

Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	325
1.2 Method Statement Date	03/07/2023
1.3 Method Statement Author	Steve Mulryan
1.4 Project/Contract	Arthur House
1.5 Start Date	10/07/23
1.6 Expected job duration	24 Weeks
1.7 Client Contact	James Ingle - Sixteen Real Estate
1.8 Description	Refurbishment
1.9 Site Address	Arthur House Chorlton St, Manchester, M1 3FH

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Steve Mulryan	MD		03/07/2023

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Steve Mulryan	Marvin Smedley		
Telephone Number	01614779152	07727188229		

4.0 General Precautions

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

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works.

The area of works and any uncovered areas of historical significance will be highlighted to the operatives in the daily Induction meeting at the beginning of the shift

4.2 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

4.3 Manual Handling

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

4.4 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.5 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

4.6 Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

4.7 Staff and Training

The task will be carried out by staff from MJM, all staff are qualified in their trade, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

All works will be transmitted to all staff on site on the daily Induction we have taken this approach as the work face will be ever evolving

4.8 Tools and Electrical Equipment

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

No Breackers or heavy plant will be used on site, all works will be classified as small tools, and demolition will be sympathetic and care will be taken to mitigate any damage

4.9 Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

4.10 Aluminium Tower Scaffold

The site foreman will ensure that Aluminium Tower Scaffolds are erected correctly in accordance with recommendations provided by PASMA by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower. Any adverse weather conditions must be taken into account and it will be the responsibility of the site foreman or senior person to evaluate the situation prior to work starting and throughout the task.

If the tower is less than 2 mtr in height it will be inspected on erection, after any event that might affect it's stability and at suitable intervals dependant on frequency and condition of use.

Where the tower is above 2 mtrs in height it will be inspected after assembly in any position, after any event liable to have affected its stability; and at intervals not exceeding seven days.

Where towers are to be used in public places: - erect barriers at ground level to prevent people from walking into the tower or work area, minimise the storage of materials and equipment on the working platform, remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

4.11 Asbestos

Staff will only be allowed to work with asbestos containing products providing they have received asbestos awareness training and that the products are asbestos containing cement products, textured coating and floor tiles. Any other asbestos containing materials must only be dealt with by HSE licensed operatives.

Staff working on asbestos materials will wear suitable disposable ppe and a mask rated to FFP3 as a minimum. Any waste, including ppe, will be double bagged and labelled as asbestos and removed to a suitably licensed site.

Any staff who come across any material they believe to contain asbestos are instructed to stop work until it has been established exactly what the material is.

Any survey reports must be provided by the duty holder, the site foreman must ensure that the findings of the report are passed on to all who are working on the contract.

4.12 Contractor and Visitor Safety

MJM Energy And Safety Services Ltd will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

4.13 Controlling dust - Drilling and cutting (Silica, Stone, Brick, Concrete).

During the cutting and grinding of roof tiles brick work etc; there will be dust created. MJM Energy And Safety Services Ltd employees must use the correct type of PPE for this task.

- PP3 half-face dust masks, proof of face fit training must be available on site.
- Water dust suppressant or LEV dust suppressant systems **must be used**.

Smoke detectors in the work area may need to be capped so as to ensure the fire alarm isn't set off as a result of dust, this should only be done on authorisation of the site manager as alternative fire arrangements may be required. Upon completion of the work, the detector caps should be removed and the system tested by a competent person where applicable.

- All cutting equipment must have dust suppression or extraction.
- Cutting areas to be located in ventilated spaces and to be barriered off.

4.14 Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

5.1 Electrical Installation

1. Electrical installation to be completed as per instruction.
2. All relevant certification to be produced and given to designated person

5.2 Bathroom Refurbishment

1. Make good the walls by re-plaster and skim in preparation for decoration.
2. Install water supply pipes and waste pipes to accept new Kitchen works. Ensure sufficient ventilation for working with solder and flux.
3. Carry out any necessary work to ensure plumbing falls in line with current water and building regulations.
4. A fire extinguisher to be close at hand during all hot work, heat pads protection to be used and inspection to all soldered areas in compliance with Hot Work Procedure immediately after and through rest of shift.
5. Remove bathroom pottery and cap off.
6. Connect new water heater to taps ensuring correct handing.
7. Connect sink to previous waste pipe and check all fittings are secure. Adjust feet to level and secure to wall with brackets and proprietary fixings suitable for wall construction.
8. Make up and fit cold water connection to cistern.
9. Re-instate water supplies and check for leaks on all feeds and drains.
10. Apply sealant to joints with adjacent wall surfaces around bath and wash hand basin, point and allow to dry.

5.3 Demolition

1. Demolition works will be carried out to the buildings. Exclusion areas for removal zones will be denoted by using heras panels as required for the exit of materials from the buildings. Waste skips will be positioned adjacent to the work area and will be loaded by the means of a manual handling.

All Insulation, plasterboard, wood and Windows will be loaded into skips located on the driveway locations as indicated on the Site Plan located in the office

Demolition work will be carried out using the techniques from BS 6187-2011 Code of Practice for Demolition

Operatives to remove as much of the waste materials from the building ahead of the demolition works.

Materials that are to be removed by the internal soft strip are doors, door frames, fixed and non fixed furniture, carpets and floor coverings and other materials. Operatives will strip out all doors, frames, windows, timber of any description, (not appertaining to roof or main structure) toilets, pipe work, ducting, electrical items and any debris. Any clean, unpainted constructional timber will be segregated from the general waste. Where this material is free of nails, screws, hinges etc it will be segregated for recycling by

Any materials deemed as not suitable for recycling will be removed from site in skips as controlled waste to an appropriately licensed landfill site. Where possible the materials will be loaded by hand into skips and removed from the site. At no times shall operatives gain access to partially demolished or unsafe buildings to recover soft stripped materials, these materials will be removed by mechanical means and when safe to do so by hand method. All soft stripped materials will be processed and segregated into individual waste/recycling streams. All materials deemed suitable for recycling will be loaded into suitable skips and transferred from the site to a suitable recycling venue. All waste materials unsuitable for recycling will be transported from the site where it will be taken to landfill facilities.

5.4 Demolition Prep Work

1. Put on your personal protective equipment
2. Inform tenant and other occupants of work commencing
3. Cordon off work area.
4. Ensure the area to be dismantled and exit points are clear of obstruction
5. Ensure that safe access and egress is maintained.
6. Locate and make safe by isolation all electrical, water, and gas supply points.
7. Check any electrical or hand tools for damage or faults,
8. Faulty or damaged tools must be removed from service immediately.
9. Cat scan the walls to locate hidden services,
10. Ensure all services are isolated and out of use and remove prior to work
11. Ensure there is enough ventilation to get rid of dust from demolition

5.5 Kitchen Stripping Out

1. Put on your personal protective equipment
2. Inform tenant and other occupants of work commencing and cordon off work area if practical to do so. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from dangers of power tools and substances
3. Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained
4. Locate and make safe by isolation all electrical, water, and gas supply points
5. Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately
6. Carefully dismantle all kitchen units, appliances, and ancillary equipment and remove to designated waste area. Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities
7. Carefully Dismantle larder where required

8. Remove existing wall finishes using steam stripper
9. Cat scan the walls to locate hidden services, ensure all services are isolated, mark out positions of new services and chase out walls
10. Remove existing floor covering
11. Tiled floors to be broken up and removed via hammer chisel
12. Remove all debris to designated waste disposal area
13. Do not leave tools and equipment unattended at any time
14. Ensure area is left safe at end of each shift
15. Ensure cooking and washing facilities are operational at end of each shift

5.6 Lighting Removal & Installation of New

1. Check with principle contractor/site foreman and liaise with other contractors before switching off lighting
2. Lock off lighting circuit, key to be kept with the electrical foreman
3. Fit warning signs to isolating switches
4. Prove the circuit is dead via test meter
5. Remove old light fittings, fit new approved fittings and alter existing switching arrangement where necessary
6. Check all connections and fittings for security and integrity
7. Re energise lighting supply

5.7 Refurbishment

(Supervisor Stephen Mulryan)

1. Sign in with main contractor
2. Receive CDM briefing (asbestos information received and understood)
3. Attend area where work is to commence
4. Area of works to be cordoned off with low level fencing
5. Appropriate signage to be displayed
6. Tools to be checked prior to work commencing
7. Minimum amount of tools and equipment to be taken to work area
8. Step ladders which are to be used have current inspection date and tag displayed, have been inspected prior to use
9. All PPE to be worn as per risk assessment
10. Read, understood and comply with manual handling assessment

5.8 Tiling Walls

1. Cover floor area and any furniture/fittings to prevent damage to goods
2. Clean down walls using proprietary cleaner
3. N.B. Chemical cleaners and work tools such as hot air strippers will not be left unattended in residential properties, this is especially important where children are present
4. Ensure wall is structurally stable, flat, and consists of a suitable substrate
5. Ensure wall is clean dry and free from dust and contaminants
6. Remove all debris and waste to designated waste disposal area
7. Ensure correct adhesive for type of tiles being applied, if necessary consult tile supplier
8. When doing full walls, shower enclosures etc hang a plumb line and mark to ensure good level of finished tiles
9. Mix sufficient adhesive to cover desired application area and apply to wall using flat side of trowel
10. Comb the adhesive to a uniform depth using the notched side of trowel
11. Fit spacers or wedges to top of sinks, shower trays etc to allow 3mm
12. Fix first run of tiles ensuring level and plumb
13. Fit spacers between tiles
14. Firmly press tiles in place
15. Tiles will be cut where necessary using proprietary cutting tools. Notched, curved or quarter round cuts will be done with a wet saw
16. Wipe off excessive adhesive with clean wet sponge
17. Remove all waste and debris from site to designated area, site will be left clean and tidy at the end of each shift
18. Allow adhesive to cure for 24 hours
19. Ensure floor area and any fittings are covered to prevent damage
20. Cover floor area and any furniture to prevent damage
21. Mix sufficient grout to cover required area, refer to manufacturers instructions
22. Using grout float spread grout into joints
23. Make sure all joints are filled
24. Allow grout to set for 20 minutes then wipe residue of with damp sponge cleaned regularly
25. Minimal clean-up water should be used to ensure proper grout curing and maintain colour uniformity
26. Shape grout joints with grout tool
27. Buff tiles with clean cloth

5.9 Soft Strip Works

1. Ensure all personnel have been inducted to site prior to commencing work.
2. Access is via the rear entrance for all materials and personnel.
3. Put on your personal protective equipment
4. Inform all occupants of work commencing and cordon off work area if practical to do so.
5. Particular attention should be paid to property where Other personnel are present; personnel must be kept away from the work area at all times and protected from dangers of power tools, debris and substances.
6. Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained.
7. Ensure adequate lighting is available, use temporary low voltage or battery power task lighting
8. Locate and make safe by isolation all electrical, water, and gas supply points.
9. Check all electrical and hand tools for damage or faults, faulty or damaged tools must be removed from service immediately
10. Cat scan the walls to locate hidden services, ensure all services are isolated, mark out positions of new services and chase out walls.
11. Remove electrical sockets, switches, light fittings etc as plan. Strip out old wiring for lighting and power circuits.
12. Strip out plaster ceilings, covings and ceiling roses etc.
13. Carefully dismantle all specified fixtures and fittings, strip out cupboards and shelving, strip out carpets and other floor coverings, strip wall coverings; skirtings all by hand, and remove to designated waste area / segregated skips.
14. Strip out bathrooms sanitary wear, taps, shower screens, baths, associated fixtures and fittings, doors, Cupboard doors, Wardrobe doors and interior Floor finishes where instructed.
15. Cap open sewer pipes to prevent fume escape into rooms.
16. Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities
17. Mark out and form new door openings
18. Knock out existing blockwork by use of pat tested 110 volt breaker and rubble and debris to designated waste disposal area
19. Do not leave tools and equipment unattended at any time
20. Ensure area is left safe at end of each shift
21. Sign out at end of every shift and hand back security pass where appropriate.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date