusion zone during plant operations</li> <li>Cease operations if stray pedestrian traffic is present</li> </ul> | 5           | 2 | 10 |
| 8 | Uneven ground/debris slip-trip or fall          | Contractor                                            | <ul style="list-style-type: none"> <li>Information/ instruction training</li> <li>Good housekeeping</li> <li>Walk the area to ensure all even and free of trip hazards</li> <li>Remove any debris</li> <li>Safety boots</li> </ul>                                                                                                                                                                                                                                                                                                    | 2           | 2 | 4  |



## TOOLBOX TALK

Toolbox talk by:

Project:

Date/Time:

Number of employees on site:

Number attending talk:

Relevant Health and safety issues: Tick appropriate subjects

|                               |  |                    |  |                             |  |
|-------------------------------|--|--------------------|--|-----------------------------|--|
| Welding & Fire Safety         |  | Weather            |  | PPE                         |  |
| Falls, Protection & Awareness |  | Manual Handling    |  | Housekeeping                |  |
| Lead Exposure                 |  | Lifting & Carrying |  | Access/Egress to work areas |  |
| Plant and Equipment           |  | Other trades       |  | Public Safety               |  |

Issues raised from site safety inspection

By who

When

Plan to Eliminate/Control/ Reduce Hazard

**APPENDIX B: FORM - Staff Briefing Sheet**

**Works Detail: Rylands Building – Removal of Iron window frames, stained glass panels and Frieze Panel, Sample for Domis Construction**

**Location: Rylands Building, Manchester**

**Commencement Date: TBC**

**Staff Briefing: Time: \_\_\_\_\_ (Date) \_\_\_\_\_**

I confirm that I have been briefed by Management/the Site Supervisor on the detail of the work to be carried out and my responsibilities. I have been given the opportunity to ask any question and raise any health and safety concerns that I may have. I fully understand the requirements set out in this method statement and agree to comply with them.

**Name \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_**

**Name \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_**

**Name \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_**

**Contractor Declaration:**

I confirm that I have briefed each member of the team on the detail of the work to be carried out and their responsibilities. They have been given the opportunity to ask any question and raise any health and safety concerns.

**Name \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_**

