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Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	**1177**
1.2 Method Statement Date	24/06/2024
1.3 Method Statement Author	Caroline Larner
1.4 Project/Contract	R2851
1.5 Start Date	19.08.24
1.6 Expected job duration	10 weeks
1.7 Client Contact	Lewis Chester - 07553 611103
1.8 Description	138608/LO/2023 Condition 3 - Builders works to remove previous tenant installations and division of the building into 3 separate units
1.9 Site Address	35 Kings Street, Manchester City Centre M2 7AT

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Caroline Larner	Health & Safety Manager		24/06/2024

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.
It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.
This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Caroline Larner	Ben Roberts	Chris Barton	
Telephone Number	0161 4451661	07469 853953	07973 769452	

4.0 General Precautions

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

4.1 Manual Handling

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

4.2 Personal Protective Equipment (PPE) Standard

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.
All site workers will wear Safety boots, Hi Visibility Vests and protective clothing at all times, other items of PPE such as eye protection, hard hats, gloves, hearing protection are available to be worn as and when necessary and as determined by the risk assessment.

4.3 Staff and Training

The task will be carried out by staff from FBI/Sub Contractors All staff are trained and qualified, experienced and receive ongoing training, and hold suitable qualifications where appropriate. Apprentices are under constant supervision by senior members of staff.

4.4 Tools and Electrical Equipment

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

5.1 Heritage note (35 King St)

This method statement is intended to satisfy 138608/LO/2023 Condition 3

These landlord enabling works are to segregate the original Townhouse central building from it's more modern extension wings to areas highlighted on the attached plan, to form 3 separately tenanted retail units.

As outlined in the Baseline Heritage Assessment, there has been substantial alterations to the building over time and most finishes are modern including plasterboard walls and retail shelving, suspended ceilings, and later flooring . Items of special interest as a Georgian House include the external front facade, timber floorboards, parquet flooring and mosaic tiles that have some intrinsic decorative value. All of this fabric will be left untouched by the landlord enabling works and is in areas not associated with our works.

It should be noted that the works covered in this method statement relate solely to the landlord enabling and division works, not to the tenant fit-out of the original central townhouse which is being undertaken as a separate project. The landlord works are within the modern extension wings, with the only interaction with the original building being the items listed below

1. Blocking up existing doorways that lead into the extension areas
2. Necessary structural steel beam works to upgrade the strength and stability of concrete floors slabs on the East wing extension area (adjoining the original Townhouse walls)

The locations of these works are highlighted on the attached plans.

5.2 Removal of Plasterboard partitions, modern timber stairs and modern steel staircase to ground floor

The works are detailed on the C&W Ground floor demolition plan.

1. Site manager to ensure site operatives are wearing PPE required for these works. Including safety shoes, hi-vis, gloves, eye protection

<u>Partitions</u>

1. The partition removal from the rear of the building is in the modern extension and surrounds are currently stripped out back to shell and bare concrete floor. There are no connections to the central original Townhouse walls, however, partitions will still be demounted carefully and methodically to ensure minimal disruption to existing surfaces. Plasterboard and metal will be cut into manageable pieces and manually handled to the wait and load skip location to the rear.
2. The use of a mobile tower scaffold will ensure high level works are carried out in a safe manner. Mobile tower scaffold use should be in accordance with separate method statement and risk assessment.

<u>Steel Staircase</u>

1. The section of staircase between the ground and first floor at the rear of the East wing is to be stripped out ahead of the floor being infilled. There are no connections to the central original Townhouse. The staircase currently sits within an opening formed from cast concrete beams, assumed from the time of the extension construction.
2. The stairs are bolted together and will be manually unbolted using battery operated drills
3. Before starting, a temporary edge protection on the 1st floor will be installed to prevent fall from height. The temporary guard rail will be fixed to the concrete floor using plugs and screws.
4. A mobile tower scaffold and genie lift will be used to safely access and lower the steel sections down in a methodical manner. Firstly all the treads will be removed and then the stringers and stantions, starting at the top down.
5. All steel components will be taken away from site on vans from the rear of the building for recycling

<u>Stud partition and timber steps</u>

1. The partition here is in the modern extension and immediate surrounds are currently stripped out back to shell and bare concrete floor. On the other side of the existing doorway is the original Townhouse and parquet floor finish. This will be protected from dust and damage with the use of antinox sheets, taped at the joints. In this location there are connections to the

central original Townhouse walls (what were once the external walls and now plastered brickwork), Care will be taken to remove this partition in a methodical way, removing the plasterboard sheets to expose the internal framework. The framework will then be unscrewed using battery operated drills rather than prying the wall abutment track off. Plasterboard and metal/timber will be cut into manageable pieces and manually handled to the wait and load skip location to the rear.
2. The use of a mobile tower scaffold will ensure high level works are carried out in a safe manner. Mobile tower scaffold use should be in accordance with separate method statement and risk assessment.
3. The stairs will be cut into small sections and removed carefully, in the same manner, unscrewing the connection to the Townhouse wall with battery operated drills rather than prying off.
4. The upmost care will be taken to ensure that the brickwork is not disturbed or damaged.

5.3 Blockwork infills to divide the units

The location of blockwork infills is shown on the attached plan.

All works will be done in accordance with ACIES structural engineer details, also attached.

1. The line of the new blockwork wall will be agreed and set-out with chalk on the existing concrete floor.
2. Any nearby floor finishes (such as parquet flooring) will be protected from dust and damage using antinox sheeting, taped at the joints
3. In most cases, the concrete opening is bare and ready for installation of wall starter kit. Where the existing surround is plasterboard, a small test hole will be drilled using a 10mm bit in a battery operated drill, to determine the distance behind to the structure. A small section of plasterboard will then be removed by hand using pad saw. The full plasterboard reveal will then be carefully cut back to expose the bare concrete ready for wall starter kit.
4. A wall starter system ref Ancon Staifix will be fixed to the reveal at 450mm centres using wall plugs and 50mm screws.
5. The new blockwork will then be built in the opening reveal to the specified size and strength referenced on ACIES structural drawings.
6. Vacuum dust extraction will be used at all times
7. The blockwork will be left neatly pointed to both sides. Final wall finishes will be left to the new tenants as part of their interior fit-out works.
8. All materials, tools and set-up areas will be positioned on the modern extension wing side. All cutting of block will be done at the rear of the building by the external doors, away from the original Townhouse building and near natural ventilation (vaccum dust extraction to be used regardless). Where possible, blocks to be split by hand using bolster and hammer.

5.4 Installation of Stud Partition Wall

To the West wing of the 1st floor a timber stud partition wall will be installed inlieu of concrete block to divide the Units 1&2. The location of this is shown on the latest ACIES 1st floor drawing.

This partition will be fixing to the modern extension wing concrete soffit and floor, along with the concrete side wall. To one side, the connection will be to the original Townhouse wall. All fixings will be done in the same manner with care taken to ensure that there is no disturbance or damage caused to the Townhouse brickwork and plaster,

1. The timber studwork will be measured and fixed together with timber screws to form a ladder frame.
2. The ladder frameworks will then be fixed to all 4 sides using a battery operated drill, wall plugs and 80mm screws.
3. The internal void will be filled with 50mm acoustic insulation roll
4. 2 layers of 12.5mm soundbloc plasterboard will be screw fixed to each side with a layer of security mesh sandwiched between on each side.
5. The partition will receive a tape and joint finish.
6. In this location there are no decorative finishes to protect, it is an area previously stripped back to bare concrete. However, care will be taken not to cause unnecessary mess and off cuts will be removed to wait and load skips frequently. Dust vacuums will be used during the cutting of timber and plasterboard dust will be sprayed with water to prevent dust build up.
7. A mobile tower scaffold will be sued to provide safe access and fall protection from the Unit 1 side.
8. Operatives should appropriate face fit masks when cutting or sanding.

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.

Print Name	**Signed**	**Date**