



OUR
TOWN
HALL
PROJECT



Title: Method Statement - Façade Lighting Installation

Doc No OTH-NGB-TH-ZZ-MES-X-0096

Rev: P02

Date: 02/12/2022

Issue History:

Revision No.	Details	Date	Created By	Checked By
P01	Initial Issue	09/11/2022	P. Buckley	A. Fletcher
P02	Amended with comments	02/12/2022	P. Buckley	A. Fletcher

MANDATORY

RAMS Review



Package Contractor:	LITE Ltd		Package N°:			
RAMS Title:	Façade lighting install		RAMS N°:	OTH-NGB-TH-XX-MES-X-0096		
Date issued to N.G.B			Revision N°:	P02		
			Proposed date work to start on site:			
Reviewers	TICK	Print Name	Sign	Date		
Operations Director		Alistair Fletcher				
Project Manager		Paul Buckley				
On site Supervisor		Andrew Penswick				
Insert other as required						
COMMENTS:						
OVERALL ACCEPTANCE STATUS (A OR C)				Yes	No	Date
CAT A - Accepted for implementation. Work may proceed as planned.						
CAT C - Not Accepted for implementation. Resubmission required.						
Date returned to Contractor:						
SIGN OFF BY:	Print Name		Sign		Date	
Operations Director						

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RAMS Review



Item	Yes	No	N/A	Comments
1 Heading				
Company, Package, Title, Rev number & Date				
2 Work Description				
What is to be done (Brief Summary)				
Location				
Time/Duration				
3 Supervision				
Named supervisor				
Named deputy / relief				
4 Risk Assessment(s) of significant risks for all tasks				
Suitable RAs provided for work content				
5 Methodology / Control Measures				
Step by step brief of how to do the task including the sequence of operations; Access / Egress; issues relating to the place of work; 3 rd parties; health issues including CoSHH, Noise, Dust and Vibration etc				
Sequence – note any inspection hold points in works, either E,H&S or Q				
Permit Requirements				
Special training (confined space, tower erection, use of plant, spills control, use of specialist tools etc.)				
PPE requirements [Above standard requirements]				
Drops Prevention Plan				
6 Resources				
Personnel & their training				
Sub-contracted work element & RAMS approval				
Plant / Equipment (include test certificates + training certificates)				
Materials (including CoSHH Assessments + specialised certs FSC)				
7 Emergency Arrangements				
Rescue – how – by whom				
Name of First Aider				
Spillage containment / unexpected finds etc.				
8 Temporary Amended Systems				
Traffic routes, emergency arrangements, services and existing RAMS's.				
9 Communication				
Confirmation of operatives briefing				
10 Monitoring and Compliance				
Monitoring (safety, environmental and quality) – appropriate? by whom				
Details of any specialist monitoring required (Noise sampling etc)				

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Our Town Hall

Works Technical Submission

Task/Activity: External Façade lighting

Works Package Name:
Install façade lighting.

Works Package Number: 43031-02

Date:02/12/2022

Start Date of Activity:
December 2022

Overview:

In accordance with LITE'S health, safety and environmental policy. LITE will be responsible for the safe delivery, transporting of material to the work face and the installation of a sub circuit wiring from the "C boxes" at various points in the building. Installation will be carried out using methods stated within this document and in coordination with other trades. All areas will be forward surveyed by Paul Buckley ensuring adequate access arrangements are in place and agreed methods can be implemented.

General Methodology

To undertake and complete works section by section as agreed with NG Bailey Contracts Manager and LITE Contracts manager and Lendlease management.

These will be in sectional areas. — Albert Square (north side), Albert Square (south side), Cooper St, Lloyd Street and Princess Street. The Chronology of these installations will be integrated into an agreed programme of works.

Works will take place using the fixed scaffolding system provided by Lendlease, and popup podiums / nano inside of the building

Survey each sectional area with LITE and NG Bailey supervisor to specified cable routes agreed with Arup + Purcell

Supply, installation and fixing of façade lighting cable.

Supply, installation and fixing of Wiska connection boxes.

Undertake Electrical "Dead test" and tabulate readings. This testing and commissioning will be covered under a separate RAMS.

Install switchgear and controls to mains supply locations. Mains works supplied by N.G.B. Lite will not be undertaking any work inside any distribution boards and will work to the NGB low voltage safety rules document.

Install LED luminaires to Sills and connect to local Wiska connection boxes.

Undertake Electrical testing and tabulate the readings. This testing and commissioning will be covered under separate RAMS.

Angle the light fittings and commission lighting system.

Sign off sectional works with NG Bailey Contracts manager and LITE Operations Director

Key Points.

Due care and attention always taken not to damage the fascia stonework

Smart Starts will be briefed before each shift. Workface will be protected on site by existing methods that are already in place.

Worksite access will be via protected access and egress routes as per Lendlease access and egress plan.

Access onto the external scaffold will be via the Haki stairs or the man hoist.

Material and equipment will be moved through protected routes as per Lendlease access and egress plan

Building protection is in place outside.

Qualified operatives will be used to install the works.

Materials are not to be stored near walls, windows and doors

Waste materials removed through protected routes to skips

Any scaffolding alterations to be undertaken by Lendlease / scaffolding contractors

Supervisor Andrew Penswick.

First Aid

First aid trained personnel will be positioned at site. Our current first aiders are Andrew Penswick / Paul Buckley, and they will be supplemented by Steve Carpenter, Dave Clarke and Ged Cowell from NGB.

Plant, Tools and Equipment (Electrical)

Cable drums inclusive of H07RN-F cable. A full Electricians tool kit, and cable jacks, 18-volt drill, clips and fixings, joint boxes, and light fittings and podium steps.

Tool tethering will be used when working on the scaffold.

Personnel / Training

All personnel must be briefed on the responsibilities and importance of working on a Grade 1 Listed Building.

All operatives to have a current CSCS card prior to the site induction.

LITE persons undertaking support functions to the site installation team (PM, Site Engineer, Supervisors) to undertake a specific site induction from NG Bailey.

Any required specific security clearances will be obtained in a timely manner for the particular contract

LITE personnel will attend an NG Bailey and Lendlease induction prior to commencing works

LITE personnel will have completed a UKATA asbestos awareness training course prior to commencing works. Operatives carrying out installation works will be suitably experienced and qualified to carry out the works

LITE Supervisor Andrew Penswick is trained to SSSTS and will undertake Lendlease engage and influence training.

Operatives will be IIF trained if working on site for greater than two weeks.

Access & Egress Arrangements and Muster Point

Protected access and egress routes will be agreed with Lend Lease prior to work commencing. Any changes will be relayed to the LITE supervision prior to the commencement of each shift and briefed to the team via their daily SMART start briefing.

Emergency muster point is in Albert Square. Any changes will be relayed to the Lite supervision prior to the commencement of each shift and briefed to the team via their daily SMART start briefing.

Personal Protective Equipment

Employees will always wear five-point PPE. Hard hat, safety glasses or goggles, high visibility clothing, safety footwear, cut level 5 gloves.

If cut level 5 gloves are required to be removed for more dexterous tasks, a separate risk assessment will be carried out by the LITE supervisor

Additional PPE requirements will be captured in additional risk assessments if required.

Communications

Primary forms of site communication will be two-way radios. Radio channels will be agreed prior to starting each shift.

Human Factors

Prior to commencing works, all site operatives will fully read through the method statement and participate in a supervisor lead discussion ensuring responsibilities of working within a Grade 1 Listed Building, method and sequencing are fully understood. Thereafter, supervisor lead, daily SMART start briefings will take place prior to the start of each shift ensuring any changes and introduced hazards have been identified, briefed to the team, understood and control measures put in place.

Delivery.

Delivery point for materials will be at gate 1 located at Albert Square Lloyd Street corner.

LITE Supervisor Andrew Penswick will give the project 48hrs notice of deliveries and will manage delivery acceptance.

Logistical Route

Materials will be moved using mechanical aids if needed by LITE operatives from the delivery point.

The route will be along Lloyd Street to the temporary entrance ramp and then into the storage area room no 027.

From this storage area room 027 the materials will be distributed to the work faces across the site as and when they are required.

These routes will be agreed with NG Bailey at the time of distribution.

They can be moved around to suit the storage and logistics plan at the time as this will be a fluid plan to suit the programmed works going forward. Pallets will be moved with a pallet truck.

Note. Same route will be used for the removal of waste materials

Note. Route is subject to change driven by exclusion zones and coordination with other trades. Supervisor will brief changes to the workforce at each smart start prior to commencing work.



Fig 1

Workface location & Coordination with Other Trades

The wiring of the final sub circuits will take place from the ground floor and all levels above.

The wiring of the final sub circuits will supply façade lighting on Albert square, Lloyd St, Cooper St and Princess St.

The LITE supervisor Andrew Penswick will agree with NGB and Lendlease to programme the install of these works.

Before the works starts each day, the scaffold will be inspected to see if there are any gaps between the scaffold boards. If there is then a covering of plywood or corex must be put in place to make sure nothing can drop through the gap to the floors below.

Sequence of Wiring Final Circuits

A separate heritage technical submission has to be read and understood before any works is started.

This document IS OTH-NGB-TH-ZZ-TSB-X-0097 HERITAGE TECH SUB FIXING TYPES.

- Cable to be stacked in the storage area of room 027.
- General wiring criteria
- The cable size of the circuit to be wired will be as per the specification of the contract.
- Cable type H07RN-F will be loaded onto the cable Rack A Tiers / cable jacks (Fig 1) that will be set up on the scaffolding in close proximity to the work area and rolled out section by section for installation.
- The cables will then be labelled with the circuit reference and routed back to the correct distribution board where they will be left for future connection.
- The cables at the drum end will then be measured off to reach the respective lighting position.
- All cable offcuts and any rubbish will be cleared into bins as the work progresses to keep the scaffold area clean and tidy.
- Barriers are to be placed around the drum and jacks for pedestrian separation where applicable.
- Tools and drill tethers will be attached to PPE prior to the commencement of drilling and fixing.
- Hard hats will be tethered to PPE.
- Fixing holes for the cable clips will be drilled in sections and another team will follow at the rear installing the cabling/ clipping as per the requirements of the technical submission.
- Trigger times will be adhered to for any drilling. (See attached sheet).
- Protection to be in place before drilling starts.
- Wiska IP68 plastic termination boxes will be fixed in positions as agreed and supply cables will be terminated using IP68 rated stuffing glands. Wago cam lock connectors will be installed within the Wiska boxes for end terminations of all cables.
- Electrical "dead testing" will be undertaken on each section of network cabling upon completion and associated test results logged.
- All necessary switchgear and controls will be installed and connected at the relevant Mains supply locations
- LED façade luminaires will be fixed on the Sills in the appropriate positions as per the pictorials of the technical submission
- Electrical dead testing will be undertaken on each section of network cabling and associated Test results logged.
- A timetable for the alignment and commissioning of the individual lighting systems will be organized and agreed between LITE Operations Director and NG Bailey Contract Manager.
- Light fittings to have the fixing brackets fitted and tightened up before they are carried onto the scaffold to reduce the possibility of falling materials.

Heritage Considerations:	Controls:
Materials: (New, existing and waste streams)	Minimum waste expected. In accordance with the projects own waste management plan, LITE will be responsible for the safe transportation and correct disposal of waste materials into skips provided by Lendlease.
Protection: (Exceptions to project strategy)	Methods of installation will be carried out as explained in this document IF THERE IS ANY FURTHER PROTECTION REQUIRED AT THE WORK FACE, A JUDGEMENT WILL TAKE PLACE PRIOR TO WORK STARTING.
Building Impact: (Vibration, dust, noise etc.)	Drilling methods will be utilized in accordance with the technical submission to minimize vibration, noise and dust creation. Trigger times will be adhered to. (See attached sheet) for the HAVS.
Tools/Equipment: (Type, use and calibration)	Cable drums as per figure1 and H07RN-F cable, A full Electricians tool kit, cable jacks, battery drill and podium steps.

Storage: (During works for reinstatement, long term off site)	Materials will be ordered to arrive at site the week before works commence. Materials will be stored in the storage area of Room 027. No materials will be stored on the scaffolding. Once all tasks are completed all materials will be removed and returned to the stores.
Discovery: (Type to be expected and visual signs)	Works will take place in areas where all existing assets have been removed and walls have had any remedial works done and complete. No discoveries are expected during these works. If any discoveries are made, they must be reported to the project manager Paul Buckley who will then report to NGB/Lendlease.
Workforce Awareness: (Toolbox talks and briefing by design consultants prior to works)	All LITE operatives and support function attending site have / will undergo a Lendlease and NG Bailey site induction reinforcing the responsibilities and importance of working on a Grade 1 Listed Building. SMART start briefings will be attended by the LITE staff prior to the commencement of each shift. Brief will include but not be limited to the strict adherence of; understanding the responsibilities and importance of working within a Grade 1 Listed building, task specific sequencing, agreed methods of installation, safety, health and environmental requirements, coordination with other trades, the importance of the heritage asset schedule, the importance of the asbestos register, access, egress and first aid All areas will be forward surveyed by NG Bailey and LITE ensuring correct access arrangements are available, building protection is in place, the agreed methods of installation can be implemented and that our works are coordinated with other trades working in the vicinity at the same time.

Project Team Approval to Commence Works			
Organization	Name	Signature	Date
LITE Ltd	Alistair Fletcher		
LITE Ltd	Paul Buckley		
LITE Ltd	Andrew Penswick		
LITE Ltd	Michael Scott		
LITE Ltd	Sean Buckley		



Combined Risk Assessment and Method Statement

Installing all façade lighting



Contract Name:	Our Town Hall - Manchester	Contract Number:		RAMS Number:	OTH-NGB-TH-ZZ-MES-X-0096
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Site Address:	Our Town Hall, Albert Square, Manchester	Location:	Princess Street, Albert Square Lloyd Street and Cooper St facade
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Activity/Package Ref:	Installing all façade lighting
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Companies / Trades engaged in the work	LITE Operatives Supervisor: Andrew Penswick, Project Manager Paul Buckley
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Rev	Produced by:		Date	Checked by:		Date	Approved by:		Date
	Name Printed	Signed		Name Printed	Signed		Name Printed	Signed	
P01	Paul Buckley		09/11/2022	Alistair Fletcher		09/11/2022	Steve Hainsworth		09/11/2022
P02	Paul Buckley		02/12/2022	Alistair Fletcher		02/12/2022	Steve Hainsworth		02/12/2022

REVISION	DETAILS OF CHANGES
P01	Issued for comment
P02	Amended with comments

[illegible]

2	Access Routes & Egress Routes	2	5	10	M	Protected safe walk routes will be agreed with N.G.B prior to commencing work Protected safe material delivery routes will be agreed with N G B prior to commencing work	1	5	5	M
3	Damage to surroundings, including but not limited to: e.g. joinery, plasterwork, stonework, surface coverings, Doors.	2	5	10	M	NG Bailey supervisor will clearly define the worksite limits with barriers and signage Material stocks will be stored in NG Bailey stores away from walls, doors and windows (Location of stores is designated by N G B) Materials will be delivered to stores and workface via protected safe material delivery routes Only qualified and competent operatives will use access equipment Access equipment type to be agreed with N.G.B. prior to commencing work Methods of installation will be carried out by competent personnel as detailed in the method statement Waste material will be placed on scaffold away from walls, doors and windows and transported by LITE staff via safe protected routes to skips provided.	1	5	5	M
5		-	-	-	-		-	-	-	-

4	Awareness of Assets	2	5	10	M	The positioning of the LED luminaires once attached to the Sills will be identified to the NG Bailey supervisor. A clear protective cover will be placed over the LED luminaire LITE supervisor will identify LED luminaires left in situ to the N G Bailey supervisor	1	5	5	M
7	Items of particular significance	2	5	10	M	All items of particular significance within this area have been identified and either put into storage or maintained in situ LITE staff will identify and protect assets left in situ as previously described in this risk assessment	1	5	5	M
8	Potential for damage to structure during services installation e.g plasterwork or fire stopping during services removal	3	5	10	M	SMART start briefings will be given by the LITE supervisor prior to the commencement of each shift. Brief will include but not be limited to the strict adherence of; understanding the responsibilities and importance of working within a Grade 1 Listed building, task specific sequencing, agreed methods of installation, safety, health and environmental requirements, coordination with other trades, the importance of the heritage asset schedule, the importance of the asbestos register. All areas will be forward surveyed by LITE ensuring correct access arrangements are available, building protection is in place, the agreed methods of installation can be implemented and that our works are coordinated with other trades working in the vicinity at site	1	2	5	M
Additional information										
Specific PPE		Hard Hat, Boots, High Vis Vest, Gloves and Safety Glasses/Goggles.								

Training required	Operatives will be skilled in their specific area of work. Operatives will be Asbestos Awareness Trained Operatives will be IIF trained (If at site 2 weeks or more) Operatives will be Lendlease and NG Bailey inducted Operatives will be CSCS trained Supervisors will be SSSTS trained.
Other:	
NB: This assessment must be explained to all those affected by the activity and the briefing recorded.	



SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	High – Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	Medium - Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	Low - Acceptable – Adequate safeguards are in place

LEVEL	SEVERITY	
	DEGREE	DESCRIPTION
1	MINIMAL	No damage to asset and/or equipment
2	REPORTABLE	Minor Damage to asset and/or equipment
3	REPORTABLE	Moderate damage to asset and/or equipment
4	REPORTABLE	Major damage to asset and/or equipment
5	REPORTABLE	Total asset and/or equipment loss

LIKELIHOOD LEVEL		
LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	REMOTE	So unlikely that occurrence may not be experienced
2	UNLIKELY	Unlikely, but possible to occur during project
3	OCCASIONAL	Likely to occur sometime during project
4	PROBABLY	Will occur several times during project
5	FREQUENTLY	Likely to occur frequently during project

Section 2 – Wiring circuits ground floor and above.

No	Description of Hazard and Expected Consequence	Potential for harm Likelihood x Severity = Risk Level						Task Specific Control measures	Residual Risk Likelihood x Severity = Risk Level					
		L	S	Risk Level	H	M	L		L	S	Risk Level	H	M	L
1	Site Hazards in general and awareness of other Construction activities Operative may have an accident resulting in injury or death	3	5	15	H			LITE operatives will receive a Lend Lease and NG Bailey site induction prior to commencing work at site SMART start briefings will be attended by LITE staff prior to the commencement of each shift. Brief will include but not be limited to the strict adherence of; understanding the responsibilities and importance of working within a Grade 1 Listed building, task specific sequencing, agreed methods of installation, safety, health and environmental requirements, coordination with other trades, the importance of the heritage asset schedule, the importance of the asbestos register. All areas will be forward surveyed by NG Bailey ensuring correct access arrangements are available, building protection is in place, the agreed methods of installation can be implemented and that our works are coordinated with other trades working in the vicinity at site LITE staff will wear 5-point PPE. Hard hat, impact glasses or goggles, High visibility top, cut level 5 gloves and boots with toe and sole protection	1	5	5		M	

2	Safe Walk routes Access & Egress from site of work Operatives may enter other trades exclusion zone suffering serious injury or death	3	5	15	H	Protected safe walk routes will be agreed with NGB prior to commencing work Protected safe material delivery routes will be agreed with Lendlease prior to commencing work Operatives to ensure adequate lighting is available NG Bailey supervisor will identify and brief the LITE workforce on safe walking access, egress and delivery routes prior to commencing work NG Bailey supervisor will ensure that all LITE operatives are familiar with the site access and egress route/s prior to commencing work NG Bailey supervisor will brief the LITE workforce on fire alarm cyclical testing, location of NG Bailey muster points and routes to and from muster point.	1	5	5	M
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3	Site protection Operatives may wander in or out of NG Bailey worksite suffering serious injury	3	4	12	H	NG Bailey supervisor will brief the LITE workforce on worksite limits NG Bailey supervisor will clearly define the worksite NG Bailey will ensure worksite limits are identifiable and protected with barriers and signage Materials will be stored in a barrier area away from workface but within worksite limits Waste materials will be stored in a barrier area away from workface but within worksite limits	1	4	4	L
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3a	Manual Handling	4	3	12	H	Mechanical aids are to be used when transporting, moving or lifting any materials around the site if possible. Loads should be broken down to manageable sections that are easier to handle Any load should be assessed before attempting to be moved or lifted. Each person own lifting capacity should not be exceeded and help should be sought if the load is deemed too heavy for one person T - Task – Consider the activity itself I – Individual – Consider each individual – is yourself or a colleague capable of the task L- Load – Consider the load that is to be moved or lifted E – Environment – Is the environment suitable to move the load. Good lifting technique should be used at all times including straight back and bending the knees, correct PPE to be used at all times and good communication if more than one person is doing the lifting Regular manual handling TEST to take place to re-iterate the good practices required	1	3	3	L
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4	Slips Trips and Fall Operative may trip or fall suffering sprains or fractures	3	4	12	H	LITE operatives will use safe protected walking access and egress routes to and from site of work Operatives to ensure adequate lighting is available Materials will be stored within worksite limits in barrier area Operatives will remain within NG Bailey worksite limits Operatives will ensure good housekeeping at site of work Battery operated tools are preferred Trailing charging leads will be kept short and placed away from walking routes and workface Operatives will be vigilant for partly installed cables and other services on floors Operatives will be vigilant of changes in floor levels, temporary ramps, open manholes and cable trenches Waste material will be stored within worksite limits within a barrier area	1	4	4	L
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4a	Exposure to vibration Operative may suffer from hand arm vibration syndrome from use of drills	3	4	12	H	LITE Operatives will be informed of the hazards and instructed on the required safe systems of work and control measures for the tools being used LITE supervisor will ensure adequate supervision is provided and the control measures remain valid for the duration of the work Battery drills will be properly maintained to help reduce the extent of vibration Gloves will be worn to keep hands warm Manufacturer's vibration monitoring details will be obtained for the specific drills to be used and the recommended maximum exposure limits / times set by the manufacturer shall not be exceeded	1	4	4	L
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5	Working at Height Operative may fall from height suffering serious injury or death	3	5	15	H	Only qualified and competent PASMA trained operatives will construct and sign off mobile towers for the use of LITE operatives where applicable Only qualified and competent IPAF trained operatives will use Nano's, Peco's. Nano's, Peco's and Eco's will be inspected and signed off on a daily basis. Helmet tethers will be worn when working at height Tool tethers will be used when working at height Due care and attention to be taken when working on the fixed scaffolds. Any scaffolding alterations to be undertaken by Lendlease scaffolding Sub-contractor	1	5	5	M
6	Asbestos-containing materials (ACMs) Operatives at risk of inhaling asbestos fibres causing serious long term health conditions and death	4	5	20	H	All operatives will be Asbestos Awareness trained prior to commencing work Supervisor will brief the Asbestos register to the workforce at Smart Start Supervisor will brief the Asbestos management plan to operatives before commencing work If suspected Asbestos is identified, operatives will stop work immediately and report it to the LITE supervisor	1	5	5	M

7	Dust / Fumes Operatives may inhale irritant or other dust or fumes causing short or long term health conditions	4	5	20	H	Work areas to be handed over by NG Bailey in a dry, clean, tidy and finished condition NG Bailey supervisor to ensure adequate ventilation is available to LITE operatives at the workplace. Nauseous substances or diesel fuels will not be used as part of these works Operatives will not enter any area they believe has a high level of dust or fumes If operative identifies high dust and fume levels work will stop work immediately and incident reported it to the LITE supervisor	1	5	5	M

8	Diseases Coronavirus, Weils disease or similar Disease transmitted between operatives or from rodents and pigeons Operative at risk of illness or death	4	5	20	H	LITE operatives will continue to follow contract specific Client Covid management requirements in line with the project Covid management Plan	1	5	5	M
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9	Electric Shock Operative may receive electric shock resulting in serious injury or death	2	5	10	M	Operatives will not interfere with site temporary supply cables or field end equipment Operatives will isolate, remove and report damaged plant 110v charging cables to the LITE supervisor Operatives will check equipment PAT test certificates are in date. Battery operated tools are preferred. 110v tools will be used as a last resort	1	5	5	M

10	Working in areas with reduced headroom and tight spaces having restricted access Operative may bump head, trip or feel uncomfortable working within a tight space	3	3	9	M	Operative should notify the LITE supervisor if they feel working in a tight space will make them uncomfortable prior to starting work Protected safe access and egress routes will be agreed with NGB prior to commencing work Protected safe material delivery routes will be agreed with Lendlease prior to commencing work Operatives to ensure adequate lighting is available NG Bailey supervisor will identify and brief the LITE workforce on safe walking access, egress and delivery routes prior to commencing work NG Bailey supervisor will ensure that all LITE operatives are familiar with the site access and egress route/s prior to commencing work NG Bailey supervisor will brief the LITE workforce on fire alarm cyclical testing, location of NG Bailey muster points and routes to and from muster point Operative will ensure no further dangers are apparent in the area. Where possible head hazard should be removed, padded or marked with prominent identification tape Due care and attention to be taken when working on the main external scaffold.	1	3	3	L
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11	Violence and threatening behaviour Operative could receive injuries due to assault	3	2	6	M	Operatives will stay within NG Bailey work site limits and avoid public interface LITE operatives will not enter other trades work areas without prior agreements being arranged by the NG Bailey supervisor Operatives will report incidents of abuse and / or aggression to LITE supervisor for discussion and support. LITE operatives should be diplomatic and intervene in any matter in a reasonable way as to not cause any antagonism.	1	2	2	L
12	Noise Operative could receive long term hearing problems	3	3	9	M	Battery operated tools are preferred. 110v drills to be used as last resort Noise will be created when drilling and cutting metal conduit If operative feels noise levels are too high ear defenders will be provided Work will be carried out in daytime normal working hours	1	3	3	L

13	Lone Working Employee may need assistance / may need help	3	3	9	M	Employee should not work alone in normal circumstance In exceptional circumstances where lone working is required a "buddy" type system and specific method statement and risk assessment will be submitted to NG Bailey site manager for acceptance In all cases the primary means of communication at site will be two-way radio Mobile phones will not be used at site	1	3	3	L
14	Falling Objects Operative struck from a falling object causing injuries / severe injuries or death	3	3	15	M	Operatives will use protected safe access and egress routes agreed with N.G.B. prior to commencing work Operatives will use protected safe material delivery routes will agreed with N.G.B prior to commencing work Operatives will remain within the NG Bailey worksite limits Helmet and tool tethers will be used when working at height Operatives will not enter other trades sites of work or exclusion zones	1	5	5	L
15	Use of Pop Ups Operative may fall from height suffering serious injury or death	5	5	25	H	Operative will be familiar and competent in the use of this equipment Pop-up steps and towers will be inspected daily by the operative who is using them. Check list will be filled in and signed by the operative Sign off sheets will be with the plant items. Any identified defects identified will be reported to the LITE supervisor	1	5	5	M

16	Floor Openings (including Risers) Operative may fall causing Serious injury or death	5	5	25	H	Floor covers, trench covers, and manholes will be fitted with covers that have sufficient loadbearing capacity for Nano's, Peko's and Eco's Risers will be fitted with floor covers prefabricated with a cut-out sufficient to fit newly installed services through without the need to remove the cover NG Bailey will fit barriers and signage around floor coverings that have been opened for our use	1	5	5	M
17	Plant and Equipment Operative may be struck risking serious injury or death	3	5	15	H	Protected safe walk routes will be agreed with N.G.B prior to commencing work Protected safe material delivery routes will be agreed with N.G.B prior to commencing work NG Bailey supervisor will identify and brief the LITE workforce on safe walking access, egress and material delivery routes prior to commencing work NG Bailey supervisor will ensure that all LITE operatives are familiar with the site access and egress route/s prior to commencing work	1	5	5	M

18	Lifting Operations Operative may be struck by falling objects or moving plant risking serious injury or death.	2	5	10	M	NG Bailey supervisor to brief exclusion zone locations at Smart start Operatives are not to enter exclusion zones Operatives to stay within the limits of the LITE worksite Operatives to use agreed safe access, egress, and material delivery routes	1	5	5	M
19	COSHH Occupational Health issues, including Burns, Asphyxiation, Nausea, eye injuries.	3	3	9	M	Employee to follow all Safety Precautions as detailed on COSHH assessments where applicable Operatives will not touch any unidentified products, or any products not related to LITE works	1	3	3	L

20	Recording and Photographing results Slips Trips falls. Walking into other hazardous areas without knowledge	3	3	9	M	LITE Employee to follow Site Rules for use of Cameras or recording with Smart phones. All Records and Photographs must be undertaken from a static position in a safe area. No Employee to walk round site taking videos.	1	3	3	L
21	General Health, Well Being and mental health issues At risk of making poor judgements and or decisions likely to cause harm to others. May adversely affect individual due to health concerns or Pregnancy	4	3	12	H	Line managers will operate a friendly open-door policy where operatives feel they can talk about any issues they may have and will be heard by their line manager and LITE Operations Director Operative to ensure he is physically and mentally capable of undertaking site work Operative will inform their line manager if they are taking prescribed medication that may affect your judgement before attending site Operative will inform their line manager if they have a health issue or injury that could impact safety on site Operatives will follow the LITE policy on Drugs and alcohol.	1	3	3	L



Additional information	
Specific PPE	Hard Hat, Boots, High Vis Vest, Gloves and Safety Glasses/Goggles.
Training required	Operatives will be skilled in their specific area of work. Operatives will be Asbestos Awareness Trained Operatives will be IIF trained (If at site 2 weeks or more) Operatives will be Lendlease and NG Bailey inducted Operatives will be CSCS trained Supervisors will be SSSTS trained. Induction to include 'Working in a Grade One Listed Building & Heritage Awareness'.
Other:	
NB: This assessment must be explained to all those affected by the activity and the briefing recorded.	

SEVERITY			LIKELIHOOD LEVEL		
CATEGORY	DEGREE	DESCRIPTION	LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	INSIGNIFICANT	Minor injury to personnel Minor damage to equipment	1	REMOTE	So unlikely that occurrence may not be experienced
2	MINOR	Injury to personnel Damage to equipment	2	UNLIKELY	Unlikely, but possible to occur during project
3	REPORTABLE	Injury resulting in loss of time Moderate damage to	3	OCCASIONAL	Likely to occur sometime during project
4	MAJOR	Serious injury to personnel Major damage to equipment	4	PROBABLY	Will occur several times during project
5	CATASTROPHIC	Fatal /disability injury to personnel	5	FREQUENTLY	Likely to occur frequently during project



SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	High – Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	Medium - Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	Low - Acceptable – Adequate safeguards are in place

Method Statement to be read in conjunction with the following.

1. **Description of Activity** – Supply and installation of Façade lighting
2. **Location of Activity** – All areas of the external façade as contents of the specification and drawings including Albert square, Lloyd St, Cooper St and Princess St
3. **Duration of Activity** – TBA
4. **Plant and Equipment**
Cable drums inclusive of H07RN-F cable. A full Electricians tool kit, cable jacks and battery drill and podium steps.

Temporary Lighting & Power – 110v temporary site lighting & power to be provided by Lendlease.

4. **Personnel / Training**
 - All personnel must be briefed on the responsibilities and importance of working on a Grade 1 Listed Building
 - LITE persons undertaking support functions to the site installation team (PM, Site Engineer, Supervisors, QS, Estimators, Planners) to undertake a specific site induction from NG Bailey
 - Any required specific security clearances will be obtained in a timely manner for the particular contract
 - LITE persons will attend an NG Bailey and Lendlease induction prior to commencing works
 - LITE persons will have completed a UKATA asbestos awareness training course prior to commencing works
 - Operatives carrying out installation works will be suitably experienced and qualified to carry out the works
 - The LITE supervision will be trained to SSSTS and undertake Lendlease engage and influence training
 - Operatives will be IIF trained if working on site for greater than two weeks.
5. **Sequence of Operations**
 - As detailed in Method Statement
6. **Inspection and Testing**
 - Visual inspection only required during the works.
 - A separate RAMS for testing and Commissioning will be provided.
 - Daily inspections to take place on any working platforms and sign off sheets and up to date certs to be kept with the appliance.

7. **Access Arrangements**

- As detailed in Method Statement

8. **Manual Handling Activities**

- Cable and accessories will be transported to the workplace by LITE staff via protected routes.
- See RAMS section for manual handling.

9. **Personal Protective Equipment –**

Operatives will wear 5-point PPE:

Safety hard hat.

Safety glasses / goggles

High visibility clothing

Safety footwear

Gloves

In certain locations the following additional PPE may be required

Ear Protection when working adjacent to running plant.

Face fit masks where appropriate

Employees will wear suitable attire in keeping with the LITE policy and procedures.

Employees will wear Mandatory PPE where required by Risk Assessment and Mandatory Warning Notices are erected

Tethering will be adhered to.

10. **Communications**

Two-way radios will be the primary means of communication at site.

11. **Human Factors**

Prior to commencing works, all site operatives will fully read through the method statement and participate in a supervisor lead discussion ensuring responsibilities of working within a Grade 1 Listed Building, method and sequencing are fully understood. Thereafter, supervisor lead, daily SMART start briefings will take place prior to the start of each shift ensuring any changes and introduced hazards have been identified, briefed to the team, understood and control measures put in place.

12. **Emergency / First Aid Arrangements –**

Fire and emergency evacuation procedures will be briefed to the workforce at Smart Starts prior to each shift

A first aider will be on site at all times

First aiders are Paul Buckley / Andrew Penswick. First aid kit located in the site office on the first floor

Site nurse located in the site office on the ground floor next to reception.

13. **Procedure for changes to planned activities**

Site supervision will check and ensure all operatives fully understand and comply with this method statement and risk assessment. Activities to be reviewed monthly and method statement and risk assessment updated accordingly. Method statements and risk assessments issued to operatives are read and signed by all operatives prior to work commencement and recorded in LITE site safety files.

14. **Reporting of Accidents Incidents and Near Misses**

All accidents, incidents or near misses are to be reported to your immediate supervisor as soon as possible, NGB site management also to be informed. Utilize Accident Report Form and Don't Walk By.

15. **Waste Management and Housekeeping**

LITE operatives will be responsible for housekeeping in their areas of work. Waste materials will be removed from site daily or more frequently if required via protected routes. All waste to be correctly disposed of within the segregated skips provided by Lendlease on site. Materials stored on site will be kept tidy so as not to cause a hazard.

16. **Support Functions**

Conduct Support Functions to the Site Installation Team in both sites and offices to ensure compliance with LITE RAMS, Procedures and Policies and all Company Health, Safety and Environmental Policy's and make recommendations as necessary. The frequency of the site visits will be determined by the size and complexity of the site

17. COSHH – See attached sheets for gel.

18. See attached sheet for HAVS.



Combined Risk Assessment and Method Statement

Installing all façade lighting

DOCUMENT DETAILS

Title

ATTENDANCE

[illegible]



Combined Risk Assessment and Method Statement

Installing all façade lighting



DOCUMENT DETAILS

Title

ATTENDANCE

[illegible]



Lighting and Illumination Technology Experience
Limited

Unit 2 Farrington Place, Burnley, Lancashire. BB11 5TY Tel: 01282 448088 www.lite-ltd.co.uk

Manchester OTH

Drill type:

Makita Cordless Hammer Driver Drill DHP484

Vibration magnitude data

The vibration total value (tri-axial vector sum) determined according to EN60745:

Work mode: impact drilling into concrete

Vibration emission (ah, ID): 8.0 m/s²

Uncertainty (K) : 1.5 m/s²

Work mode: drilling into metal

Vibration emission (ah, D) : 2.5 m/s² or less

Uncertainty (K) : 1.5 m/s²

NOTE: The declared vibration emission value has been measured in accordance with the standard test method and may be used for comparing one tool with another.

NOTE: The declared vibration emission value may also be used in a preliminary assessment of exposure.

Trigger time calculations

This will be calculated using the HSE Hand arm vibration exposure calculator inputting the vibration magnitude data and the exposure duration which can only be calculated when the first test hole is drilled into the masonry

MP0100W**MPGel Plus**

Products may differ in size, colour and appearance to those shown. If you require further information or customisation, please contact us directly.

Dielectric strength	18 kV/mm
Pot life at 23°C min	12
Curing time at 23°C min	20
Volume	1 L
Type	MP0100W
UK-Number	MP0100W
WISKA-Order no.	10108957
Packing unit	1
ETIM-Classification	EC001168

Remarks:

Colour: Transparent Blue

Mixing Ratio: 1 to 1

Description:

MPGel Plus IP 68 junction box filler, kits includes 2 x 500 ml bottles and measuring jug. Suitable to fill COMBI 1210/5 and 1610 with additional MP5G420. Note COMBI 1610 will require 2 x MP0100W.

Additional Info:

Ready to use, re-enterable, easy pouring, separate containers (no waste), excellent electrical insulation, good mechanical strength, non toxic, no expiry date.

03.11.2022

Your Contact:

WISKA UK Ltd.

Unit 7, Hurling Way · St. Columb Major Business Park · TR9 6SX, St. Columb Major, Cornwall · Great Britain

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