

GA08 Method statement

Company name	Novus Property Solutions	Project title	Manchester Museum - Knock through					
Location	Manchester Museum	Contract no.	D10635HE					
Method statement title	Manchester Museum - Knock through	Reference	V1					
Description of work	Knock through of existing solid wall to create new FD60 Compliant Doorway							
This method statement has been developed and must be read in conjunction with the following risk assessments								
Risk assessment reference number	Title							
PRMS 25	Manchester Museum Knock Through							
Work commences on	TBC							
Areas to be worked in	Manchester Museum G18A Staffroom/Side Corridor							
Duration of work (actual or estimated)	10 Hours							
Number of workers (actual or estimated)	2 Operatives							
Personnel (include details of all personnel involved in the task and any specific training, skills or qualifications required)								
Name	Position	Competence details						
Mark Jewitt	Site Manager	SMSTS, City & Guilds Bricklaying, First Aid						
Emergency arrangement details								
 Fire/evacuation	 First aid	 Pollution/spill	Other					
Raise the Buildings alarm system and exit the building safely reporting to the muster point.	Mark Jewitt (Site Manager)	N/A						
Personal protective equipment (PPE) requirements								
							Other	Other
Head (EN 397)	Foot (BS EN 345-1)	Hi-vis vest	Hand (BS EN 388)	Eye (EN 166)	Hearing (EN 352-1)	Fall arrest		
	☒	☒	☒	☒				
Construction dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)								
Will the work create dust or fumes?						Yes	☒	No
Identify specific control measures to avoid or minimise dust or fumes				All works creating dust must be carried out away from building users. Dust suppression must be used on power tools All Operatives are face fit tested and FFP3 Dust Masks are to be used when creating any dust.				
Identify respiratory protective equipment (RPE) that will be required if dust or fumes cannot be avoided				FFP3 Face Masks				

GA08 Method statement *continued*

Hazardous materials									
Are hazardous materials to be used?	Yes	☒	No	☐	Are COSHH/DSEAR safety data sheets available?	Yes	☒	No	☐
Attach or identify specific controls required from COSHH/DSEAR risk assessment	Attached								
Permit required (<i>tick below</i>)									
Permit to work (<i>general</i>)	☒	Permit to enter (<i>confined spaces</i>)	☐	Permit to dig	☐				
Hot-work permit	☐	Out-of-hours work permit	☐	Other	☐				
Details of person issuing permit(s)	University of Manchester								
Description of safe method of work									
<p>(Where appropriate, include information such as sketches, photographs, details of significant risk control, sequence of works, etc.)</p> <p>On arrival at site all operatives will receive an in depth site specific induction carried out by the Novus SMSTS Trained Site Manager, Rams will be reviewed and All known hazards will be communicated and further Toolbox talks delivered should it be necessary.</p> <p>Operatives will be briefed on the Areas to be worked in daily and the Universities Asbestos Management system Shine will be checked. If no information is available an R & D survey will be carried out.</p> <p>If we come across an unforeseen issues, works will cease and the relevant people will be contacted.</p> <p>The work area will be clearly barricaded off and adequate signage displayed to prevent members of the Public/Museum Staff entering.</p> <p>All doorways must be sheeted up to prevent the escape of dust into other areas.</p> <p>Smoke heads must be isolated/covered prior to prevent any nuisance activations, these must be left fully functional at the end of the shift. This must be checked by the site manager and the checks recorded.</p> <p>No other persons/contractors will be allowed in the area whilst works are being undertaken other than the Authorised Novus Operatives and site management team.</p> <p>Existing services will be removed/Isolated prior to the knock through.</p> <p>All operatives must be wearing adequate PPE (Hard Hat, Gloves, Safety Glasses, FFP3 Dust Mask, Steel Toe Cap Boots)</p> <p>The new doorway will be marked out and the plaster knocked off .</p> <p>Where the wall is to be removed, Acro props and needles must be installed to take the load of the structure above.</p> <p>Once sufficiently supported a stihl saw with a dust extraction unit is to be used to cut out the opening.</p> <p>The blockwork inside of the saw cuts can now be carefully removed, all waste must be removed from site immediately.</p> <p>With the area cleared, the new concrete lintel can be installed above the opening to support the remaining structure, allowing for 150mm bearing either side of the opening. This must be laid on a Level bed of sand and cement.</p> <p>The New lintel must be allowed sufficient time to cure before the Acro Props can be removed.</p>									
Tools, plant and equipment to be used									
Type					Details of inspections/test certificates				
Impact Driver					12 Monthly PAT Testing				
110v Breaker					12 Monthly PAT Testing				
Stihl Saw					Visual checks prior to use by a competent person				

[illegible]