

METHOD STATEMENT

Project: Costa coffee Oxford Road station Manchester M1 6FU .

Client: Costa Ltd, 3 Knaves Beech Business Centre Davies Way,, Loudwater, High Wycombe., Buckinghamshire, England, HP109QR.

Authorised by: John Boardman **Review:** Not exceeding 12 months **Date:** 21/10/24

Description of Works:

Staining/varnishing to shopfront

Works Method

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hiviz, hard hats, dust mask).
3. Ensure the area of work is clear and free of debris and also barriered off to protect the public.
4. Chaulk, fill and sand down any areas that aren't ready to receive a paint/varnish/stain finish using mastic gun and filling knife and glass paper.
5. Internal and external shopfront to be painted from ground level using a brush with the correct stain and clear varnish.
6. All cutting in around glazing, door frames etc to be done with a hand brush.
7. All waste and excess paint to be removed from site and stored within company van.
8. Sign out with the site manager.

Control Measures

- The required 3 point PPE identified must be worn throughout the job period (Hard Hat, Hi Viz, Safety footwear)
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.
- IPAF trained operative to use scissor lift only.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling.
- **COSHH Assessments:** Paint

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Activity:

Installation of the servery counter.

Works Method

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hiviz, hard hats).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Via the use of trolleys transport counter sections from the loading area to the front the store.
5. Manually position counter sections into place and fix in position with jointing bolts and impact driver.
6. Fit stainless steel and corian work tops in position and secure using mastic sealant.
7. Fit all shelving and equipment in correct places within the counter using small hand tools.
8. Remove all waste from site and place within designated site waste area.
9. Sign out with the site manager.

Control Measures

- The required 3 point PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Use of stepladders, Use of hand tools, Use of portable electrics, Manual handling.
- **COSHH Assessments-** Silicone Sealant, Wood Dusts, Contact Adhesive.

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Activity:

Vibration Exposure

Main Hazards and Control Strategy

Physical damage to person/operative

Damage by whole body vibration (WBV)
Damage by vibration white finger (VWF)
Damage by hand arm vibration
Damage by carpal tunnel syndrome (CTS)

The above can result in:

Lower level of general health
Musculoskeletal pain/disorders
Inability to carry out certain tasks
Sickness

Tools

Ensure tool(s) used are the most appropriate for the task at hand
Ensure the tool(s) are defect free and well maintained
Check daily exposure limit for each tool to be used
Competent/trained operative to use tools only
Regularly rotate the operative's task so that tools are used in brief stints

PPE

Ensure anti vibration gloves are available
Ensure operative wears all the suitable PPE identified in specific task assessment

Environment

Ensure operative has the best possible access to the job at hand
Ensure the working climate is suitable to perform the task at hand

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Activity:

Client Specified Store Equipment Installation.

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hiviz, hard hats).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. All items to be unloaded in the loading area to the front of the site.
5. Remove items from packaging and manually lift into position.
6. Equipment to be installed by client direct suppliers and fixed in position using small hand tools.
7. Commission as necessary.
8. Dispose of all waste, equipment and excess materials into the site waste area.
9. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools.
- **COSHH Assessments-** N/A

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Activity:

Soft flooring works within the store demise.

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hiviz, hard hats, gloves, full respiratory mask).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Mix and lay 5mm of latex screed using a hand trowel and allow drying time.
5. Lay Amtico and Polysafe flooring as per the drawings package and fix in place using manufacturers adhesive. Any cuts required to the floor will be made with a small knife.
6. Remove all waste from site and dispose of into site waste area.
7. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.
- Knife to be used only when required.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools.
- **COSHH Assessments:** Latex Screed, F3 Adhesive.

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Activity:

Stud Partition Formation & Dry Lining

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hiviz, hard hats, gloves,
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Plasterboards to be transported to works area via the use of a board trolley from the loading area to the front of the store.
5. Set out metal partition walls and fix metal cap to floor and perimeter walls with battery drills. Any cuts to the metal to be made with tin snips.
6. Using impact driver fix plasterboard to stud work with gyproc screws.
7. Remove all waste from site and dispose of into site waste area.
8. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools.
- **COSHH Assessments:** Plasterboard

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Activity:

Panelling Installation

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hviz, hard hats, gloves to BS EN 388 – Cut Level 2 and safety glasses to BS EN 166 – Class One).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Measure and mark out dado panelling height and fix chipboard backing panels to the partition wall using paslode pin gun and timber adhesive.
5. Once back rails are in place manually lift the panelling sections in place and fix to backing rails again using paslode pin gun and timber adhesive.
6. Fit top capping and skirting board in place, cuts to be made with a chop saw with extraction unit rated to class M to restrict airborne dusts.
7. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.

Environmental

- All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools, Use of Portable Electrics.
- **COSHH Assessments:** Hardwood.

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Activity:

Ceramic Tiling

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hviz, hard hats, gloves to BS EN 388 – Cut Level 2 and safety glasses to BS EN 166 – Class One).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Apply tile adhesive to walls using hand trowel.
5. Manually apply tiles to wall, any cuts to be made with a tiles cutter.
6. Allow tiles to set and apply grout with a wet sponge.
7. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.

Environmental

All waste created to be disposed of into designated enclosed site skip.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools.
- **COSHH Assessments:** Tile Adhesive.

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Activity:

Servery Counter, Toilet & Back of House Plumbing.

Main Hazards and Control Strategy

1. Sign in to the site with the site manager so that any new daily site procedures can be passed on and obtain any permits to work which may be required.
2. All operatives will wear the necessary PPE at all times whilst on site (safety boots, hviz, hard hats, gloves, full respiratory mask).
3. Ensure the area of work is clear and free of debris so that the work can be carried out in a safe manner.
4. Ensure water supply to demise is adequately capped off
5. Install new pipework to counter using compression fittings and secure with hand tool.
6. Install basins, coffee catcher, taps and pump as required using hand tools. Note no hot works are required.
7. Fit all sanitary ware to plastic pipework within WC using hand tools.
8. Fully Chlorinate new system.
9. Turn water supply on and test newly installed system for leaks.
10. Sign out with the site manager.

Control Measures

- The relevant PPE identified must be worn throughout the job period.
- Works area to be free of debris and regularly tidied to remove any waste generated whilst working.
- Equipment to be inspected prior to use to identify any defects.

Environmental

- All waste created to be disposed of in the designated site waste area.

Health & Associated Risks

- **Specific Hazards-** Falls of Personnel and Equipment.
- **Hazardous Operations-** Risk Assessments will be provided for, Manual Handling, Use of hand tools.