

Method Statement

Contract Number:	LR.23.5885		
Site Name:	Bracken House		
Address:	Charles St, Manchester M1 7BD		
Client:	GR Grey		
Start Date:	2 nd April 2024	End Date:	May 2025
Shift Start:	08.00	Shift End:	17:00
The above working hours should only be exceeded with explicit permission from the Everlast Group Ltd Contracts Manager. Everlast Group Ltd policy dictates that working hours must not exceed 14 hours inclusive of travel time to and from place of rest without authorisation from Senior Management. Weekend work is available with permission.			
Overview of Works:	Establishment of site compounds and welfare area, access to the elevations from fixed tube and fitting scaffold with 3No materials hoists. The replacement of the existing cladding with Metalline hook on anodised system and the replacement of the ribbon windows with anodised Aluminium tilt windows. The replacement of the glass and spandrel panels to the existing curtain wall system of the penthouse apartments. The installation of Meck-slip system to ground floor including the replacement of the roller shutter door to the nursery entrance.		

SIGNIFICANT HAZARDS IDENTIFIED – Refer to associated risk assessment for control measures		
Access & Egress Vehicle Movements	Housekeeping - Slips, Trips and Falls	Manual Handling
Adverse Weather	Dust/Silica	Interface with staff/contractor/tenant
Access & egress scaffolding	Site deliveries	Existing Services
Work at height	Refuelling of plant/generators	Security/trespass inc children
Use of Hand tools	Use of goods hoist	Needles/stick injury
Use of Power tools	Fire – Emergency	

ENVIRONMENTAL PROTECTION	
Noise, dust, and vapour:	Plant and equipment maintained as per manufacturer's instructions. Shouting kept to a minimum and no work outside of normal working hours without prior consent from the client representative. All spillages cleaned up immediately as per the COSHH assessment instructions. Fuels to be ordered and decanted into generator or welfare units and not stored on site. The scope of works should not generate significant dust, the drilling of the concrete slabs will have localised dust collection to minimise any air bourn dust. Where possible the slab will be drilled with core bits to minimise the noise impact on eth building and operatives. All collections systems to be periodically emptied into rubble sacks and disposed of in the skips provided.

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Waste:	All waste generated on site must be disposed of in the skips provided. Local bins are not to be used. Approved and licensed Waste Disposal Contractor to remove to licensed tip. Waste transfer notes to be retained in the site file and returned to the office. Any accidental releases must be contained using the spill kit and as per the COSHH assessment. The waste as a result of this must also be disposed of as per the COSHH assessment. The spill kit will be located within the site compound. Rubbish, debris, redundant materials etc to be collected regularly from the work area placed into skips in the storage area at ground level via the site hoist. All flammable waste must be fully wrapped temporarily with fire retardant membrane until it is loaded into skips & removed from site on a regular basis. Arrangements have been made with a locally licensed Waste Disposal Contractor who will provide skips as required for disposal at an appropriately licensed disposal station. Site manager to request as required. Waste Transfer Notes and if applicable Consignment Notes to be retained by the site manager in the site file and returned to the Everlast Waterproofing Ltd office as soon as possible.
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PERSONNEL	Name	Number
Senior Projects Manager	Richard Wattam	07921 396 705
Projects Manager	Jamie Neil	07935 6028687
Site Manager	Tony Whiteley	07885 213978
H&S Manager	Ian Brading	07526 195945

PLANT & EQUIPMENT
• Welfare Unit • Storage container • Heras fencing • 110v or battery drills. • 110v or battery tek gun. • 110v or battery reciprocating saws. • All electrical power tools to be 110v or less. • All portable electrical tools must have a valid PAT certificate. • Hoist (specialist contractor to provide separate RAMS) • Fixed Scaffold (specialist contractor to provide separate RAMS) • Pallet truck. • Hiab Deliveries – haulage company to provide LOLER Certification • Any cabled power tools used will be 110v and PAT Tested.

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PPE	
All staff will be issued with personal protective equipment conforming to current health and safety legislation and in line with specific site requirements. All staff must utilise the following PPE equipment as required:	
Process/Task	PPE
All tasks	Issued work wear, Hi-Vis vest, safety boots with toe and mid-sole protection, cut level 5 gloves and hard hat.
Using any hazardous substances	As specified in manufacturer instructions and COSHH assessments.
Task Specific	RPE (FFP3), Ear protection (EN352-1 minimum), safety glasses/goggles, Harness & Restraint Lanyard, specific gloves
All staff shall ensure that PPE is clean, operational, in date, checked before use and correctly worn at all times. Where it is identified that there is a potential defect with any item of PPE, the site manager will be informed immediately, and the works shall be stopped until a safe method to continue has been approved (e.g. additional PPE is available to replace the item or the item is not required for the works being carried out).	

SITE RULES
The following site rules are mandatory when working on site on our behalf: • Always follow pre-arranged access procedures and arrangements. • PPE is to be worn as per risk assessment requirements. • All approved RAMS must be adhered to. Any deviations must be recorded in the method statement before works commence. • Professional conduct is a must. When on site you are representing The Company and will portray the best image at all times. • Remember, you have a duty to look after yourself and any others who may be affected by what you do and don't do. • All site rules must be followed as set out in the induction and displayed on the welfare notice board

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Briefing Arrangements	A site induction will be given by Everlast's site manager to all contract employees on their initial attendance. This will cover the site-specific rules and general requirements for the site as detailed within the CPP and will include all relevant Bracken House protocols that must be complied with. Prior to the start of all shifts, Everlast's site manager will brief the workforce on the Method Statement, Risk Assessments and COSHH assessments relevant to the tasks being undertaken and operatives will confirm their understanding during a brief Q&A session. Operatives will be encouraged to speak up where they have questions or concerns about any duty they are being asked to perform and shall not start work until they are satisfied it is safe for them to do so. Visitors attending site will receive an induction on the site rules by Everlast's site manager and they must be escorted on site by a designated Everlast representative. All briefings will be recorded, and confirmation of understanding will be by signing the briefing record. Toolbox talks will be carried out to ensure H&S cooperation as an ongoing work force engagement.
Welfare facilities	Welfare facilities will be provided on site and will be located in accordance with the site plan. Welfare Facilities are to be used for their designated purpose only and must be kept clean and tidy at all times. No food or drink is to be taken into the site working areas. Welfare will be located on York Street as per the site plans. Storage is limited, so where possible, deliveries need to be on a just in time basis. As a minimum, the welfare facility will include. • Toilet and handwash basins with hot and cold running water. • A place to sit and eat food. • Equipment to boil water for drinks and to re-heat food, e.g. kettle and microwave. • A room for drying wet work clothes and for changing. Welfare facilities will be used for their designated purpose only and must be kept clean and tidy by all users. Food and drink must not be taken into the site working areas.

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General activities and access to site

- Sign on to site using the register within the Site File and as per site requirements briefed at site induction. All staff and visitors must sign in/out at the site office on each arrival to enable a roll call to be made in the event of an emergency evacuation of the site in line with the site emergency plan.
- Do not start work until the entire work force have been inducted and briefed on the Construction Phase Plan, Method Statement, Risk Assessments, and site requirements.
- At the commencement of each shift, operatives will be given a daily brief by their supervisor or site manager outlining their duties for that shift. Where applicable, staff will be made aware of other activities that may be happening around the site, possibly by outside parties, that may affect their operations that day.
- Operatives must be competent to undertake the tasks they are performing by a combination of formal training and work experience. All will hold CSCS cards applicable to their trade with recognised certification for the use of plant and machinery under their control, e.g. IPAF, PASMA etc.
- Only use the designated access points to gain access to work areas. This will be identified within the initial site induction.
- No unauthorised personnel will be allowed onto the site.
- All materials are to be stored in the designated storage area. Any materials stored outside must be stored correctly, stacked safely, and protected from adverse weather conditions. All materials must be stored in compliance with the COSHH assessment instructions. Insulation must be stacked off the ground to protect from the weather.
- All materials are to be mechanically lifted where possible. A suitable and sufficient exclusion zone must be set up whilst the lifting operations are in progress.

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- Parking around the project is restricted. off-site parking is available in one of the local pay & display car parks – nearest located in Pritchard Street 200 yards from the building.
- All plant daily/ weekly checks are to be undertaken by a competent person and recorded on site.
- All plant will have up to date certification and be regularly maintained as per the manufacturer's guidance.
- PPE must include a high visibility vest/jacket, safety boots, gloves, and a hard-hat as a minimum. safety glasses and ear defenders will be task specific.
- Operatives will have 'Work at Height Training' and where applicable be competent in the correct fitting of safety harnesses and lanyards which must be worn when erecting scaffold or if edge protection is incomplete and if extra precautions are needed.
- Hand Arm Vibration (HAV) injury is a concern within the building industry, so operators of equipment such as mechanical drills and saws must assess the equipment, they are using to establish a permitted trigger time and will record actual trigger times on the shift.
- Drilling or cutting of masonry and concrete, releases dust particles that can cause harm if breathed in. The wearing of face fit respirator masks incorporating FFP3 filters is mandatory on this site for all staff engaged in, or near to, dust creating operations. drill shrouds to collect the dust at source.
- All work areas on the Bracken House building are to be segregated from the general public, this will be by Heras fencing and Chapter 8 barriers that will be installed to create safety zones.
- All barriers will be of a type that will not have protruding feet that may cause a trip hazard where possible.
- Access to work area will be via the designated routes. Note routes may change day – day due to the nature of access. Main access will be via man material hoist attached to the scaffolding. Secondary ladder access in place for emergency use.
- Permits to work will be in place and signed off by the Site Manager / supervisor.
- No work will commence for each activity until all work areas and safety zones are in place.
- All operatives will be inducted on the safe egress routes in an emergency.
- No materials are to be stored as to create a hazard.
- The use of mobile phones for personal calls is not allowed by any operative engaged in a work-related activity. All calls should only be made or received with the operative in a position of safety and not whilst walking or working and never when operating plant or machinery.
- The use of radios, iPod etc. is not permitted on site.
- Every effort will be made by employees to ensure that our activities do not affect the functioning of Bracken House and the movement and privacy of the tenants.
- Any heavy items will be delivered to site by rigid road on vehicles equipped with hi-ab, or pallet truck and tail lift off load facilities, to suit the materials been delivered.
- Deliveries will be made as early as possible to minimise disruption to local traffic.
- The delivery driver and Marshall are to agree upon a suitable unloading area and are to walk the route prior to offloading to ensure the offload is planned and all parties agree before unloading commences.
- The area will be temporarily barriered off and marshalled whilst materials are being off loaded to provide an exclusion zone during the lifting process.
- When using Hiab off load materials are to be lifted from the back of the lorry using a safe system of work. Materials are to be dropped into the storage area within a barriered exclusion zone.
- Materials are to be moved using a pallet truck where possible.
- One operative is to be in charge of the pallet truck at all times. Other operatives must be used to guide the load, assessment to be made before moving to determine how many operatives are needed to move the load.
- All materials to be stored safely and as per the manufacture's recommendations
- Once the task is complete, remove all debris, tools, and redundant materials from work area.
- Ensure all materials being used at high level are secured at all times to prevent blowing around and remove all loose materials from the work area at the end of each working shift.
- Wash hands immediately after work and before eating, drinking, or smoking.
- Sign out of the site.
- Secure all access to the scaffold by removing base ladder(s) and ensure that they are placed somewhere secure or padlocked to the base of the scaffold.

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SPECIFIC METHODOLOGY

Installation of Hoarding:

- All compounds shown on the site plans are to have solid blockade fence lines with fully ballasted supports as per the design calculations. The ballast is to be checked as part of the daily checks to ensure no ballast is removed.
- The compound is constructed from Heras fence panels, approx. 3.0m long by 2.2m high. Panels are set into solid rubber feet with panels clamped together using proprietary fixings. Diagonal bracing struts & correct ballast blocks will be used to provide stability in accordance with the temporary works design
- Heras panels are relatively lightweight and can be manually handled by 2 men, but the use of a trolley or wheelbarrow is recommended for transporting the rubber feet and ballast blocks any distance.
- The access door to the compound has a lock to prevent unauthorised access.
- Safety signs will be attached to the compounds to warn of the danger, and list site safety and PPE requirements.
- Compounds shall be inspected regularly to check for damage or movement and corrective measures taken immediately where damage is found

Erection of Scaffold

- A fenced compound / exclusion zone is to be established via heras or chapter 8 barriers area to allow the safe erection of the scaffold; the scaffold is to be progressively built as per the scaffold design drawings.
- All fire escapes to be always kept clear and available for use during and after construction.
- All vehicle access will be kept clear and access for deliveries will be accommodated for during the scaffold erection process.
- During the scaffold erection pedestrian access will be routed away from the works with physical barriers / fencing and signage to show directions.
- All pedestrian access to the building will be maintained using a marshal to control the work and the pedestrian flow.
- The scaffold will be erected in accordance with the approved scaffold design drawings.
- When tying scaffolding to the building structure all ties must be sealed with non-combustible Tyvek Firecurb membrane to ensure there is no route for fire ignition to access the cavity.
- All work areas on the Bracken House Building are to be segregated from the general public, this will be by hoarding, Heras fencing and gantry walkways that will be installed to create a safety zone.
- The scaffolding will be installed by Burflex Scaffolding who will provide their own RAMS and rescue plans.
- On completion scaffold is to be electrically bonded to the existing protective conductor(s)

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Hoist Erection

- Hoist body to be delivered to site by road and manually handled with the aid of a pallet truck, into the building. The main frame of the hoist will be sited to the required position on the building and levelled ready for the installation of the mast sections as the sections are installed the hoist will be tied into the scaffold as per the design drawing.
- The anchors will be fixed in place using the correct fittings and fixings, Scaffold ties to be pull tested to prove loadings as set out in the calculations.
- On completion of the hoist, the hoist will be commissioned and certified for use.
- All surplus materials will be removed site.
- Training will be carried out by the hoist supplier for all operatives involved in the works.

Cladding Replacement

- The cladding removal has been phased to work from the top of the building down to the bottom to ensure the risk of fire spread is being reduced as the works progress.
- The rainscreen cladding will be progressively removed, working from top down, and cut into manageable pieces with a reciprocating saw where necessary. The panels and associated materials will be taken down via the scaffold hoists to ground level where they can be disposed of in skips and removed from site.
- The existing insulation, support frame and board will be removed, taken down the hoists and disposed of in skips and removed from site. Note non-combustible materials are not to be stored on the scaffold and must be removed to the skips provided at the.
- Install the support frame as per the design drawings with the correct insertion depth and torque to all fixings as per the design calculations.
- Install Obex 0200FR EPDM to all perimeter and window junctions.
- Install new Obex 0230FR A2 Breather membrane with the correct overlaps and sealant tapes.
- Install cavity barriers as per the design drawings and manufacturers installation guides, ensuring all joints are tightly butted and foil taped as required.
- Install new rockwool Duoslab rainscreen insulation within the cavities in the layers as per the design drawings and fixed with a minimum of 1No stainless fixing per piece of insulation.
- Set out the hook supports for the panel system as per the design drawings.
- Install new hook on cassette system and associated flashings.
- All sections are to be checked, photographed at each stage to ensure compliance.
- All waste is to be removed and disposed of at the earliest opportunity.

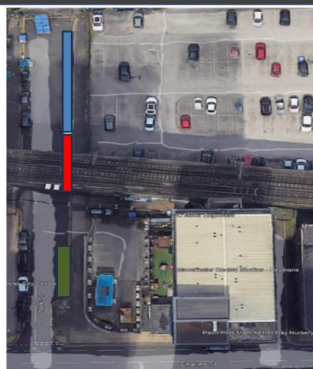
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Replacement Window

- The existing windows are to be replaced as the cladding is installed working systematically from apartment to apartment horizontally on each elevation.
- All internal to be photographed prior to any works and the occupant is to vacate the apartment during the works.
- The internal areas are to be protected and plastic taped across the window area to minimise debris entering the apartment.
- The existing window is to be removed externally and replace the same day for security and safety.
- All cavities are to be closed off as with rockwool TCB barriers installed to manufacturer guidance.
- New windows are to be full EPDM seal with Obex 0200FR as installed.
- All fixings and beads to be checked for security.
- Internal finishes to be made good on completion.

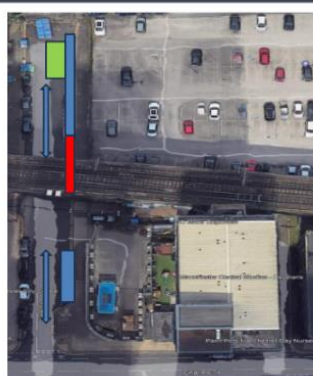
Site Plans.

Bracken House- Compound Layout



-  Fenced Storage Area
-  Welfare Units
-  Cabin Storage Area

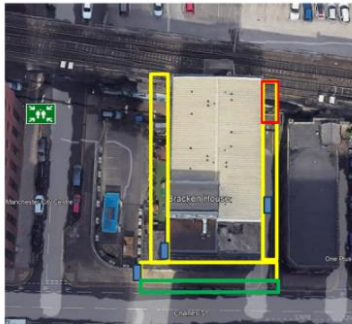
Vehicle Access Plan- Bracken House



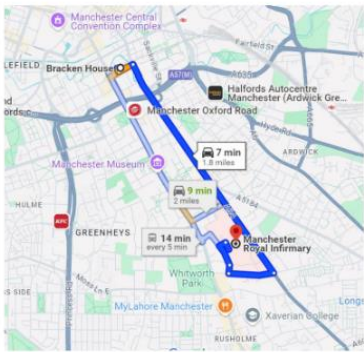
-  Vehicle unloading area – Limited to rigid vehicles
-  Vehicles on and off site
- Hiab access- to compounds only
- All vehicle movements to be under the supervision of a vehicle banksman.
- All Vehicles to have edge protection in place
- All off load areas to be barriered off

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Site Layout – Bracken House

- Hoist
- Scaffold
- Scaffold Built under NWR supervision
- Scaffold Protected Walkway
- Muster Point

HOSPITAL DETAILS	
Nearest A&E	Manchester Royal Infirmary
Address including Postcode	Oxford Road, Manchester M13 9WL
Phone No.	0161 2761234
Directions	Bracken House – Hospital Route   ← from Bracken House, Charles St, Manchester M1 ... to Manchester Royal Infirmary 7 min (1.8 miles) via A34 Fastest route now due to traffic conditions Bracken House Charles St, Manchester M1 7BD > Take Charles St to Princess St/A34 1 min (0.1 mi) > Turn right onto Princess St/A34 Continue to follow A34 5 min (1.3 mi) > Follow Hathersage Rd and The Blvd to your destination 3 min (0.5 mi) Manchester Royal Infirmary Oxford Rd, Manchester M13 9WL

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EMERGENCY ARRANGEMENTS AND ACCIDENT REPORTING

Appointed Person/First Aid

In the case of any accident or incident that affects the safety of the workforce, or any others affected by the site activities then the Appointed Person will be Tony Whiteley and will take responsibility for the accident/incident. The First Aider on site identified at site induction and within the site cabin, although it is anticipated that the majority of the workforce will hold Emergency First Aid Training.

A suitable first aid kit will be available for use and will be sited within the site welfare unit area another held at roof level.

Emergency Action

Operatives to follow procedures as briefed at initial site induction.

Fire Arrangements

In the case of an emergency evacuation of the site the muster area is as briefed at the initial site induction.

Everlast have produced a construction site Fire Risk Assessment which will be communicated to all operatives on site via the site-specific induction and also to any maintenance / security staff who manage the Park Lane Plaza building.

In case of an emergency evacuation of the site, the muster area is located at the end of the material compound in the carpark as briefed at the initial site induction full details can be found on the Fire and Emergency & Site layout plan which is located on the site notice boards and signage around site.

All emergency procedures to be communicated and copies of the emergency procedure shared with any other personnel working within the building.

Everlast Site Manager will undertake inspections on a weekly basis of means of escape from the immediate works area.

The Site Manager will also undertake weekly test of the Everlast independent fire alarm system and a monthly inspection of fire appliances. Fire Drill Training will take place at no more than 3 monthly intervals and recorded on the SF10C form.

FIRE PRECAUTIONS -

The following measures have been introduced:

Fire extinguishers will be made available in the work area these will be located at access and egress points including hoist gates.

Wireless fire alarm system in work area's and at access and egress points

Means of raising alarm in the event of fire is by means of mobile call points which include Wireless battery powered alarm call systems located within each immediate work area with one at each scaffold access / egress point.

It is anticipated that the Wi-Fi alarms will not transfer through the dense concrete structure therefore a secondary communication between the site and building management will be via direct mobile phone to raise the alarm If either of the fire alarm systems are activated.

As agreed with the building management company IPM. Communications are to be sent to the residents notifying them of the agreements by IPM.

Where scaffold tie locations penetrate the existing cavity, they must be backfilled and sealed with non-combustible material / sealed Firecurb membrane and Tyvek tape to ensure there is no route for fire ignition to access the cavity.

All open edges of cladding must be Firecurb and Tyvek tape sealed at the end of every shift to prevent a route of ignition.

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All flammable materials being removed from the building must be— fully wrapped temporarily with fire retardant membrane and stored in the compound area until they can be disposed of in skips that exchanged on a regular basis.

Unforeseen Event (i.e. Exceedance of Working Hours)

In the event of an unforeseen event that could impact on this Method Statement or attached Risk Assessments work should stop immediately and the Contract Manager informed. Work should not recommence until authorisation is given.

Accident and Near Miss Reporting

In the event of an accident or close call the H&S Manager is to be informed immediately as per the Everlast Group Accident Process. Stop work and await instruction as to how to proceed. The Contract Manager will notify any client representatives once information has been gathered.

COMPLETION CRITERIA

All stages of work will be completed to the satisfaction of the Everlast Contracts Director, Contracts Manager, Contracts Supervisor, Site Foreman, and the Clients Representative.

HANDOVER ARRANGEMENTS

All works will be inspected and passed off by the Everlast Contracts Staff and the Client's Representative.

Information will be made available to the Client's Representative to enable a Health & Safety File to be produced for future maintenance such as but not limited to:

- Manuals produced by suppliers
- Maintenance procedures and schedules for plant & equipment installed as part of the structure.
- General details of the construction methods and materials used
- Drawings

SUPPORTING INFORMATION

- Construction Phase Plan
- All relevant Risk & COSHH Assessments
- Specification
- Site File
- Rescue Plan
- Sub-contractor RAMS
- Emergency Plan
- Induction
- Logistics Plan

	Name	Signed	Date
Produced by:	Richard Wattam		02/04/2024

Method Statement

Declaration of Acceptance and Understanding

Sign to confirm that this method statement has been briefed to, and understood by those working on site:

Revisions						
Version no.	Date	Amended by	Amendment			

Name	Signature	Date		Name	Signature	Date