	PORTABLE OFFICES (HIRE) LIMITED	Project Safety Plan and Method Statement	ISO No: QCD/H&S/27
			July 2013

Client	Loreto Sixth Form College
Project Name	Decant Classrooms
Project Date	01.01.2020
Date of Method Statement	01.01.2020

Copies to	Master	✓	**Other**	Ian Smith (Customer Service)	✓
	David Dealtry	✓		Tracey Livesey	✓
	Project Supervisor	✓		File	✓

SUPPLIERS AND CONTACT DETAILS	
Project Owner	Name: Ian Smith Company: Portable Offices (Hire) Ltd Tel: 01244 535566 Email: ian.smith@portableoffices.co.uk
Project Owner	Name: Ian Smith Company: As above Tel: 01244 535566 Email: ian.smith@portableoffices.co.uk
Project Supervisor	Name: John Lutkevitch Company: Portable Office (Hire) Ltd Tel: 07590 225582 Email: john.lutkevitch@portableoffices.co.uk
Site Supervisor	Name: Graham Hall Company: Build Space Tel: 07860 516389 Email: hall267@btconnect.com
Transport	Name: Mr William Gwyn, John Ley Company: Portable Offices (Hire) Ltd Tel: 07720883293 / 07720 883294
Site Personnel	Name: Dan Maddox (POH electrician) Name: Conor Wheeler (POH electrician) Name: Graham Hall (Site Supervisor) Name: Dave Gates (Installer) Name: Dave Moore (Installer) Name: Carpet Fitters x 2 (TBC)

SITE ADDRESS (including postcode)

Loreto Sixth Form College
Chichester Road South
Manchester
M15 5PB

SITE ACCESS (eg grass, tarmac, concrete etc) and any site protection (eg trackway)



Pictures left and right shows access onto site from Chichester Road into Loreto College (Wagons may need to reverse into the grounds in order to manoeuvre on site better)



SITE DESCRIPTION (eg grass, tarmac, concrete etc) and any site protection (eg trackway)



Pictures left and right shows access to the location and where the crane will be set up to carry out the lifting of the units

Picture to left shows access route the area for off loading

Picture to right shows the position were the crane will be set up to off load Lorries and to lift into position



ACCESS DETAIL

Access is via main entrance from Chichester Road South, Manchester, M15 5PB through the main gate and travel over the car park to the location where the lorries will reverse into to meet the crane where they will be off loaded and then able to driver forward from site onto the main road

The ground conditions on site is tarmac and of sound existing surface (awareness is to be made to protect kerbs and paths way on site

ACCESS PICTURES







Pictures shows access route from the main entrance gate onto site and to location

WELFARE ARRANGMENTS	
Canteen facilities are available at	Welfare unit on site supplied by POH
Toilet facilities are available at	Within the welfare unit
Drying facilities are available at	Within the welfare unit

SCOPE OF WORKS (comprehensive detail of work involvement including Health & Safety responsibilities)

To deliver and install 2 no double classrooms & 2 no single classroom on to the allocated area on land indentified on the location site plan and to be installed as per gant chart attached

Scope of works also includes:
Installation of eco jack pads systems
Installation of access ramps & steps
Installation of vermin skirts

All works as detailed on gant chart

PROGRAMME	
Commencement date	02.01.2020
Contract duration	22 Days
Target completion date	30.01.2020
Handover date	30.01.2020

SITE Gant Chart (if available)	**Yes**	**Attached**

SITE SPECIFIC REQUIREMENTS (eg site inductions, working restrictions, special considerations etc)

- Site induction relevant to area of work to be given by project supervisor
- Exclusion zone on the car park with appropriate signage to be erected start and prior to delivery.
- Permit to work given by client prior to commencement.
- Confirmation by client of any underground services or coverage of services by track way
- Banks man required to bring the crane on and off site from public highway
- Protection to pathways and drop kerbs stones

CRANEAGE (to be accompanied by detailed lift plan showing crane and building orientation and radius)	
Crane size and specification	Provided by the customer (Ear to the Ground)
Lifting equipment required	Chain and shackle (all certs etc are with the driver for inspection on arrival.)
Maximum weight of load to be lifted	8500 – 9000kgs
Maximum radius at maximum weight	
Crane Company and type of lift	John Sutch (0151 236 8880) Contract Lift
Crane setup time on site for lift	08.00am

TRANSPORTATION (loading and install sequence)

Thursday 18.07.13

(Deliver and hiab off near crane pick up)

Bay 1	(7.2 x 3mtr)	Rear section	ETA on site
Bay 2	(7.2 x 3mtr)	Front section	ETA on site

Tuesday 23.07.13

Bay 1	(Double Classroom No 1	Gable end No 1)	ETA on Site:
Bay 2	(Double Classroom No 1	intermediate No 2)	ETA on Site:
Bay 3	(Double Classroom No 1	intermediate No 3)	ETA on Site:
Bay 4	(Double Classroom No 1	intermediate No 4)	ETA on Site:
Bay 5	(Double Classroom No 1	Gable end No 5)	ETA on Site:
Bay 1	(Double Classroom No 2	Gable end No 1)	ETA on Site:
Bay 2	(Double Classroom No 2	intermediate No 2)	ETA on Site:
Bay 3	(Double Classroom No 2	intermediate No 3)	ETA on Site:
Bay 4	(Double Classroom No 2	intermediate No 4)	ETA on Site:
Bay 5	(Double Classroom No 2	Gable end No 5)	ETA on Site:

Wednesday 24.07.13

Bay 1	(2020 – 9.6 x 3mtr)	Rear section	ETA on site:
Bay 2	(2020 - 9.6 x 3mtr)	Front section	ETA on site:

Above times stated are indicative can alter subject to weather & transport conditions by the POH / Site Supervisor only on the day if required

Source Loading	Crane	✓	Lorry mounted crane		Other (state)		

PPE REQUIREMENTS	
Minimum requirements	
Safety helmets (POH safety helmets to EN397 European Standard)	✓
Hi visibility vests / jackets (POH hi vis vests to EN471 European Standard)	✓
Wet Weather PPE	✓
Protective gloves (where risk assessment determines)	✓
Protective footwear (POH protective footwear to EN345 European Standard)	✓
Eye protection (where risk assessment determines)	✓
Ear protection as required (where risk assessment determines)	✓
ADDITIONAL SITE SPECIFIC REQUIREMENTS	
Site induction prior to commencement	✓
Inertia reel and harness	✓

HEALTH AND SAFETY REQUIREMENTS	
Minimum requirements	
Safety harnesses (fully inspected and to EN361 CE)	✓
Inertia reels (fully inspected and to EN360 CE)	✓
Access ladders (fully inspected)	✓
Site specific requirements (eg work platforms, towers etc)	

ACCIDENT AND EMERGENCY (site specific hospital address)

Manchester Royal Infirmary
Oxford Rd,
Manchester,
Greater Manchester
M13 9WL

Dial 999 and give site address if required

EMERGENCIES

In the event of an emergency or should a dangerous incident occur, all works are to cease immediately. Following action taken to deal with the emergency, the project methodology is to be reviewed between site supervisor, craneage operator and the client representative to agree the revised methodology. The contract shall not recommence without signed agreement from all involved parties.

INSTALLATION AND REMOVAL OF MULTIPLE CABINS AND MODULAR BUILDING COMPLEXES

All buildings are to be installed in accordance with the accompanying site plan and agreed erection / dismantle sequence.

All work is to be carried out within the scope of the Health & Safety at Work Act and Construction Design Regulations 2007.

- All operatives are to wear specific PPE.
- For jack leg access, operatives will wear safety harnesses and inertia reels.
- Erection / dismantle installation team to use fully trained operatives.

Prior to erection / installation on site:

- All contractors and visitors vehicles are to park appropriately.
- Portable Offices site supervisor is to ensure craneage documentation is up to date and all in accordance with the LOLER regulations.
- Access to site area where necessary to be zoned off and appropriate signage posted in accordance with site plan.
- Sufficient area to be allocated adjacent to proposed installation / removal for the access of vehicles delivering units.
- Sufficient space to be allocated for the accommodation of site staff and storage of plant and construction and waste materials.

INSTALLATION / DISMANTLE

- The complete site is to be cleared of personnel not associated with the initial installation and off-loading of vehicles by client.
- The crane operator is responsible for ensuring that the movement and positioning of the crane is both safe and suitable.
- The crane operator shall check that any ramps, slopes, gates, archways, buildings, overhead lines etc do not present an obstacle or danger and that refuelling or other service vehicles can gain access with causing hazard.
- A 600mm wide clearance between travelling or slewing cranes and any fixtures (guard rail, adjacent building etc) must be maintained. Where this is not practical, any place where a person might be trapped should be enclosed by barriers.
- The crane driver should check that all ropes, chain, slings etc are clearly marked with the safe working load.
- Prior to commencement of the works all operative are to sign this document to confirm a full and comprehensive understanding of the project.
- Hauliers are responsible for the fixing and removal of load retaining straps.
- Installation / removal reams will access lifting points using footed ladders.
- The recognised slinger / signaller or appointed person will be responsible for all craneage signalling to the crane driver.
- All chains and lifting apparatus will be fixed to the recognised lifting points and a test lift will be carried out.
- No load is to be lifted without tag lines attached.
- Wind speed should be checked with the crane driver to ensure suitability for lifting.
- On taking the weight of the load to be lifted, the following points will be checked:
  1. The crane safe working load indicator is functional and indicates a safe working capacity.
  2. The lifting points of the unit are correctly utilized and there are no signs of weakness.
  3. There is no evidence of movement to the crane outrigger feet and foundation.
- Where there is a requirement, bolting of units will take place during the unit erection / dismantle sequence.
- De-rigging of the crane is to be carried out by the crane operator and as recommended by the manufacturer.

TRANSPORTATION

The site supervisor, in combination with the driver, will take responsibility to ensure all units are suitably prepared for safe transit and not excluding but as a minimum, will check the following items:

- Any loose items e.g. light fittings, blinds, carpets, windows, insulation, are secured or removed.

PROJECT INFORMATION

Map / location of Area	Yes	
Site Plan and Unit Orientation (to be provided by Ear to the Ground prior to delivery)	Yes	
Unit Layouts	Yes	
Module Install / Removal Sequence	Yes	
Foundation Drawings	Yes	
Photographs	Yes	
Parking Plan		N/A

Skip Plan (Detailed of above site plan)	Yes	

CIRCULATION		
Name	**Date**	**Method (eg email)**
Tracy Livesey	12.12.2019	E-mail / hard copy
John Lutkevitch	12.12.2019	E-mail
G Hall	12.12.2019	E-mail
Dave Hought	12.12.2019	Hard Copy
File	12.12.2019	Hard Copy
Transport	12.12.2019	E-mail

CUSTOMER METHOD STATEMENT ACKNOWLEDGEMENT					
Accepted by					
Signature		**Position**		**Date**	

CONTRACTOR METHOD STATEMENT ACKNOWLEDGEMENT					
Accepted by					
Signature		**Position**		**Date**	

SITE OPERATIVES

I have reviewed this method statement and fully understand the nature and programming of the associated works.

Signature	Print	Position	Date

PROJECT NOTES

SUBCONTRACTOR PERFORMANCE

IMPROVEMENT OPPORTUNITIES

*** Copy to be forwarded to Adrian Witty, Managing Director on completion of project.**

PROJECT SPECIFIC RISK ASSESSMENTS		√
RA001A	Office Working	
RA002	Display Screen Equipment (VDU)	
RA003	Sub Contractors	✓
RA004	Young Persons (Under 18) On Sites	
RA005	Lone Working in Depots	
RA006	Vehicle Movement in Depot	
RA007	Vehicle Movements	✓
RA008	Loading and Unloading on Site	✓
RA009	Loading and Unloading in Depot	✓
RA010	Loading and Unloading – Lorry Mounted Crane	
RA011	Pedestrians in Depots	
RA012	Fire Risk	
RA013	Poor Lighting Conditions	
RA014	Noisy Areas	
RA015	Dusty Conditions	
RA016	Adverse Weather Conditions	✓
RA017	Bench Mounted Grinder and Buffer	
RA018	Hand / Arm Vibration	
RA019	Circular Saw	
RA020	Jig Saws	
RA021	Manual Handling	✓
RA022	Spray Painting	
RA023	Partitions	
RA024	Pressure Washing	
RA025	Saw Bench / Flipsaw	
RA026	Solvent Based Paints	
RA027	Staircases	✓
RA028	Blades and Knives	
RA029	Door and Frames	
RA031	Plasterboard	
RA032	Safety Harness Rescue	✓
RA033	Plumbing	
RA034	Working Adjacent to Water	

RA035	Working With Sewage	
R036	Working on Railway Premises	
R037	Power / Cordless Drills	✓
R038	Working Near Overhead Power Cables	
R039	Working Adjacent to Machinery / Plant	
R040	Portable Electric Hand Tools	
R041	Windows and Frames	
R042	Concreting	
R043	Materials Storage	
R044	Excavations	✓
R045	Laying of Pipes and Ducts	
R046	Working in and around Occupied Premises	✓
R047	Maintenance of Plant	
R048	Working in and around Excavations	
R049	Underground Services	✓
R050	Laying of Flags and Kerbs	
R051	Diesel Fuel	
ADDITIONAL CONTRACT SPECIFIC RISK ASSESSMENTS / METHOD STATEMENTS		

SITE ATTENDANCE DIARY				
Date	**Name**	**Company**	**Time on Site**	**Time off Site**
