



GUIDANCE ON ENCOUNTERING OR CREATING VARIOUS DUSTS

LOCATION OF WORKS
Neptune mill Manchester



This method statement is implemented to provide a safe system of work for AJ Developments Ltd employees engaged in the operation of encountering or creating dust.

It is to be read in conjunction with AJ Developments Ltd company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments Ltd have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments Ltd employees and sub-contractors will abide by the site rules and requirements of this Company and the Client and will attend any induction required in this respect.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the associated risk assessments are put in place

Relevant risk, manual handling and COSHH assessments follow. The findings of these assessments are communicated to operatives affected by those operations

2. PERSONNEL INVOLVED

AJ Developments operatives and sub-contractors

3. TOOLS

- Various tools

4. PLANT & EQUIPMENT

- Various plant that is to be used must have dust suppression bags or connected to a dust extract system, when grinder cutting or chasing this will be done a machine that will stop dust from

5. P.P.E

- Hardhat, safety boots, overalls and hi visibility tops, dust masks eye protection, to be worn at all times when creating dust,
- Ear defenders and gloves to be worn as and when required.

6. MATERIALS REQUIRED



- Various Building Products

7. VARIOUS CAUSES OF DUST

- Asbestos (work to cease immediately if an asbestos looking substance is found)
- Cement
- Silica sand or materials containing silica
- General Waste
- Cutting
- Grinding
- This List is not exhaustive

8. SAFETY CHECKS

- Information, Instruction and training
- A Qualitative face fit test is to be conducted in accordance with HSE/282/28
- Use of correct P.P.E to a minimum P3 filter size and a record of maintenance are to be completed by the operative.
- Equipment correctly maintained
- Sub-contractors must have completed a Qualitative face fit test and provide evidence of the test prior to being allowed to commence work.
- Trained persons only to use equipment.
- Isolate equipment before changing wheels and all operatives to have undertaken abrasive wheels training
- Plant that is to be used must have dust suppression bags or connected to a dust extract system
- When grinder cutting or chasing this will be done with a water attachment that will prevent dust forming.
- Isolate area.
- Loose clothing strapped up
- All products that are to be cut are to have COSHH data sheets in place prior to works commencing
- When cutting bricks or blocks a wet cut is to be used if this is not possible cutting is to be done in a well-ventilated area.
- Concrete cutting is to be done using a wet cut only.
- Site created dust is to be dampened down prior to being swept up.
- When using wood machinery appropriate dust masks are to be worn and dust suppression bags or an extract system.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point, they do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the site office.

11. CLOSE OUT / COMPLETION CHECKS

- To be signed off when completed

12. ADDITIONAL RELEVANT INFORMATION

- COSHH data sheets on the materials

13. WASTE DISPOSAL *(What was disposed and where etc?)*

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07817-109122

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024



19. METHOD STATEMENT ACCEPTANCE SIGNATURES

[illegible]

METHOD STATEMENT

MANUAL HANDLING

LOCATION OF WORKS **Neptune Mill Manchester**

This method statement is implemented to provide a safe system of work for AJ Developments employees engaged in the operation of Manual Handling

It is to be read in conjunction with AJ Developments company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments employees and sub-contractors will abide by the site's rules.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the risk assessments are put in place

2. PERSONNEL INVOLVED

All AJ Developments personnel
Sub-contractors

3. TOOLS

Associated hand tools

4. PLANT & EQUIPMENT

Use of lifting aids whenever possible; when applicable.

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times,
Eye protection, ear defenders, dust masks and gloves to be worn.

6. MATERIALS REQUIRED

Various

7. SAFETY CHECKS

Avoid lifting articles with sharp edges.

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

8.0 METHODS:

There are no loads expected within these operations that should exceed weights for an Individual

8.1 Lifting

- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

8.2 Pushing & Pulling

- Some practical points to remember when loads are pushed or pulled.
- **Handling devices.** Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly (the law requires that equipment is maintained). When purchasing new trolleys etc, ensure they are of good quality with large diameter wheels made of suitable material and with castors, bearings etc which will last with minimum maintenance. Consultation with your safety representative will help
- **Force.** As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.
- **Slopes.** Employees should enlist help from another worker whenever necessary if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load

of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions - good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.

- **Uneven surfaces.** Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.
- **Stance and pace.** To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point the do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the site office.

11. CLOSE OUT / COMPLETION CHECKS

12. ADDITIONAL RELEVANT INFORMATION

Not Applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07817-109122

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024



19. METHOD STATEMENT ACCEPTANCE SIGNATURES

[illegible]



METHOD STATEMENT

JOINERY WORKS

LOCATION OF WORKS **Neptune Mill Manchester**



This method statement is implemented to provide a safe system of work for AJ Developments Ltd employees engaged in the operation of **joinery operations**.

It is to be read in conjunction with AJ Developments Ltd company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments Ltd have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments employees and sub-contractors will abide by the site rules.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the attached risk assessments are put in place

Additional assessments may be required by sub-contractors required to assist, assessments are to be reviewed prior to works commencement. Assessments to be retained in Site health & safety File. Relevant risk, manual handling and COSHH assessments follow. The findings of these assessments are communicated to operatives affected by those operations

2. PERSONNEL INVOLVED

Fully Trained Joiners

3. TOOLS

Associated hand tools

4. PLANT & EQUIPMENT

- Electrical hand held drills
- Battery drills
- Transformers
- Extension leads
- Electrical saws bench and hand held
- Cartridge operated nail guns

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times, Eye protection, ear defenders, dust masks and gloves to be worn.

6. MATERIALS REQUIRED

- Various woods



- Various fixings
- Various glues

7. SAFETY CHECKS

On uncovering what looks like asbestos works are to cease immediately, a specialist contractor will be engaged to carry out investigations his findings will determine what is to be done so works can proceed.

All electrical equipment will be 110 volt driven and will carry a PAT test certificate prior to use on site. All transformers will be plugged into a portable circuit breaker.

All personnel working will be competent and in most cases will be trained to do so.

All ladders will be put away at the end of each shift to prevent access by trespassers.

All personnel will wear the correct PPE. Hard hats and safety foot wear is mandatory.

Any works not covered in this method statement will be backed with further statements and attached or included to this.

Only trained operatives are to use machinery / tools that they have been trained to use.

8.0 METHOD

Roofing Timber Works

Cut out all defective roof timbers and replace with new

Cut up all new roofing members to the desired lengths

Install new timber spars onto sound existing roof timbers and fix in place with screws or bolts

Install timber spars in between the roof members to support the Velux roof lights

Working at Height.

Work to higher lifts of Joinery shall only be carried out off suitable working platforms such as scaffolding, mobile towers or MEWPs driven by an experienced operator. Access to scaffolds and towers which must be erected by competent persons, shall be gained by using suitable ladders of the appropriate length securely fixed and set at the correct angle. Operatives are not permitted to climb up any structure, only access equipment fit for purpose shall be used.

Edge protection, such as handrails, guardrails and toe boards, is to be provided where a person could fall for a distance of 1metre or more.

Surplus materials shall be lowered to the ground from working platforms using skip, hoist or chute and not otherwise discharged over the side.



Safety harnesses will need to be worn if identified by a risk assessment for a specific job.

The work is organised so that the possibility of falls from height is minimised.

8.11 Completion.

Upon completion of works all surplus materials will be disposed of as agreed and the work area left in a clean and tidy condition. Suitable material will be de-nailed as necessary, cleaned and repaired as required and stacked for re-use. Proprietary systems, support, props etc. will be thoroughly cleaned and returned to the supplier.

As built information will be recorded and handed over to the Client's Site Manager for inclusion in the Health and Safety File.

Materials testing will be carried out as required and copies of the results forwarded.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point the do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the site office.

11. CLOSE OUT / COMPLETION CHECKS

12. ADDITIONAL RELEVANT INFORMATION

Not Applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07817-109122

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024

19. METHOD STATEMENT ACCEPTANCE SIGNATURES

METHOD STATEMENT

For installing roof slates or roof tiles

LOCATION OF WORKS
Neptune Mill Manchester

This method statement is implemented to provide a safe system of work for AJ Developments Ltd employees engaged in the operation of roofing works.

It is to be read in conjunction with AJ Developments Ltd company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments Ltd have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments Ltd employees and sub-contractors will abide by the site rules and requirements of the Company and the Client and will attend any induction required in this respect.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the associated risk assessments are put in place

Relevant risk, manual handling and COSHH assessments follow. The findings of these assessments are communicated to operatives affected by those operations

2. PERSONNEL INVOLVED

AJ Developments operatives and sub-contractors

3. TOOLS

- Roofing hand tools

4. PLANT & EQUIPMENT

- Cut off saws
- Hand held battery drills

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times, Eye protection, ear defenders, dust masks and gloves to be worn as required.

6. MATERIALS REQUIRED

Roof Slates
Roof Tiles
Roofing membranes
Battens
Lead
Valley sets
Ridge tiles
Plastic dry verges
Sand and cement

7. SAFETY CHECKS

- The scope of works to be carried out by AJ Developments, and comprises of the installation or removal and replacement of roof slates or roof tiles, installing under membranes, timber battens, installing new valley sets, slates or tiles, ridge tiles, plastic dry verges, along with replacing or repairing lead works
- There will be adequate scaffolding installed with ladder or stairway access to the whole of the roof works prior to commencing, there will be scaffold edge protection to any open edges to the roof, the scaffolding will be inspected on a weekly basis and a scaffolding tag placed on the scaffold with the date of the inspections.
- In some cases, the main contractor will provide all access equipment, scaffolding, edge protection, ladder or stair access along with providing loading platforms
- All works will be supervised by an experienced roofer or supervisor who will liaise with the principal contractor's site manager.

8. METHOD:

Replacement roof coverings

- Prior to work commencing our site supervisor or contracts manager will check that the scaffold design / edge protection is suitable and does not have any obvious defects and that the work area is ready for work to commence.
- The roof stripping will commence by removal of the ridge tiles and capping, materials will be lowered to the intermediate platform and onto the supporting scaffold platform down to the working level all removed recyclable material will be placed in suitable locations around the scaffold platform area products/materials are to be ballasted and secured if there is a possibility of it being moved by winds.
- Robust barriers or solid covers will be fixed over or around openings or fragile surfaces to prevent operatives falling through openings/fragile surfaces.
- The existing built up felt layer and battening will be stripped back and all waste materials placed in the skips provided.
- This will be carried out using stripping blades / scrappers in order to break up the felt into manageable sizes.

New roof coverings and replacements

- Roll out the new membrane from wall plate level up the roof to the ridge and fix in place with the roof battens, the roofers will remain at all time within the cross section of the batten and the roof trusses or spars.
- Once the roof membrane and battening has been completed, the roof slates or roof tiles will be secured with nails or holding down clips proceeding from wall plate level up the roof to the ridge.

- Once all the roof covering has been installed the dry ridge, and dry verges can be installed as per the manufactures guide lines
- All lead work will be carried out in according with building regulations
- Slates or tiles will be delivered to roof level using a BUMPA loading machine in accordance with manufacturer's instructions.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point the do subcontractor's method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the vans.

11. CLOSE OUT / COMPLETION CHECKS

- A qualified supervisor will on completion of the works inspect the roof for any defects or snagging and to make sure all snagging and defects are carried out prior to the scaffolding being dismantled

12. ADDITIONAL RELEVANT INFORMATION

- Not applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*

- All waste materials will be placed into skips and disposed of by a licensed waste carrier

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

- Not Applicable

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07831-438870

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024

19. METHOD STATEMENT ACCEPTANCE SIGNATURES

[illegible]

METHOD STATEMENT

WORKING ON ROOFS

LOCATION OF WORKS **Neptune Mill Manchester**

This method statement is implemented to provide a safe system of work for AJ Developments employees engaged in the operation of Working on Roofs

It is to be read in conjunction with AJ Developments company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments employees and sub-contractors will abide by the site's rules and requirements of this Company and the Client and will attend any induction required in this respect.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the risk assessments are put in place

2. PERSONNEL INVOLVED

AJ Developments operatives and sub-contractors

3. TOOLS

Small Hand Tools
Hand held power tools

4. PLANT & EQUIPMENT

Scaffolds
Ladders
Conveyor Belts
Cranes
Gas Boilers
Flame Guns

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times, Eye protection, ear defenders, dust masks and gloves to be worn as required.

6. MATERIALS REQUIRED

Sand and Cement
Roofing Sheets
Ply
Timber
Roof Trusses
Roof Felts and Membranes
Bitumen
Slates or Composite Tiles
Roofing Membrane

Insulation

7. SAFETY CHECKS ON ALL ROOFING SYSTEMS

Area of works is to have a full perimeter scaffold edge protection erected by a specialist contractor (scaffolding company)

Any areas of the roofs that have open access are to have fall arrest nets or crash decks fitted.

Any access equipment is to be removed at the end of the shift to prevent unauthorised access.

All wind speed regulation is to be adhered to at all times and no works will be done until the wind speed falls below the set limit.

Roofing materials must be lashed to structure until required for use, as must waste materials until it can be correctly removed from height.

Any ice or snow on the roof then works is to stop until this has melted or removed.

Risk assessments Method Statements to be read by all operatives and signed to say they understand them

All personnel to receive site induction prior to commencing works

All operatives to sign in and out each time they enter or leave the site

Edge protection is to be checked daily visually and weekly by the Erection Company and tagged safe to use.

RESCUE PLAN FOR WORKING ON HIGH LEVEL ROOFS

- One member of the work team to be designated as senior fitter to ensure that all safe systems of work are completed and adhered to for the duration of the operations
- Ensure that the onsite staff is instructed on the work operations to be conducted and are thoroughly briefed on the following rescue plan.
- If an operative inadvertently falls from the roof and is left in suspension. The other member of the team is to carry out the following actions:
 - a. Raise the alarm that a person is in suspension – instruct the onsite staff to contact the emergency services and shut down the site from the public.
 - b. Cease all work operations, ensuring that the work area is left in a safe condition.
 - c. Determine the status of the casualty; i.e. conscious, unconscious injured not injured.
 - d. Ensure cordoned off work area is of sufficient size to enable the movement of MEWP to casualty location.
 - e. If the casualty is at the edge of the canopy roof move the MEWP to the location of the casualty.
 - f. If the casualty has fallen through the roof, Move MEWP to casualty location.
 - g. Once at casualty location attempt to remove casualty from suspension and administer first aid.
 - h. If it is not possible to remove the casualty from suspension then administer first aid and create a knee loop and apply to casualty; ensuring his knees are at a level above his hips to reduce the risk of suspension trauma. (The casualties harness may be required to be cut if all other attempts fail)
 - i. Await emergency services attendance if the above initial responses have been completed.

8.0 METHOD:

8.1 Pitched Roofs Slating or Tiling

- Roll out under membrane and fix into place starting at the bottom of the roof with timber battens usually nailed into place, set at the recommended centres for the product that is to be fixed onto the battens.
- Lift onto the mechanical access system designed for slates or tiles using a conveyor belt system at ground level, then remove the product at the roof edge and carry up the roof standing on the previously fixed battens rest into place against the battens ready for fixing.
- Fix down the product using the fixings and guide lines set by the manufacturer.
- Any cuts will be done using a hand held petrol driven cutter and then set into place.
- If the roof system is to be vented then these products will be fixed in accordance with the manufacturers guidelines.
- All propriety flashings will be done as the roof progresses.
- Any kit protruding the roof system will be done as the roof progresses and flashed off accordingly.
- Set ridge tiles at the peak of the roof either with sand and cement, if a dry ridge is to be used then this will be fixed as per the manufactures guidelines.
- Gutters to be fixed to the fascia of the roofing system to the correct falls, with the rainwater pipes being fixed to the face of the building all as per the manufactures guidelines prior to the removal of the scaffolding.
- When all works are complete, checked and signed off then all access equipment can be taken down.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point the do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Foam carbon dioxide extinguisher or Chemical of a minimum 4.5Kg in size, will be provided whenever a bitumen boiler or cauldron is used.

Water fire extinguishers in all other cases will be used.

First aid kits in the site office.

11. CLOSE OUT / COMPLETION CHECKS

12. ADDITIONAL RELEVANT INFORMATION

Not Applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*



14. **SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED** *(Sources of energy or fluid flow etc)*

15. **AUTHORISED BY:** Jake Greenhalgh

16. **CONTACTS:** *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07817-109122

17. **AUTHORISING SIGNATURE**
Jake Greenhalgh

18. **DATE** 11/02/2024

19. **METHOD STATEMENT ACCEPTANCE SIGNATURES**

NAME	SIGNATURE	DATE	COMPANY
I have read and fully understood the above method statement and associated documentation.			

METHOD STATEMENT

Working on Scaffolding

LOCATION OF WORKS **Neptune Mill Manchester**

This method statement is implemented to provide a safe system of work for AJ Developments employees engaged in the operation of working on scaffolding.

It is to be read in conjunction with AJ Developments company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments employees and sub-contractors will abide by the site's rules and requirements of this Company and the Client and will attend any induction required in this respect.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the risk assessments are put in place

2. PERSONNEL INVOLVED

AJ Developments operatives and sub-contractors

3. TOOLS

- Small hand Tools

4. PLANT & EQUIPMENT

- Breakers
- Small power tools

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times, Eye protection, ear defenders, dust masks and gloves to be worn as and when required.

6. MATERIALS REQUIRED

Various Building Products

7. SAFETY CHECKS

- Scaffolding to be erected is to have at its completion a hand over certificate from the scaffolding company to say it is safe to use
- There is also to be a weekly tagged system which will require the scaffolding company to visit site once a week and attached this to the scaffold to say it has not been altered and is safe to use.

- A daily visual inspection is to be carried out by the site agent at the start of each shift to see if there have been any alterations or potential collapse issue.
- All alteration to scaffolding must be by a trained operative or scaffolding company
- Some scaffolds have netting or sheeting in place to prevent dust or particles or in some cases for privacy this is not to be removed by any person not authorised to do so.
- Some scaffolds will also need temporary lighting this is to be installed by an approved electrician and test certification to be provided on completion
- Where mobile towers are to be used PASMA trained or equal trained operatives can erect these towers.
- All access and egress is to be by ladders or in some cases an access staircase.
- All materials that are to be used can either be lifted manually or mechanical means
- If mechanical means are to be used then the scaffolding must have loading bays built into the scaffold at every level of scaffold use.
- If a goods hoist is to be used then this must be installed by the scaffold company and again all test certificates are to be handed over before its use.
- The scaffold company are to induct a small number of people in the safe use of the hoist and these people are the only people that can use the hoist.
- All power to the hoist must be turned off or locked off to prevent any unlawful use.
- If materials are to be stored on the scaffolding these must be set down at regular intervals to prevent any part of the scaffolding becoming unstable or overloaded, the materials are to be set down so as not to impede access and egress
- All access and egress points must be removed or locked off at the end of each shift to prevent unauthorised entry.
- No materials are to be thrown from the scaffolding.
- If waste materials are to be brought down from the scaffolding it is recommended that we use a chute system again this to be installed by the scaffolding company.
- The chute is to be checked at regular intervals throughout the day to see if it has not become dislodged or blocked.
- No works to be carried out in adverse weather conditions, the Site Agent or Supervisor to seek advice on weather conditions from his manager prior to starting work if the weather is adverse.

8.0 METHOD:

- Using the scaffolding is very simple it is no different than accessing most floors within the building and the same rules apply.
- Use of scaffolding is for access and egress to and from the work face only and by the designated access points.
- Operatives must not work directly under any part of the scaffolding where works are taking place for removal or demolition.
- All operatives working on the scaffolding are to give consideration for other users
- All materials at the end of each shift shall be removed or tied down to prevent anything falling or blowing off in adverse weather conditions.
- All operatives who are storing materials on the scaffolding shall not block any routes or emergency access and egress points and will seek advice from the Supervisor before doing so

- Mandatory rule concerning all waste materials will be removed as and when it is generated, no waste materials are to be left on the scaffolding, access and egress routes are not to be compromised no matter what.
- The last operative are to check that nobody is left on the scaffolding at the end of the shift and prior to locking off or removing the access equipment.
- All netting and privacy sheeting is not to be altered by any operative.
- All operatives will not shout or whistle at the passing public
- All works to be carried out in accordance with the specification.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the site office.

11. CLOSE OUT / COMPLETION CHECKS

- Certification for scaffolding
- Safety tags for weekly inspections
- Certification for anything attached to the scaffolding
- Certification for hoists
- Trained personnel only

12. ADDITIONAL RELEVANT INFORMATION

Not Applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*

- By skips or wagons directly to the tip or transfer station

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

- Site supervisor to advise operatives

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh**

Mobile 07817-109122

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024



19. METHOD STATEMENT ACCEPTANCE SIGNATURES

[illegible]