

Method Statement for works in Listed Buildings

for

**34 Charlotte Street
Manchester
M1 4EE**

for and on behalf of

T&M Real Estate

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1.0 Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times. Any significant deviation from this system must first be authorised by your manager or safety representative.

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are:

- Falling from height
- Injury from incorrect manual handling
- Injury from contact with electricity
- Injury from slips, trips and falls
- Working with hazardous substances
- Working near sources of radiation
- Vehicle hazards
- Injury to other staff or members of the public
- Inadequate lighting

Preventative measures you must take:

- You must be competent to carry out the task.
- You must be competent and have received training to work at height.
- Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
- Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.
- You must be trained and competent to use hand tools, mains voltage and battery power tools.
- You must not lift beyond your capabilities, get help if necessary.
- You must follow all directions given by the manager or his agents.

Personal protective equipment you must wear:

- Hard hat (at all times outside)
- Safety boots (at all times)
- Eye protection (when drilling or chipping etc)
- Hi-visibility vests (when working on building site or near the highway)
- Hearing protection (when drilling)
- Overalls
- Gloves

Environmental protection measures you must take:

- You must dispose of waste and packaging to the designated area provided for waste.
- Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.
- Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000.

Quality Control

- Adhere strictly to the following procedure to ensure quality of service
- If in doubt contact your manager for clarification before proceeding.

Add in other relevant sections such as the items listed below. Your risk assessment will tell you which control procedures must be in place (remove any that do not apply to you).

2.0 General Precautions

List all the different aspects of the task and under each heading explain how you will control the significant hazards. Depending upon the nature and complexity of the works you may be able to produce a generic document that will cover you for most tasks you do, just changing the step by step procedure for each different task.

2.1 Staff and Training

The works will be carried out by competent staff from the appointed Contractor. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

2.2 Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

2.3 PPE

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary.

2.4 Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

2.5 Manual Handling

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

2.6 First Aid

It is the responsibility of the contractor 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 a recognised course and attends a refresher course every year and a full course every 3 years.

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. Often Principal Contractors will ensure sufficient first aid cover for sites under their control.

2.7 Access and Egress

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; the Contractor will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

2.8 Working at Height

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work falls from height are an obvious and ever present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, all working at height will be properly planned, organised and supervised. Only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman/senior person to ensure conditions are safe before allowing any work at height to take place.

The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall, he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

2.9 Guidelines on Safe Operating Procedures

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

Ladders must be Class 1 or EN 131 Industrial grade and be in good condition, and located properly prior to use, i.e. the foot of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers and other equipment could be used where there is a risk of ladders slipping, or if it is uneven ground. Ladder stand offs could be used where access to the roof is required, and the ladder will extend a minimum of 1.05 metres above the gutter. Ladders should be set at a base to height ratio of 1:4.

All staff and subcontractors are required to read and understand HSE leaflet:
http://www.hse.co.uk/_documents/guidance/indg402_Safe_Use_Ladders_Steps.pdf.

Please also see:
http://www.hse.co.uk/_documents/guidance/ECA_Practical_Alternatives_To_Using_Step_Ladders_Part_2.pdf

2.10 Scaffold

Where required, scaffold will be provided and erected by a competent erector or an approved contractor; the hand rail will extend a minimum 0.95 metre above the working area and a mid rail max 0.47 metre gap will also be in place. The site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

2.11 Mobile Elevating Work Platforms (MEWPs)

MEWPs will be supplied by a competent company. The site foreman/senior person will ensure that only competent members of staff are allowed to use the MEWP; competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to himself or others, i.e. PAL / IPAF card holders. Where specified, a safety harness and attached lanyard will be worn whilst working in the MEWP. All members of staff will be trained to operate the MEWP from the ground controls.

2.12 Aluminum Tower Scaffold

The site foreman will ensure that aluminium tower scaffolds are erected in compliance with manufacturer instruction by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the competent senior person on all the above items and defects reported immediately. Any equipment suspected of being unsafe for whatever reason will be withdrawn from service for repair or replacement.

2.13 Contractor / Visitor Safety

The Contractor will liaise with other contractors' staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors; all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

2.14 Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis and prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose.

For further Information please see the following HSE Guidance Free downloads:

http://www.hse.co.uk/_documents/guidance/indg401_Work_At_Height_Guide_To_Regulations.pdf

http://www.hse.co.uk/_documents/guidance/heightsafe_Information_leaflet.pdf

http://www.hse.co.uk/_documents/guidance/indg402_Safe_Use_Ladders_Steps.pdf

http://www.hse.co.uk/_documents/guidance/indg405_Top_Tips_Ladders.pdf

Window Refurbishment – 34 Charlotte Street, Manchester, M1 4EE

T&M Real Estate

http://www.hse.co.uk/_documents/guidance/cis49_Construction_Info_Sheet_Scaffold_and_Ladders.pdf

3.0 Task Description

Window Replacement at (4th Floor)

- Carefully remove any fixed lights, moving sashes or casements or glazing from current window frame as appropriate
- Cut through mullions and transoms using hand saw into small sections and carefully remove cut sections to ensure no vibration or damage to any surrounding timber or brickwork
- Clear the area and safely dispose of the original frame and glass.
- Clean and tidy the existing aperture, taking care to ensure no damage to brickwork or stone sill, ready to take the new frame
- Fit new box frame into existing brickwork opening, level and plumb, secure with frame fixings ensuring no damage to brickwork or surrounding timber
- Area will be cleared of all debris and tools

Window Refurbishment (GFL – 3rd Floor)

- Carefully remove staff beading from sash box, taking care to not damage box frame or any surrounding timber and remove nails from beading to reduce risk of injuries during works.
- Cut cords with gasket cutters/cutting pliers on bottom sash and remove sash following manual handling techniques, store safely away from work area. Protect exposed bottom sash where necessary
- Remove parting beads from sash box groove, taking care to not damage box frame or any surrounding timber first ensuring that top sash is on cords or supported to reduce risk of top sash descending when parting beads are removed, thus avoiding damage to timber window sill.
- Cut cords with gasket cutters/cutting pliers on top sash and remove sash, store safely away from work area and protect exposed top sash where necessary
- Carefully remove flaky / tired paint using scrapers
- Refurbish box frame to smooth finish using sand paper and specialist refurbishment techniques making sure smooth finish is achieved, making sure no damage to original timber
- Repair any rot / damage in the box, sill or window using standard carpentry techniques and abiding by Health and safety. Replace any broken pulleys by removing old and replacing like for like
- White Primer to be applied to the box styles and sills, and WD40 is applied to the pulley systems to reduce noise and decrease friction in working parts, taking care not to damage pin roller mechanism in pulley
- Refurbish top and bottom sash in way of carefully removing old flaky paint and sand to smooth finish using sand paper and specialist refurbishment techniques, making sure no damage to original timber.
- To reglaze, secure sash to work bench, carefully remove putty to enable safe glass removal, remove glass to enable fitting of new slimlite glazing
- Measure sash box for new staff and parting beads. Then cut staff bead using a mitre saw, and parting bead using gasket cutters. Additional PPE: Ear defenders. Applies to anyone in vicinity.
- Carrier and draught proofing is then housed in the staff and parting bead and secured in place with two part glue.

- High adhesive draught proofing strip is attached along the meeting rail.
- Record sash box using original wax cotton sash cord, rebalance weight in sash box as necessary, either remove or add weight to the cord. •
- If necessary cut additional lead using a mitre saw. Additional PPE: Ear defenders. Applies to anyone in the vicinity. •
- Re hang top sash window by attaching to new cords. Ensure sash window is correctly weighted and running smoothly.
- Replace draught proofed parting bead. Pilot holes are drilled through the parting bead and nailed back in place in the box. Parting bead is then adjusted to ensure that the draught strip meets the top sash window in the correct places and movement remains smooth and easy.
- Re hang bottom sash window by attaching to new cords. Ensure sash window is correctly weighted and running smoothly. Ensure draught proofing on bottom sash is contacting with top sash at the meeting rail.
- Replace staff beads into box and secure in place using panel pins and a pin hammer, ensuring that draught proofing is contacting with bottom sash along all necessary sides. Punch pins into staff bead and caulk over holes.
- Finally caulk staff and parting beads into place ready for decorating. Any areas that are subject to the elements will also be sealed with silicone to ensure weather proofing.
- Draught proofing completed, area will be cleared of all debris and tools.

3.1 Preparation

- Load all equipment required for job.
- Carry out vehicle safety checks.
- Transport equipment and personnel to site.
- Report to site foreman and receive permit to work (where required).
- Put on personal protective equipment.
- Inform all other contractors/tenants in area at start of works.
- Liaise with the Principal Contractor and other contractors to ensure safe operation.
- Cordon off work area, if practical and necessary to do so.
- Ensure thorough consideration is given to the fact the site is a listed building and ensure all marked up drawings of strip out items are approved by the conservation officer prior to commencing any works. Refer to attached drawing showing all areas that must be protected to ensure no compromise of listed building features.
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
- Ensure all electrical services are disconnected and made safe prior to commencing any works.

3.2 Stripping Out

- Put on your personal protective equipment.
- Inform tenant, and other affected occupants, of work commencing and cordon off work area, if practical to do so. Others must be kept away from the work area at all times and protected from dangers of power tools and substances.

- Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained.
- Locate and make safe by isolation all electrical, water, and gas supply points. See electrical isolation procedure document.
- Check any electrical or hand tools for damage or faults; faulty or damaged tools must be removed from service immediately.
- Carefully dismantle all units, appliances, and ancillary equipment and remove to designated waste area. Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities. Use mechanical handling aids where possible.
- CAT Scan the walls to locate hidden services.
- Dismantle partition walls as proposed plan.
- Remove existing floor covering.
- Remove all debris to designated waste disposal area.
- Do not leave tools and equipment unattended at any time.
- Ensure area is left safe at end of each shift.

3.3 Making Good

- Electrical work will be carried out by qualified electricians.
- Ensure all existing cables and connection points are isolated before beginning work.
- A fire extinguisher to be close at hand during all hot work and inspection to all soldered areas to take place at end of shift.

3.4 Check and Handover

- Check all works.
- Snagging works will be carried out to client satisfaction.
- Handover to client.

4.0 Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Name	Signed	Date
Andrew Miley		27/06/2024

Traditional sash window restorations

Window specification

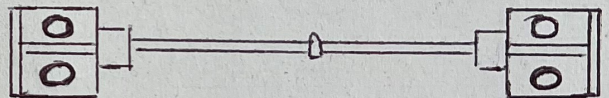
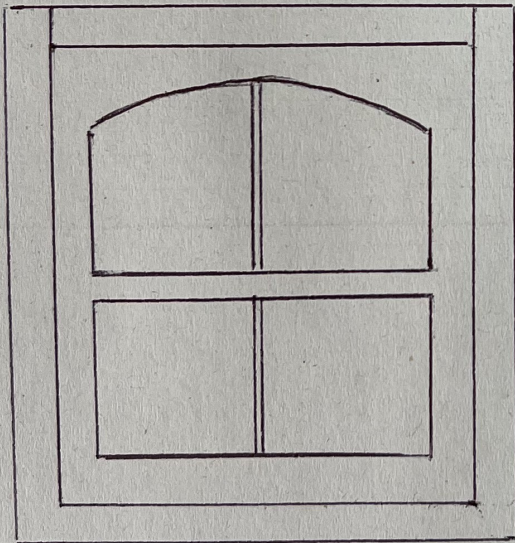
Ref:

Linden court house
34 Charlotte street
Manchester
M1 4EE

- 15 x hardwood sliding box sashes
- All mouldings, parting and staff beads to match original windows in property
- All glazing 12mm (4/4/4) slimlite Low e Krypton filled
- Windows hung on weight and pulley system
- Concealed draught proof system installed

New sliding box sash specification

2 over 2 glazing

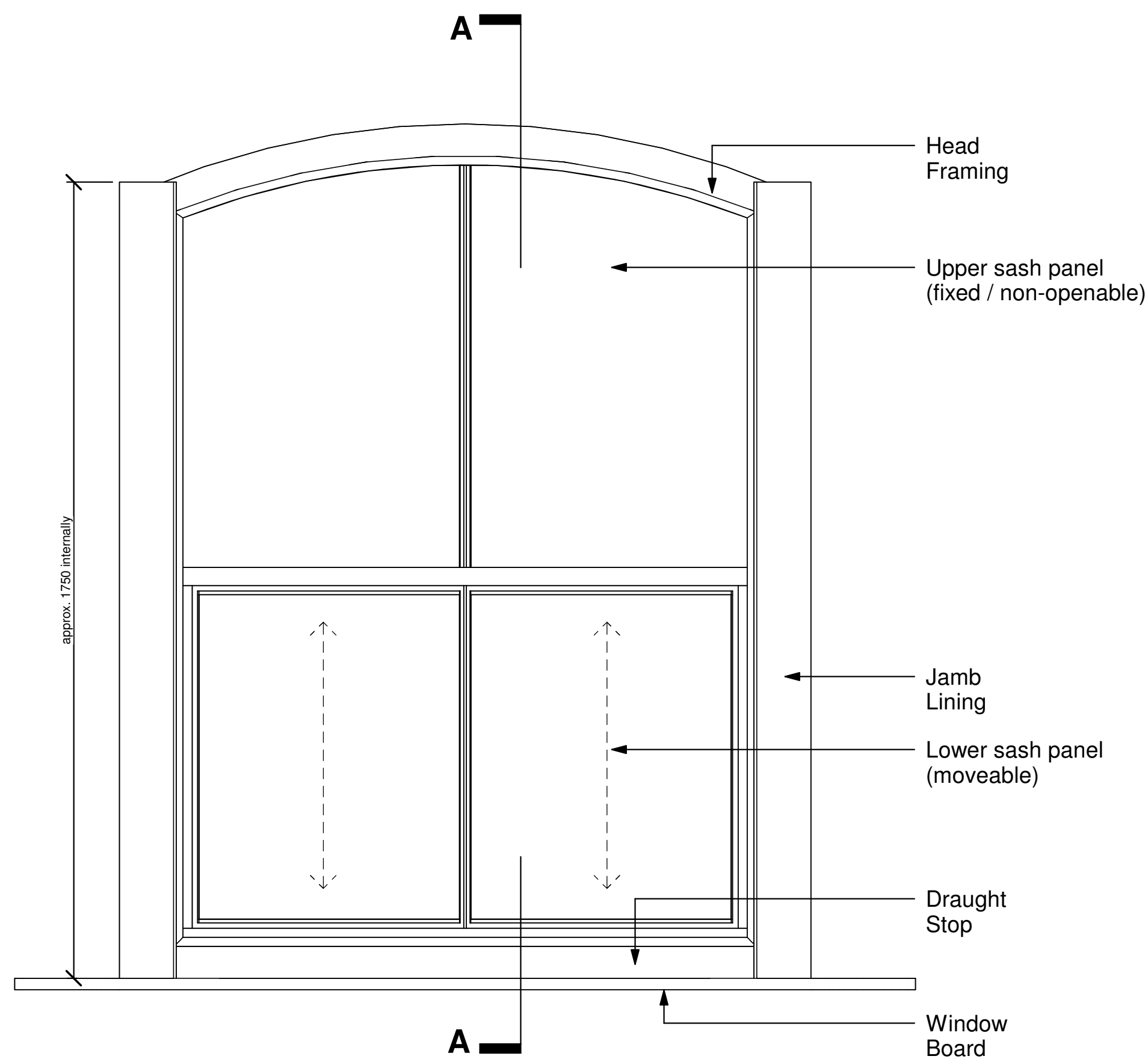


Sash dimensions

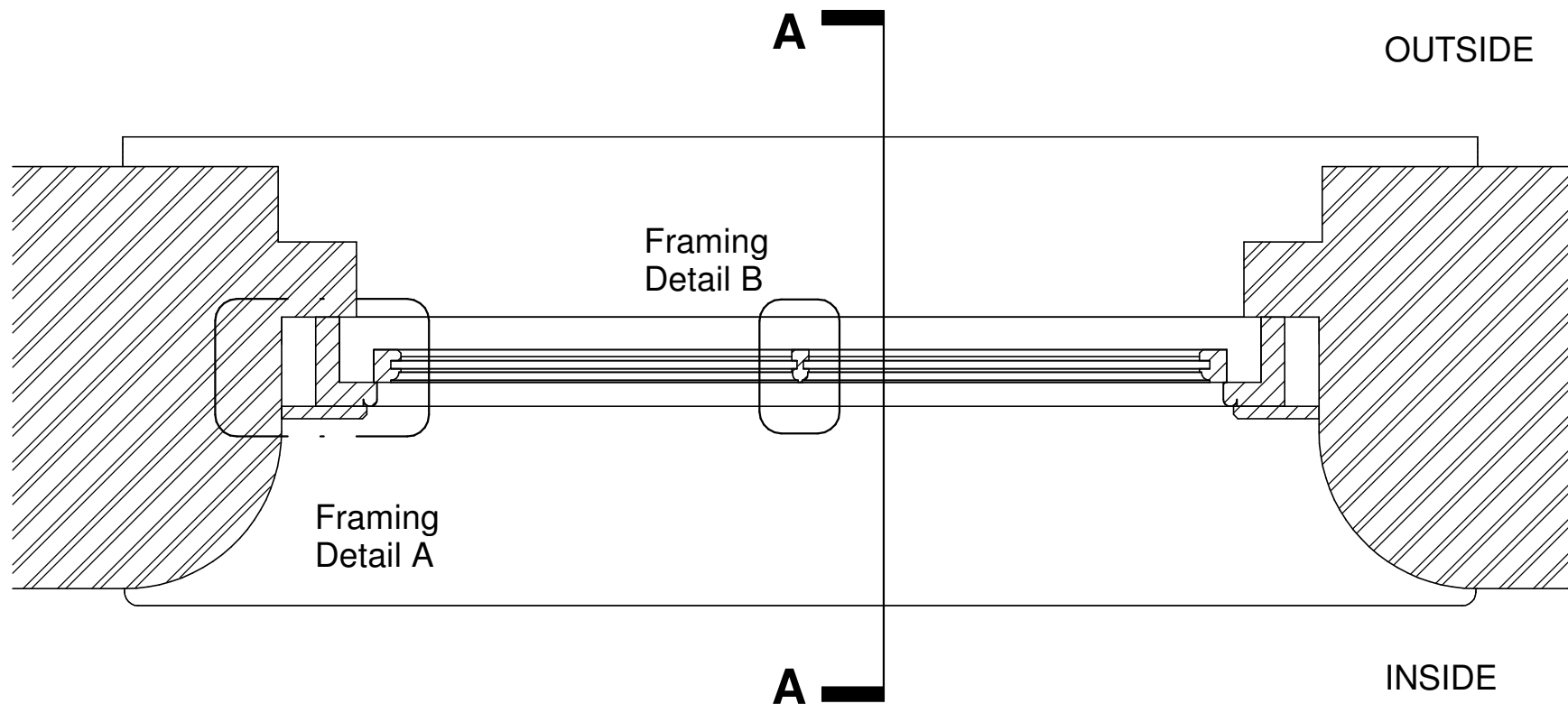
Style depth - 45
Style width - 45
Top rail - 45
Bottom rail - 90
Meeting rail - 45
Glazing bar - 25

Paint finish

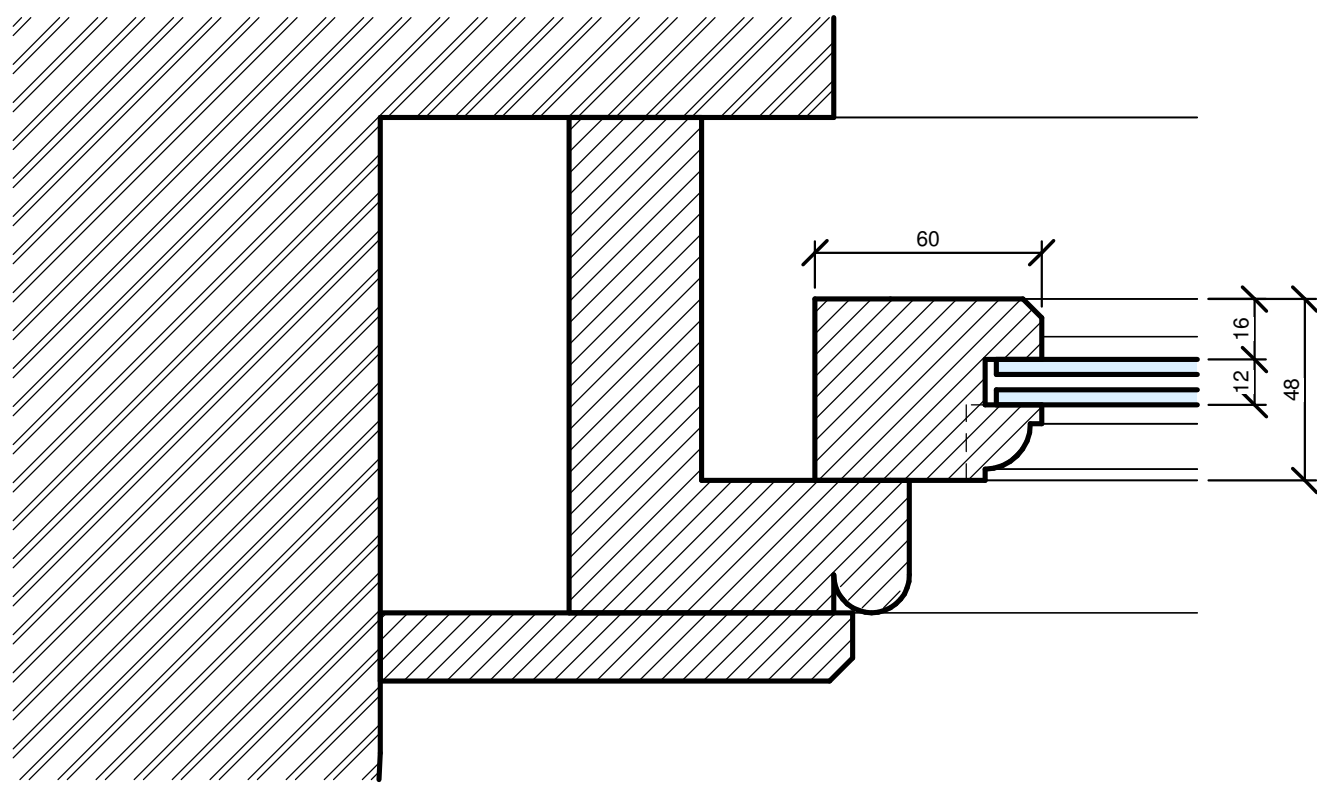
Internal - Prime / Undercoat / top coat
External - Prime / Undercoat / top coat
- Amsterdam green



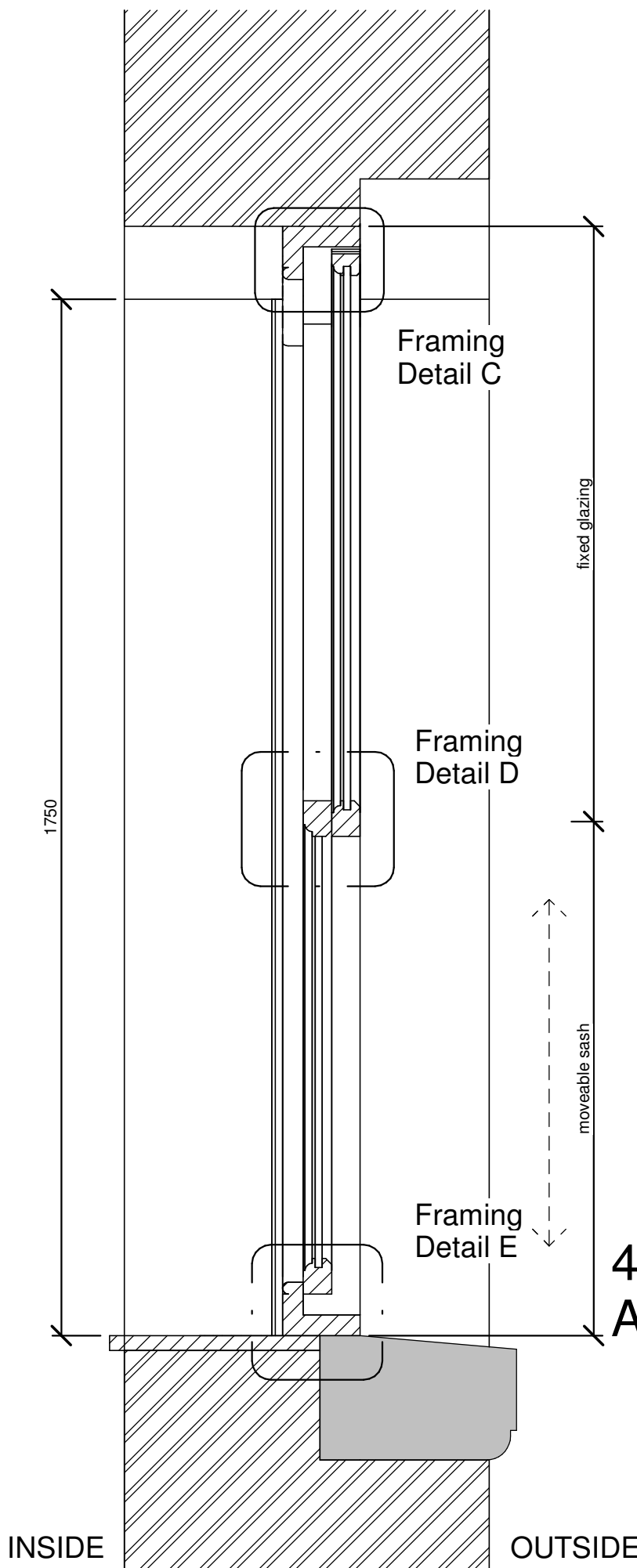
4th Floor Window Elevation
1:10



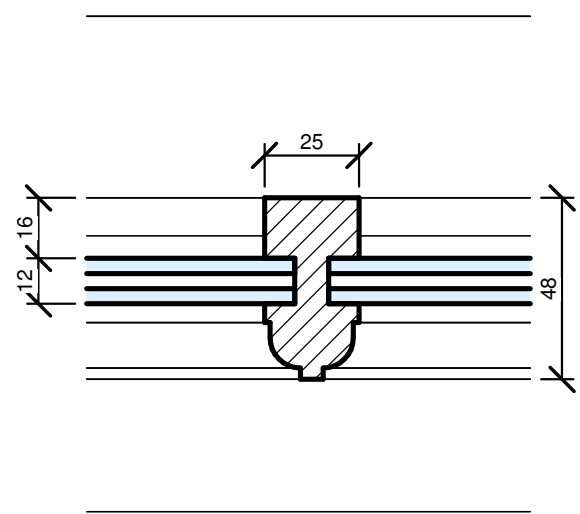
4th Floor Window Plan
1:10



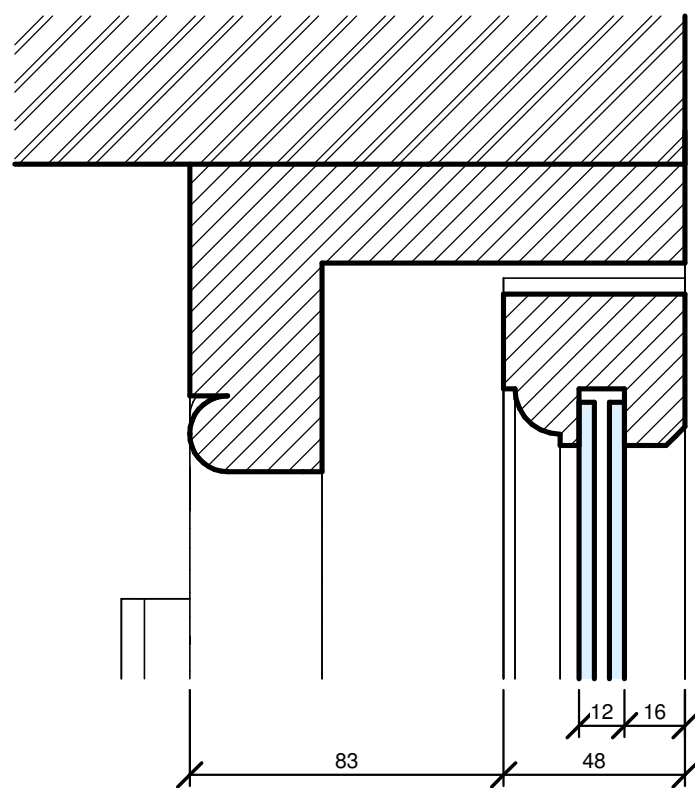
Framing Detail A - 1:2



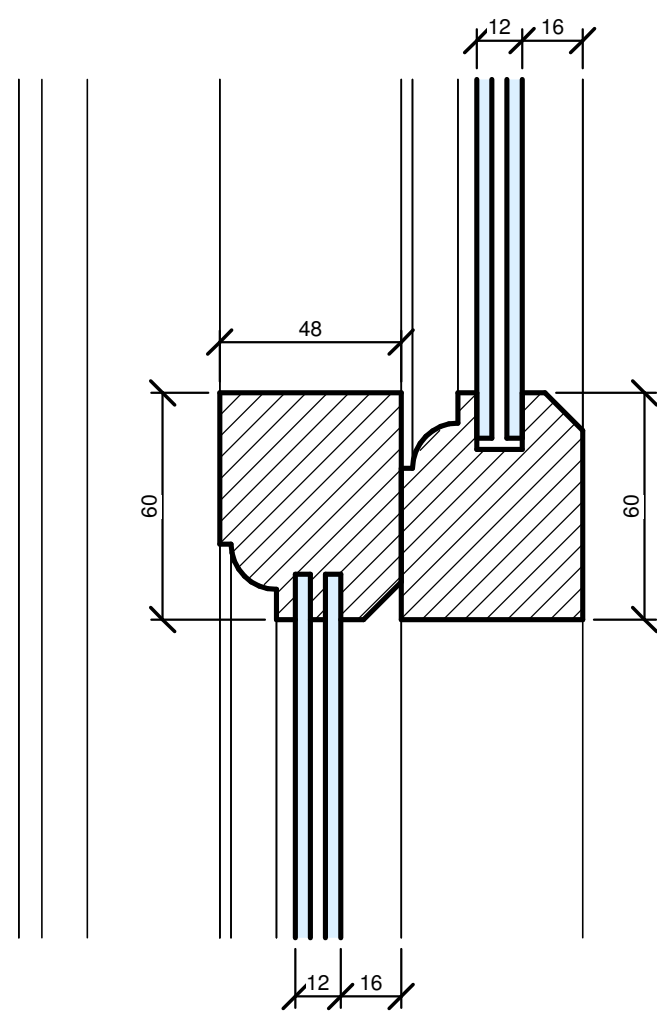
4th Floor
A-A Section - 1:10



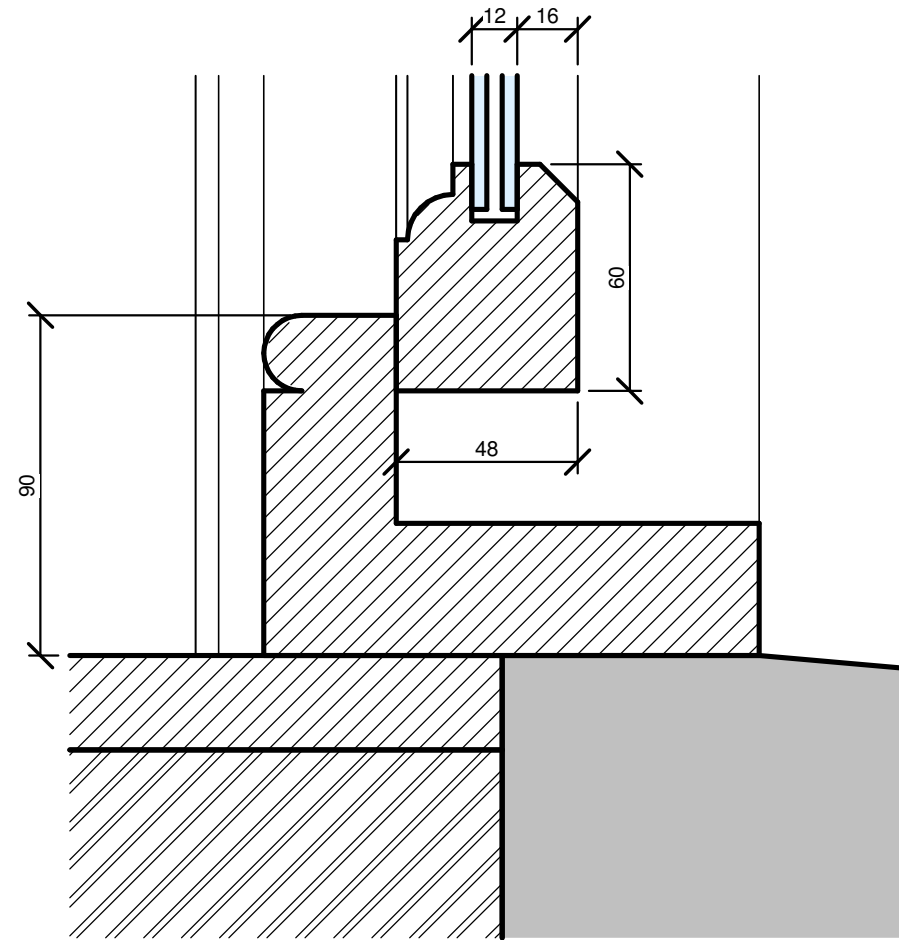
Framing Detail B - 1:2



Framing Detail C - 1:2



Framing Detail D - 1:2



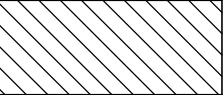
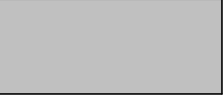
Framing Detail E - 1:2

Proposed windows to 4th floor positions are to be traditional sliding sashes to match other original (historical) windows in the building.

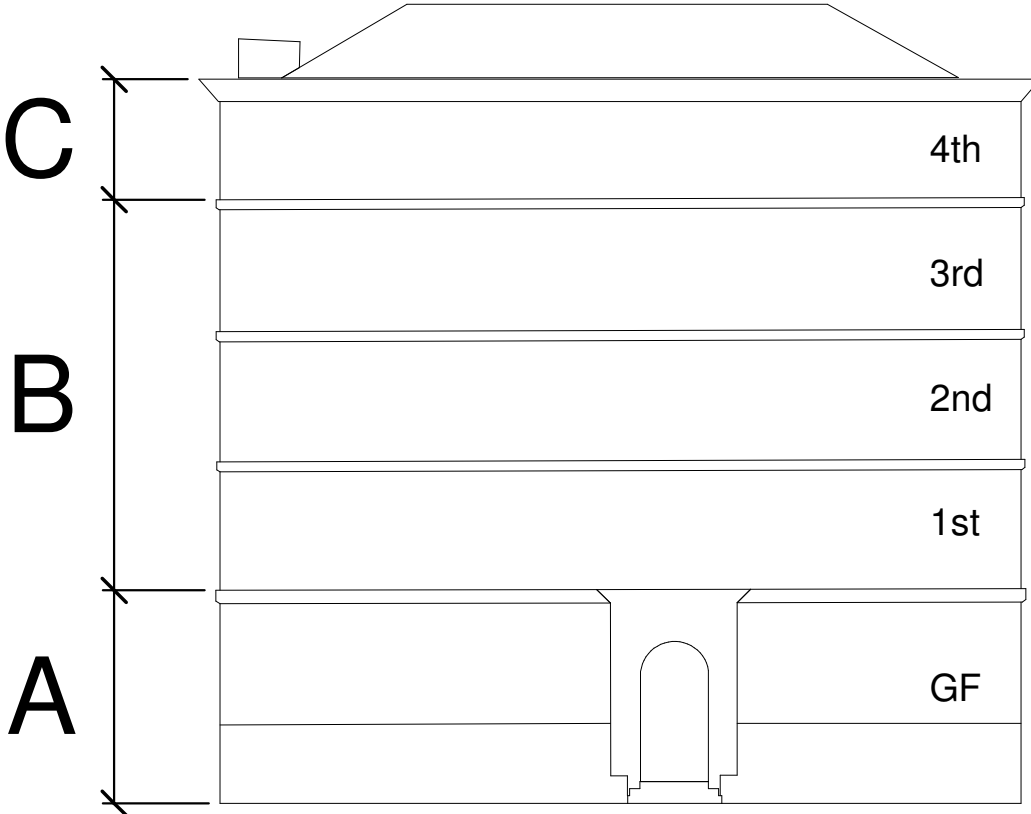
The proposed works to the 4th floor windows are as follows:

- Timber sash windows to be carefully removed from existing openings;
- New windows to be fixed to match existing opening sizes and positions. New window set to be double-glazed with 4 / 4 / 4mm double-glazed units;

Window Details Key

	Glass - window panes single glazing
	Timber - window frames
	Brick - existing external walls
	Window board
	Stone - window cills

Window Types Key



PARKdesigned
architects

Leeds: The Loft, 13 Carlton Mills, Armley, LS12 2QG
London: Hamilton House, Mabledon Place, Bloomsbury, WC1H 9BB

Tel: 0113 819 8057
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Client:	Date:	Scale:
T&M Investment	March 2023	As indicated @A1
Project Name:	Drawn:	Reviewed:
34 Charlotte Street	MA	EP
Drawing Title:	Drawing No:	Revision:
Proposed Window Type C	515	
Drawing Status:	Project No:	
Building Regulations	2022.04	

DO NOT SCALE this drawing, figured dimensions only are to be used.
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Any discrepancies between this drawing and other information should be reported to the Architect.
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REV DATE DESCRIPTION BY RVW: