

Rylands Building
109 – 127 Market Street
Manchester.
M60 1TA



Planning Method Statement.

For Heritage stair, Inc. column encasements and heritage lift doors.

By: Peter Cresswell
Date: 12/04/2023
Rev: Rev C

Heritage stair, column encasements and lift doors.

i) Introduction / Context

a.

Russells WBHO Ltd has been commissioned by AM Alpha Ltd to undertake works to refurbish and extend the Rylands Building located on Market street in Manchester. Which may be informed by intrusive investigations / survey works, within the building and to the façade and roof areas. The extant building group includes a grade-II listed structure, which is built of a reinforced concrete & steel frame covered with a masonry & stone façade envelope with concrete floor construction.

b.

The investigations and subsequent conservation-led repairs will enable the future use of the building group in accord with the approved Planning Permission and listed building consent. The detailed specifications and implemented works will secure the future performance and lasting repair of the structural components of the building to facilitate its sustainable use.

c.

The works may require some intrusive investigations to better understand the condition and the physical dimensions of some of the building components which are to be repaired. Where possible non-destructive means will be used to gain a full understanding of the building's structure, to confirm the proposed conservation repairs.

d.

Prior to works being carried out on site, Methodologies will be prepared in consultation with the appointed specialists to provide full details of the extent of works and the working methods to be utilised.

Heritage stair, column encasements and lift doors.

ii) Overview

a.

In order to prepare the site for the main works Russell WBHO has undertaken to prepare a methodology for the careful removal of:

- Heritage staircase between level 5 – 6
- 12No. Column encasements
- 2No. Heritage lift doors.
- Heritage Staircase between level 6 - 7

In order to facilitate the proposed demolition works; the staircase, column encasements and lift doors must be removed and put in to storage in order to ensure their safety.

b.

The proposed careful removal works will be as detailed in Figures 1-16 below.

c1.

The Sub-Contract removal works are to be undertaken by:

- Subcontractor yet to be appointed

The architectural floor plan depicts a large rectangular building footprint with a complex internal layout. A grid system is overlaid on the plan, with letters A through Y along the top edge and numbers 6 through 14 along the left edge. Various functional areas are identified, including multiple stairwells (STAIR A, B, C, D, E), goods lifts (GOODS LIFT 1, 2, 3, 4), and a customer lift shuttle. A red circle is drawn around the 'CUSTOMER LIFT SHUTTLE' area, which is located in the central part of the plan. The text '4 column encasements' is positioned above this circled area. The right side of the plan shows the building's exterior boundary, which follows a curved path adjacent to a road labeled 'TIB STREET'. Other features include a 'REPAIR ROOM' and several smaller utility or storage spaces.

Figure 2 – Fourth floor plan.

- Column Encasements
- Lift Door set
- Staircase

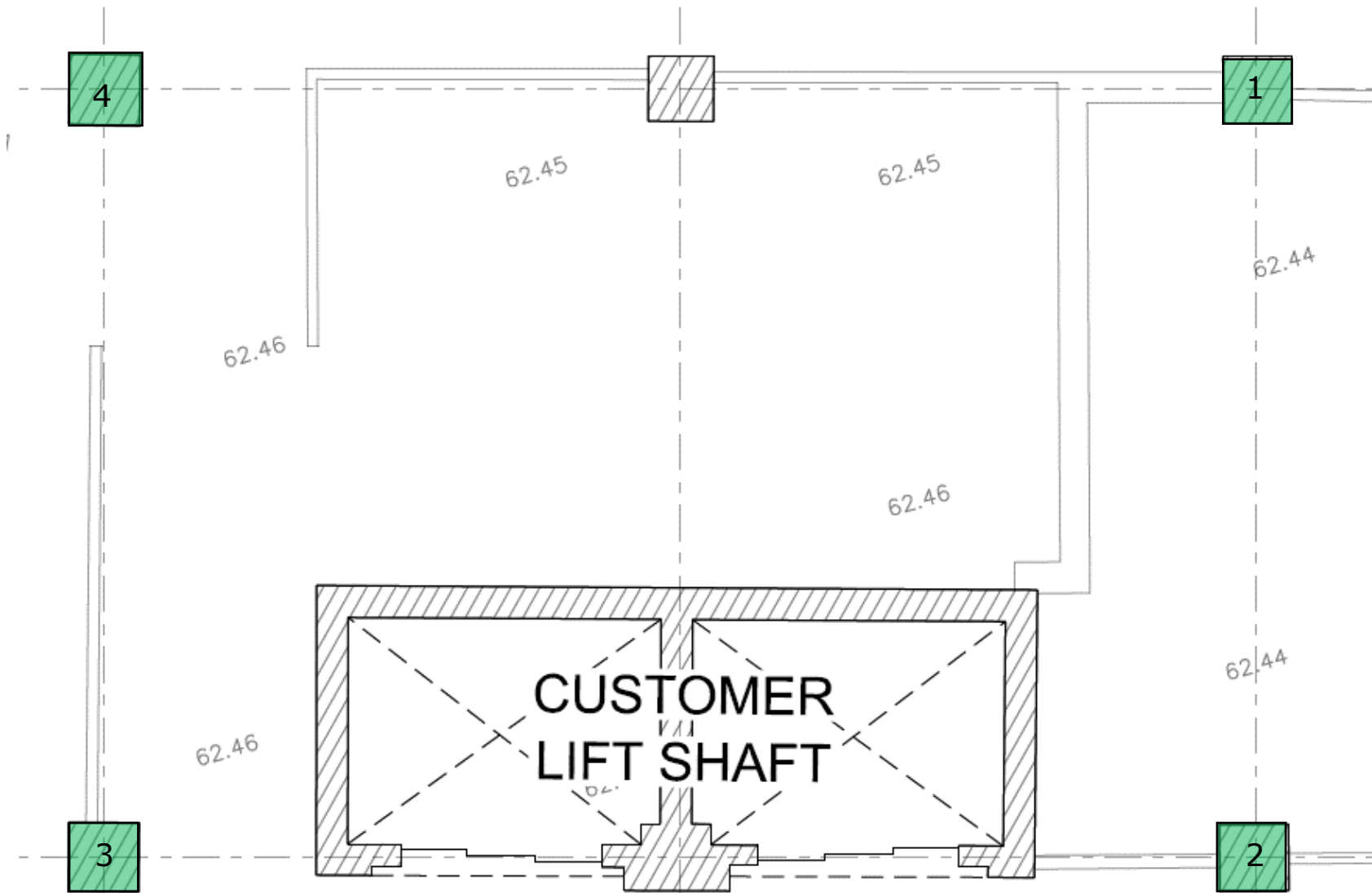


Figure 3 – Fifth floor plan.

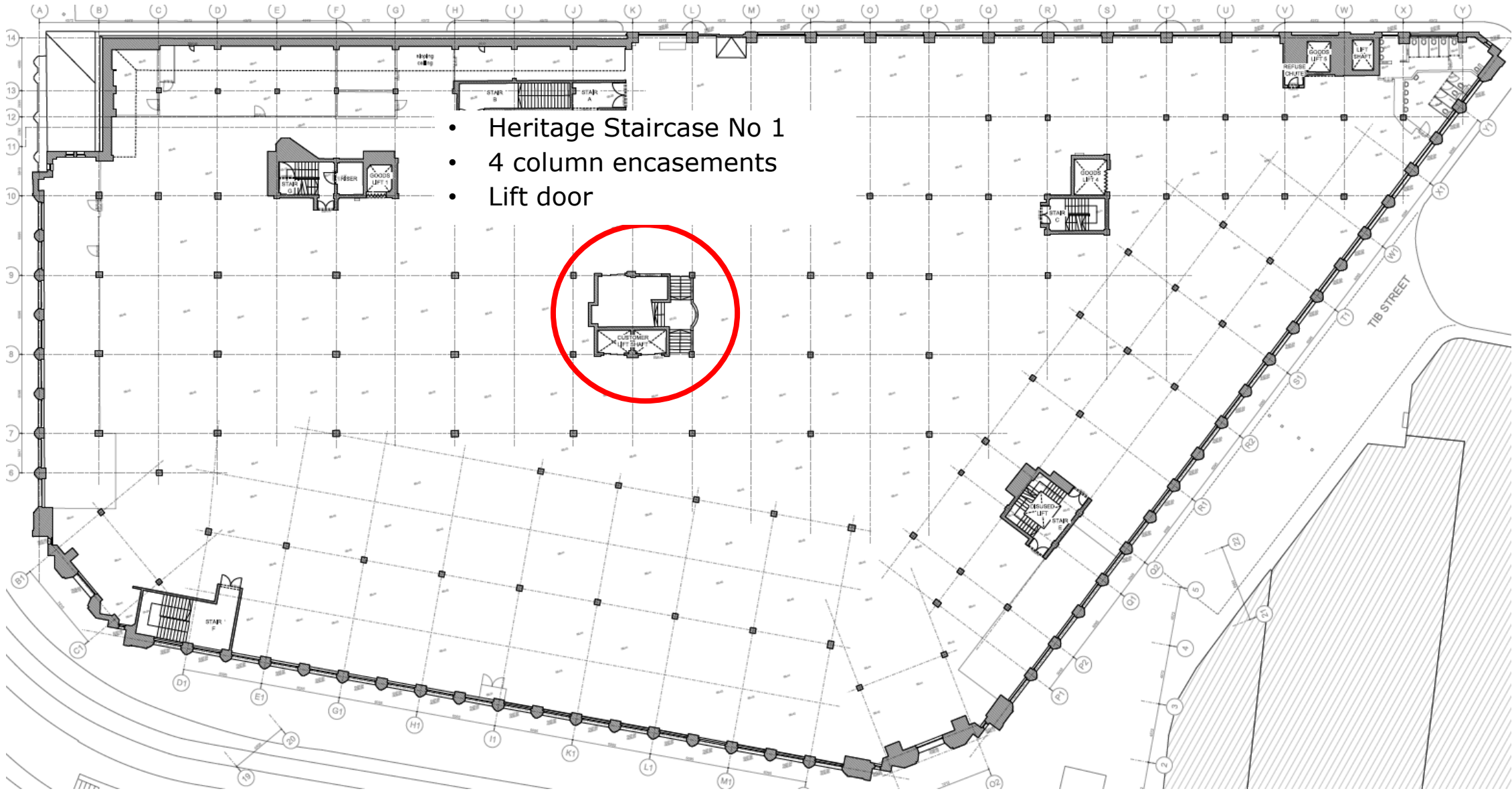
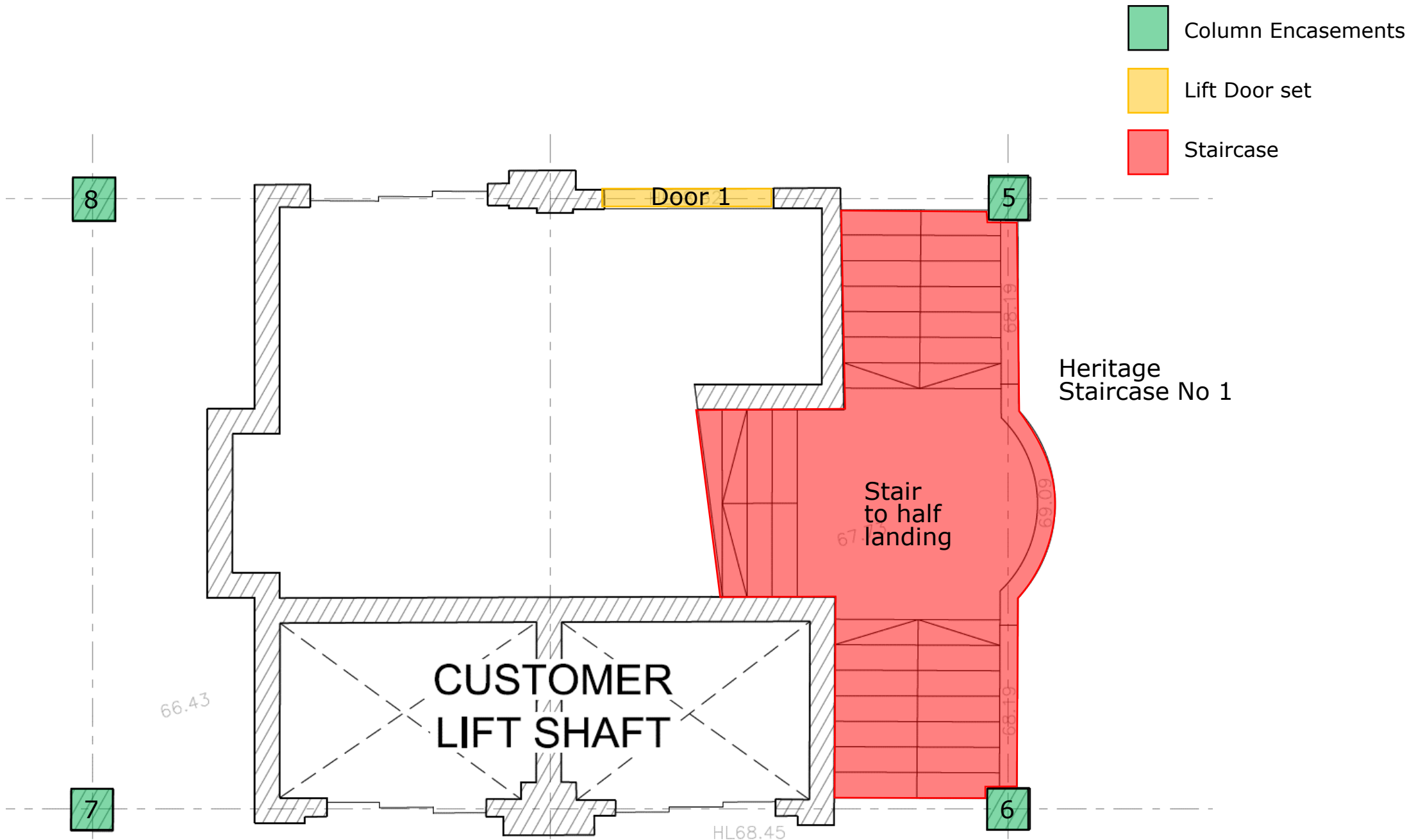


Figure 4 – Fifth floor plan.



Architectural floor plan of a large hall, likely a museum or exhibition space, featuring a grid system (A-Y, 1-14). The plan includes various rooms and facilities, with two specific areas highlighted by red circles:

- Heritage Staircase No 1
- Heritage Staircase No 2

Other labeled features include:

- drinking cabinet
- GOODS LIFT 1
- GOODS LIFT 4
- GOODS LIFT 5
- CUSTOMER LIFT SHAW

The hall is bordered by TIB STREET on the right side.

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- A diagram of a building floor plan, likely a retail store, with a red circle highlighting a specific area. The plan shows a central area labeled "CUSTOMER" with a "11' x 14'" dimension. To the left of this area is a staircase. The entire plan is enclosed within a red circle, which is superimposed over a grid of dashed lines. The grid lines are labeled with numbers 1 through 10 along the top and bottom edges, and letters A through J along the left and right edges. The red circle is centered over the "CUSTOMER" area and extends slightly beyond its boundaries.

Figure 6 – Sixth floor plan.

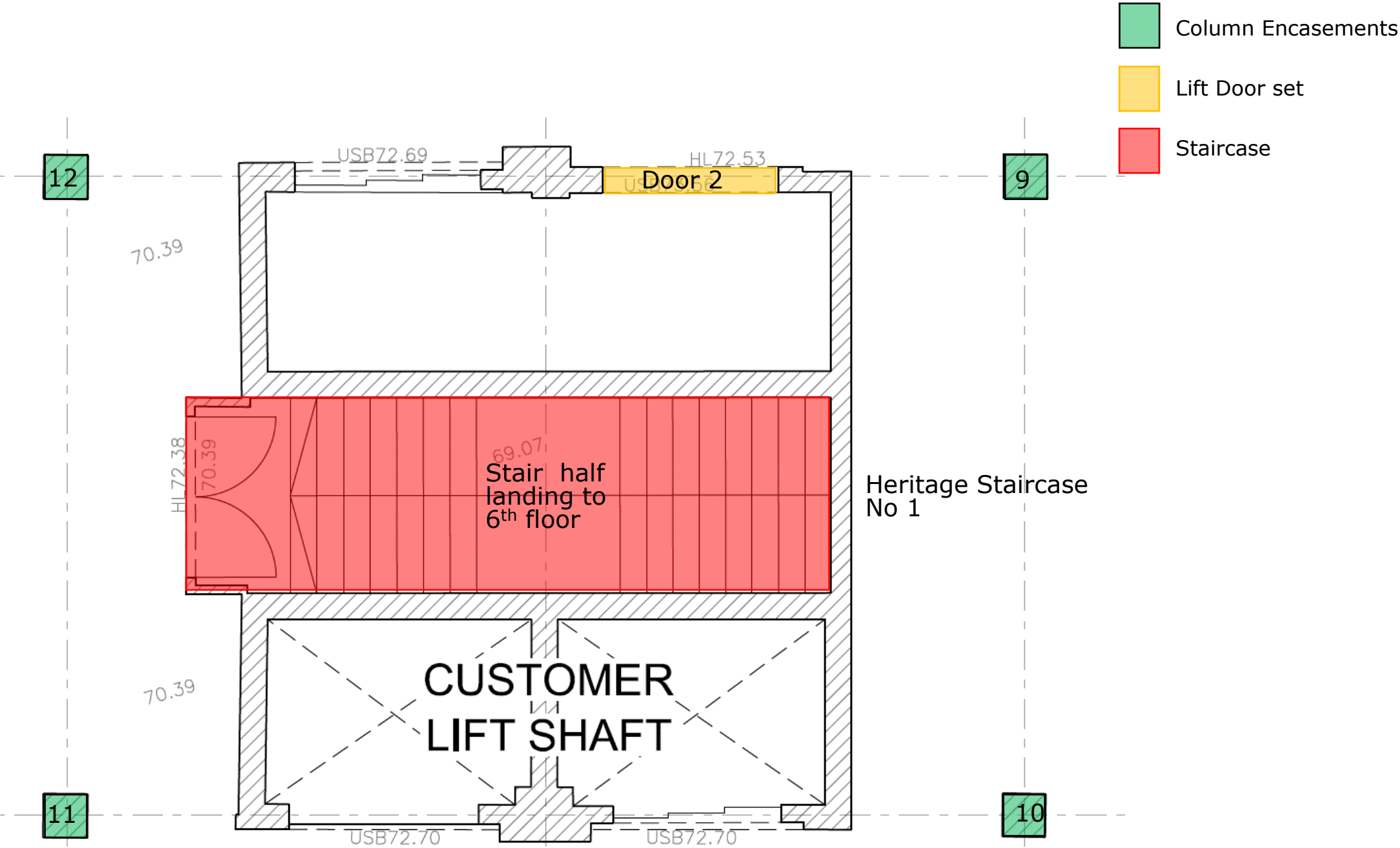


Figure 7 – Seventh floor plan.

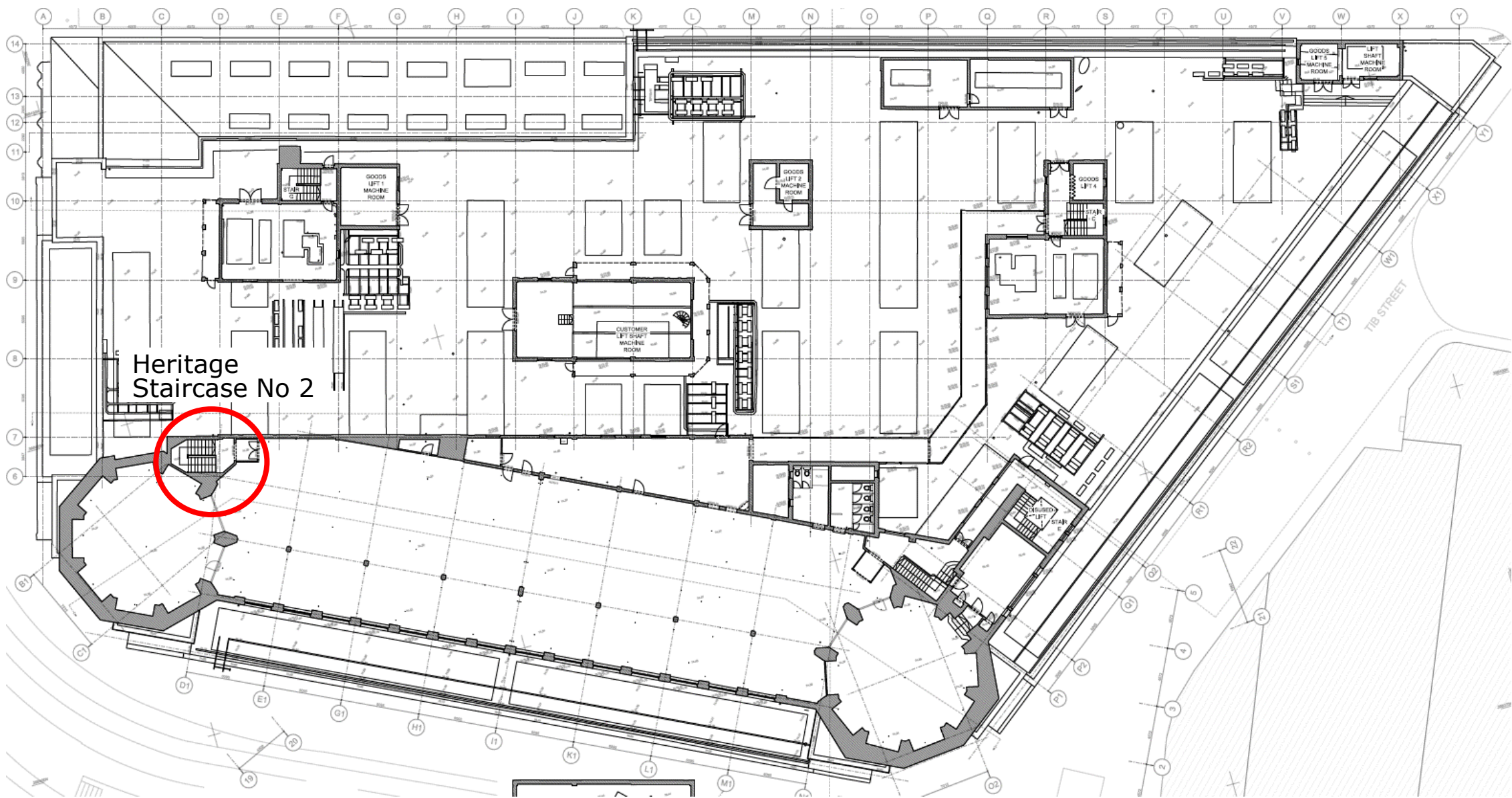
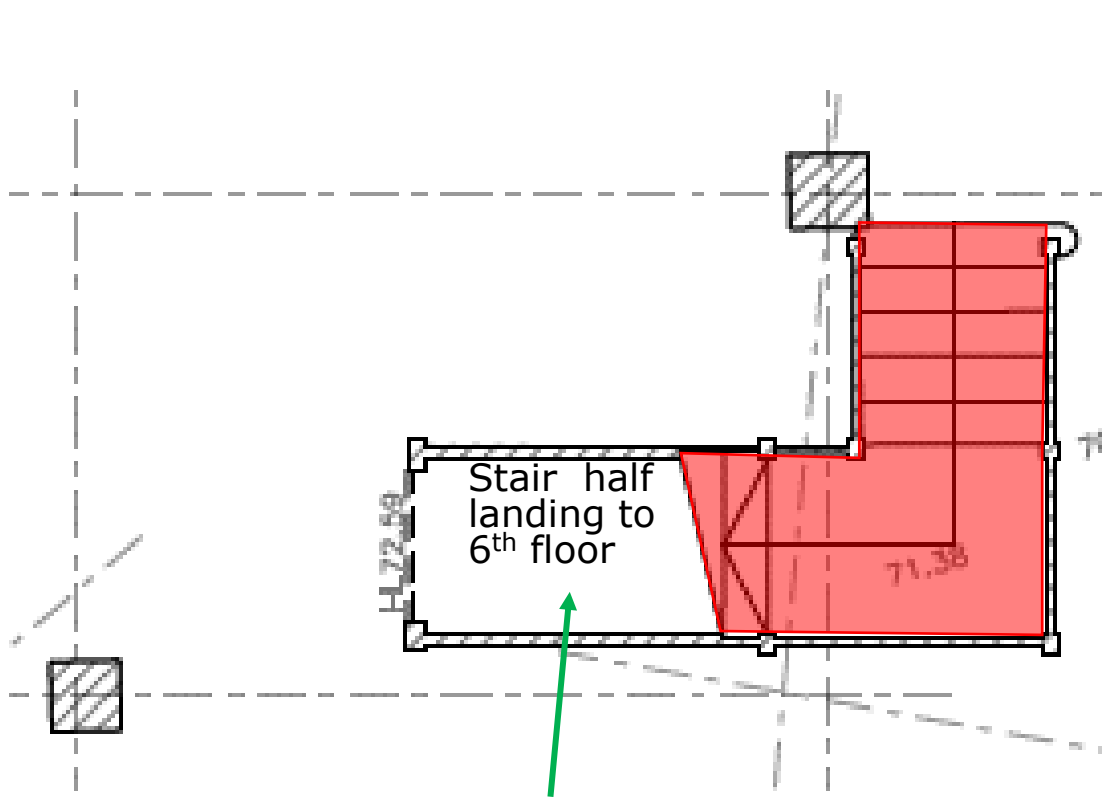


Figure 8 – Sixth floor plan.



- Column Encasements
- Door set
- Staircase
- Lobby

Lower part of heritage staircase 2 (figure 8) to be removed & protected for reinstatement as per the architect details.

Upper section of heritage staircase (figure 9) to be protected and sealed off to prevent access.

Figure 9 – Seventh floor plan.

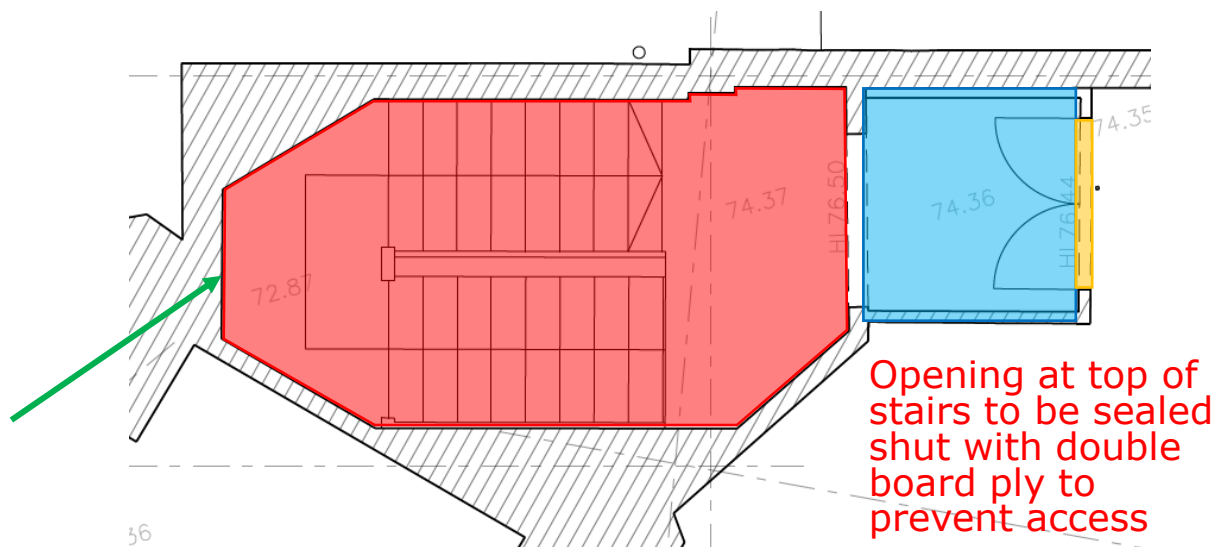


Figure 10 – Column encasement removal



Column encasement Key features

1. Head detail.

- Formed plaster with a painted finish to match timber below.
- Fitted in 2 halves with a joint as noted by the yellow dash line.

2. Main Body

- Timber panelling fitted to a subframe.
- Corners have been finished with a quadrant bead

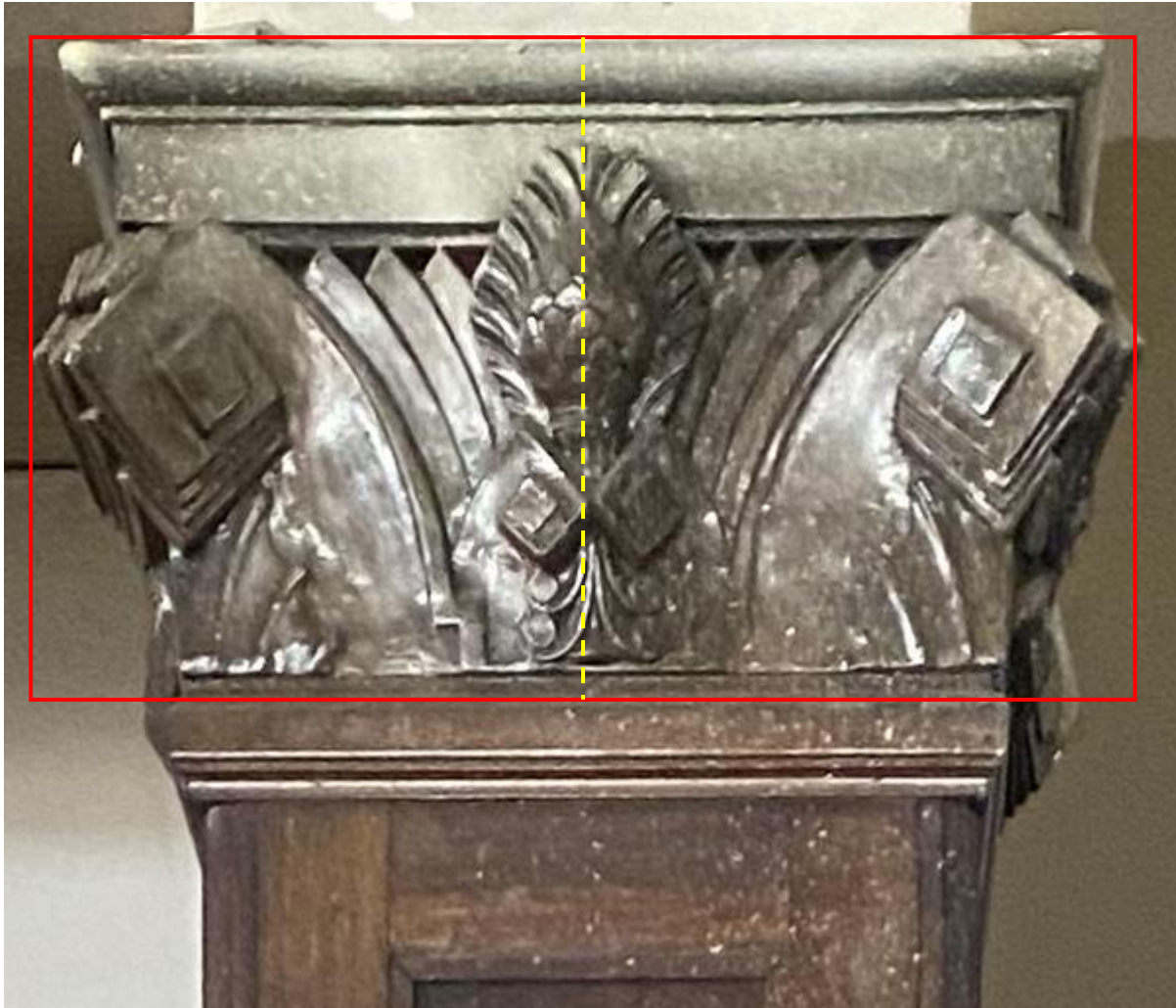
3. Skirting boards

- Fitted in 4 lengths (suspect to upper panels)
- Fitted to adjacent stair panelling and skirting board.

Method of Removal – Timber Components

- Carefully prise the corner beads off, de-nail & set aside.
- Remove the skirting boards from the base, de nail and set aside.
- Remove the fascia panels from all 4 sides and lay flat.
- All components from each column will be stored in a purpose made box.
- A full photographic survey will be done prior to removal
- Pictures will be taken at key moments to document the removal sequence
- Laminated copies of all pictures will be included in the storage box to assist with the re fitting process.

Figure 11 – Column encasement removal



Method for the careful removal of the plaster head

1. Carefully remove timber beading to the top of the main body
2. Carefully cut the plaster along the original formation line to the front & rear so as to create 2 halves.
3. Carefully remove any packing material or fixings visible from the top or bottom
4. Using at least 2 operatives, carefully pry each half apart so as to free it from the structure beneath
5. The 2 halves will then be loose fitted to a purpose made ply wood box to keep them rigid for storage.
6. Identification tags will be attached to the ply wood box so as to identify location.
7. Bubble wrap will be used to protect.
8. The parcel will be stored within a larger crate that will house all of the plaster heads.
9. A set of 'As fitted' condition pictures will be produced for information and future rebuild.

Figure 12 – Lift door removal



Method for the careful removal of the former lift door components & architraves.

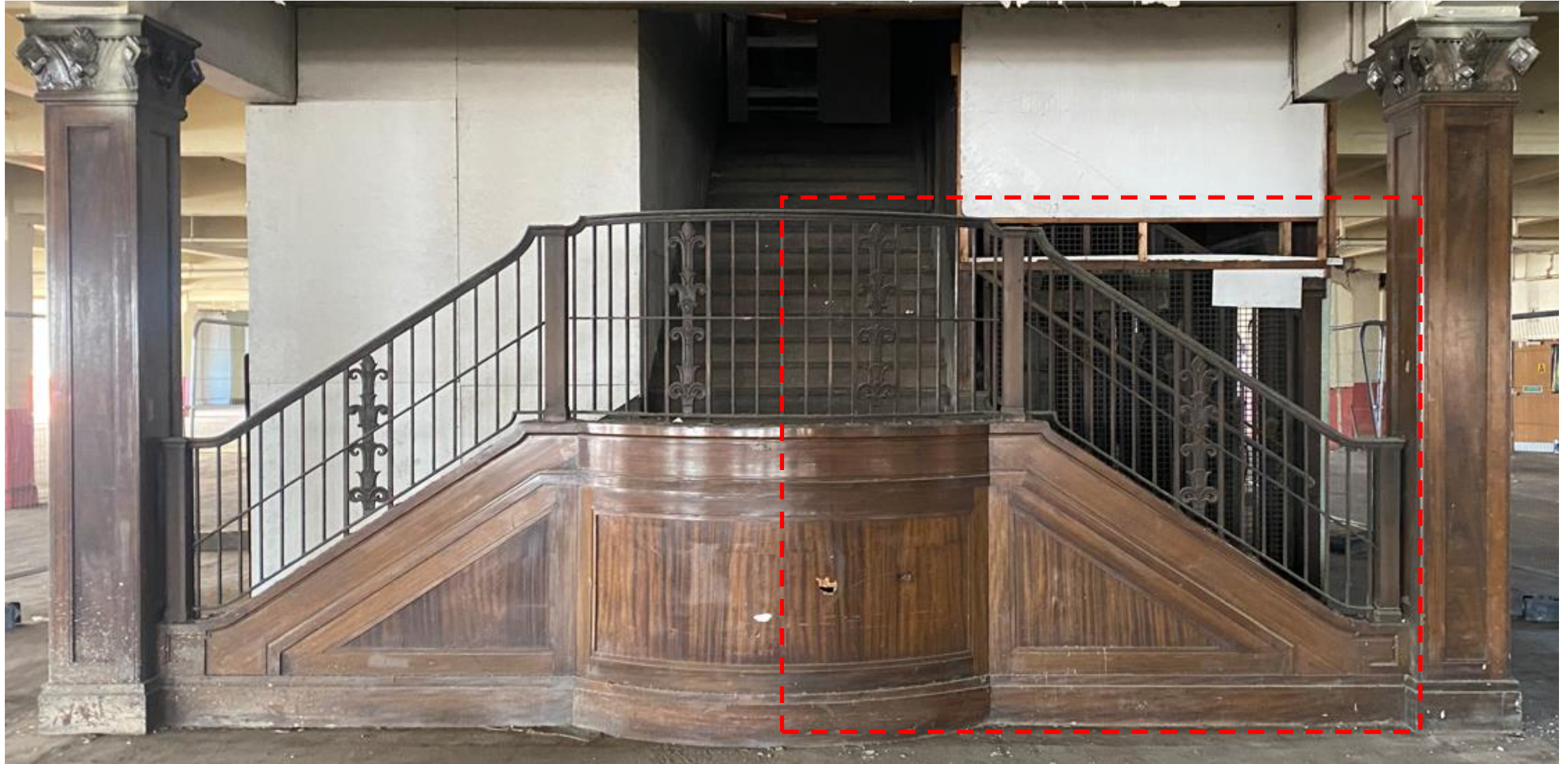
Important – Before removing each piece and after removal, condition pictures must be taken.

After each piece has been removed it is to be placed in a purpose made ply box lined with bubble wrap

2 operatives required for the removal.

- Remove all loose and protruding fixings from the doors and frame
- Remove steel capping piece to the internal side of the doors
- Treat each door individually when removing starting with the door on the inner-most leaf
- Remove heritage hinge and fixings keeping door in place as well as above door fixings
- Carefully remove door from the opening
- Repeat process for other door to complete lift door removal
- Carefully remove skirtings around heritage architraves
- Carefully remove heritage architraves piece by piece

Figure 13 – Staircase removal - 5th Floor to half landing.



Removal of stairs to half landing is to be completed in two parts

Figure 14 – Staircase removal - 5th Floor to half landing.



Important – Before removing each piece and after removal, condition pictures must be taken.

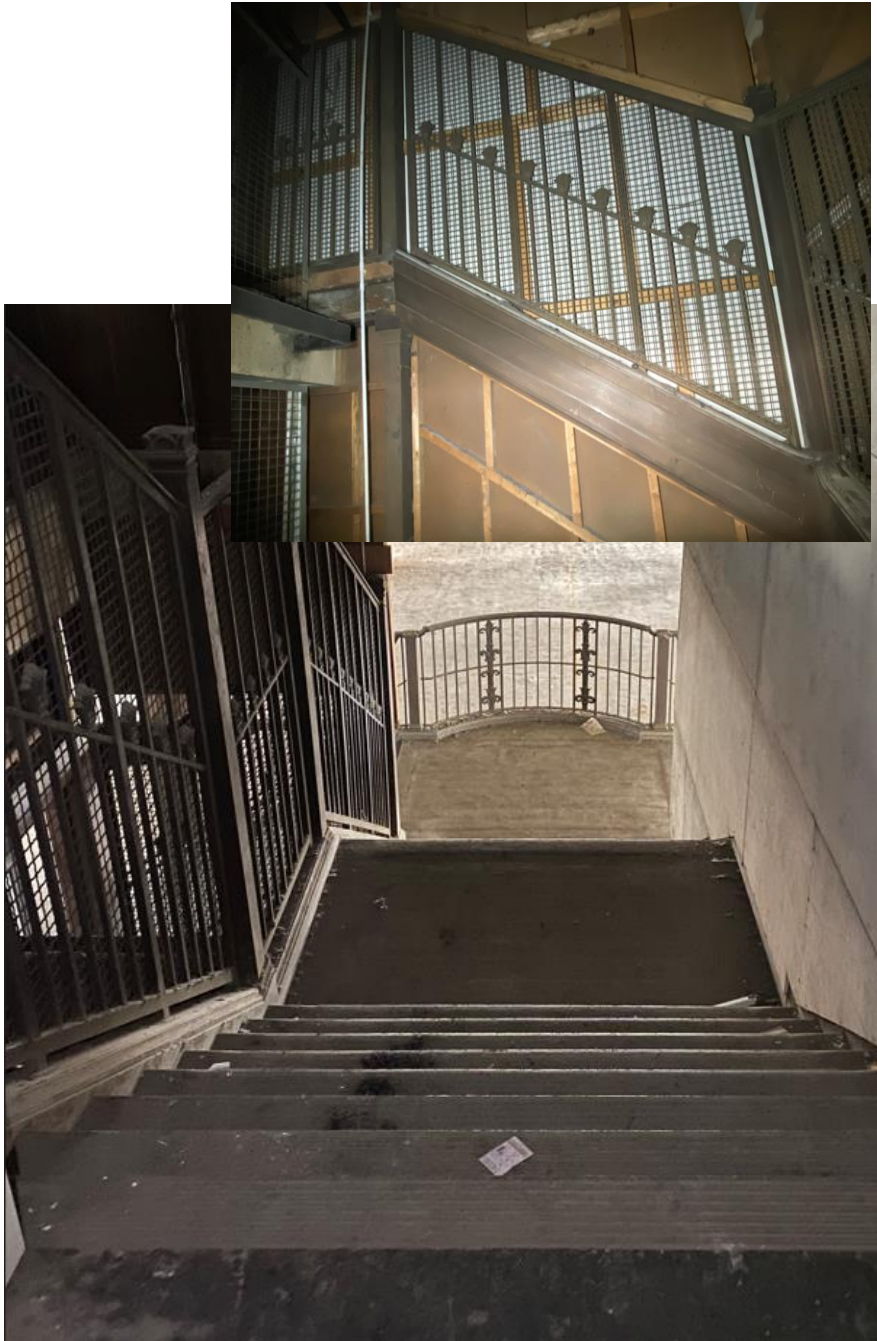
After each piece has been removed it is to be placed in a purpose made ply box lined with bubble wrap

2 operatives required for the removal.

Once the column encasements have been stripped this will expose the newel post and allow the careful removal of the staircase to the half landing.

- Carefully take the capping handrail off the balustrade and newel posts
- Carefully pry the bottom newel post away from the balustrade
- Cautiously lift the balustrade from the stringer and pry away from the top newel post – careful not to allow the balustrade to drop
- Carefully remove newel post on the half landing newel post
- Carefully pry up stringer piece from panelling using multiple points of leverage to avoid splitting the woodwork
- Carefully lift and remove stair treads and risers systematically one by one
- Carefully take staircase panelling apart piece by piece
- Repeat works for opposite side

Figure 15 – Staircase removal - Half landing to 6th.



Important – Before removing each piece and after removal, condition pictures must be taken.

After each piece has been removed it is to be placed in a purpose made ply box lined with bubble wrap

2 operatives required for the removal.

- Erect working platforms in shafts
- Working top down, carefully remove treads and risers down to the crescent half landing
- Check with supervisor / scaffolding team that the temporary works in the void is complete and has been checked
- Carefully remove the 4 feature heads on the newel posts, exposing the capping rail
- Carefully remove both layers of the capping rail
- Remove the mesh railing from the balustrades
- Carefully remove the top newel post releasing the first run of balustrades to be removed.
- Carefully remove first run of balustrade to mid-landing
- Carefully remove the first newel post working down on the mid landing, releasing the removal of the second run of balustrades to the 2nd newel post on the mid-landing
- Carefully remove 3rd newel post
- Carefully remove final run of balustrades on the staircase
- Carefully remove 4th newel post
- Carefully pry up staircase stringer

Figure 16 – Heritage Staircase 2 removal



Method for the careful removal of Heritage Staircase 2 (Lower portion):

- Working top down one side at a time: carefully remove the top newel post
- Carefully remove the handrail and attached panelling (down to the stringer) to the next newel post along.
- Repeat this process down to the bottom of the staircase and repeat for the other side of the staircase
- Once all newel posts, handrails and side panelling is removed, working top down, carefully remove the treads and risers
- Carefully pry up the staircase stringers, using multiple points of leverage when needed to avoid splitting the woodwork
- Piece by piece, carefully take the heritage panelling apart on the sides of the staircase
- Store staircase components in bespoke crates on level 6
- Architect to advise reinstatement strategy

Important – Before removing each piece and after removal, condition pictures must be taken.

After each piece has been removed it is to be immediately placed in a purpose made ply box lined with bubble wrap

2 operatives required for the removal.

Heritage stair, column encasements and lift doors.

iii) Design Team Information

a) The Heritage Feature works shall be undertaken with reference to the project architect's drawings, relevant structural reports, and the heritage architect's report.

Design team documents are to be appended to this document:

- Jeffery Bell architects (JBA) set of proposed GA drawings
- SLHA inventory of historic building features

b) The Heritage Feature works are required in order to facilitate the soft strip works, and enabling surveys leading to the main works as per the approved designs as noted in the appended Architects and Structural Engineer's drawings and reports.

Heritage stair, column encasements and lift doors.

iii) Design Team Information – Architectural

Jeffrey Bell Architects – Architectural Drawings (Appendix B)

Organisation	Drawing No	Rev	Title	Date	Purpose
JBA	1526_AL(04)210		PROPOSED PLAN SUB BASEMENT		
JBA	1526_AL(04)211		PROPOSED PLAN BASEMENT		
JBA	1526_AL(04)212		PROPOSED PLAN GROUND		
JBA	1526_AL(04)214		PROPOSED PLAN FIRST		
JBA	1526_AL(04)215		PROPOSED PLAN SECOND		
JBA	1526_AL(04)216		PROPOSED PLAN THIRD		
JBA	1526_AL(04)217		PROPOSED PLAN FOURTH		
JBA	1526_AL(04)218		PROPOSED PLAN FIFTH		
JBA	1526_AL(04)219		PROPOSED PLAN SIXTH		
JBA	1526_AL(04)220		PROPOSED PLAN SEVENTH		
JBA	1526_AL(04)221		PROPOSED PLAN EIGHTH		
JBA	1526_AL(04)222		PROPOSED PLAN NINTH		
JBA	1526_AL(04)223		PROPOSED PLAN TENTH		
JBA	1526_AL(04)224		PROPOSED PLAN ROOF PLANT		
JBA	1526_AL(04)225		PROPOSED PLAN ROOF		
JBA	1526_AL(04)260		PROPOSED ELEVATION A (SOUTH)		
JBA	1526_AL(04)261		PROPOSED ELEVATION B (EAST)		
JBA	1526_AL(04)262		PROPOSED ELEVATION C (NORTH)		
JBA	1526_AL(04)263		PROPOSED ELEVATION D (WEST)		
JBA	1526_AL(04)280		PROPOSED ELEVATION A (SOUTH) - EXTENSION		
JBA	1526_AL(04)281		PROPOSED ELEVATION B (EAST) – EXTENSION		
JBA	1526_AL(04)282		PROPOSED ELEVATION C (NORTH) – EXTENSION		
JBA	1526_AL(04)283		PROPOSED ELEVATION D (WEST) - EXTENSION		

Heritage stair, column encasements and lift doors.

iii) Design Team Information – Additional information

Steven Levrant Heritage Architects (Appendix C)					
Organisation	Description	Rev	Title	Date	Purpose
SLHA	Inventory of Historic Features	15/02/2023			

Heritage stair, column encasements and lift doors.

iv) Implementation Methodology

a)
Prior to any works commencing the client team will brief all operatives on the approved Task Method Statements. All site operatives will be made aware of the Heritage significance of the building and specifically those elements affected by their planned works. This aspect will also be covered in the pre-start induction and relevant activity briefings.

Tool Box Talks will be undertaken and a record kept of such briefings as they take place.

b)
Individual Task Method Statements will include a detailed description (if necessary, including sample photographs of typical/similar works) to enable the client team to fully understand the extent of work to be undertaken. This should include:

1. **Location of the works** – marked-up drawings to be provided of the work locations. Where possible photos of the actual work area suitably marked up should be provided as part of the Contractor's Methodology.
2. **Description of the works to be undertaken**, including whether material is to be removed as part of the investigations and how this will be recorded and transported from the work area.
3. **The materials and specifications of the repair/reinstatement works.** – if the Heritage Feature works require that elements of the building fabric that are not already identified for removal in the main works will be reinstated to an appropriate acceptable standard – This applies to heritage staircase 2, the architect is to provide information relating to the reinstatement strategy
4. **Equipment** – Details of the equipment required to undertake the works will be identified in the task-specific Risk Assessment & Method Statement.
5. **Attendances required** – to include lighting power, ventilation, communications, and access.

Heritage stair, column encasements and lift doors.

iv) Implementation Methodology – b) Individual task method statement

b)

Individual Task Method Statements should include a detailed description (if necessary, including sample photographs of typical / similar works) to enable the client team to fully understand the extent of works to be undertaken.

1. Location of the works – marked up drawings to be provided of the work locations.

See Figure 1 – 16 above.

2. Description of the works to be undertaken.

See the task-specific Risk Assessment & Method Statement

3. The materials and specification of the repair/reinstatement works.

- It is not envisaged that any repair works will be required. However, if repairs are required they will be undertaken following consultation with the architect and structural engineer – only heritage staircase 2 according to architects detail.

4. Equipment – details of the equipment required.

- A detailed Risk Assessment and Method Statement will be produced in advance of works being undertaken and will specify all specialist tools and equipment necessary to carry out the works.

5. Attendances required –

- Russells WBHO will provide supervision & site infrastructure to allow the tasks to be carried out safely and in accordance with the Employers Requirements and in line with the architects and engineers drawings and specifications.

Heritage stair, column encasements and lift doors.

v) Recording

a.

A full condition survey of each item due for removal has been undertaken and is available upon request.

b.

Whilst works are ongoing progress reports and photographs will be taken and recorded for Quality Assurance purposes in line with the Russell WBHO procedures. These will be available upon request.

vi) Protection

a.

Surrounding items as listed within the SLHA inventory of heritage features that have been identified for retention and protection will be kept safe and free from damage. Specific information relating to protection of the specific items is covered under separate methodology.

Heritage stair, column encasements and lift doors.

vii) Re-instatement Proposals

- a.
 - The areas cleared of Heritage Features will be left clean & tidy. The only heritage feature with the intent of being reinstated is heritage staircase 2 as per the architect detail (to follow).

Heritage stair, column encasements and lift doors.

viii) Construction Programme

a.

The programme of works is to be as follows: (This may be subject to change to suit project constraints)

- Submit Heritage works method statement to MCC and await approval – to be submitted W/C 10/04/23 – 8 Weeks
- Receive confirmation and approval to proceed with the work from MCC *
- Appoint contractor and formulate task specific RAMS – 4 weeks
- Commencement and completion of works – 6 weeks
- Review of heritage items and their potential for re-erection / re-use *

Heritage stair, column encasements and lift doors.

ix) Competency of those involved

- a.
- All operatives working on the project will be required to attend a site induction led by Russell WBHO before starting work.
 - All operatives will be required to hold a valid current CSCS card and competence cards suitable to their trade and the equipment they are using.
 - All operatives will be required to sign up to the approved Risk Assessment and Method Statement prior to starting work.
 - All work operations will be overseen by a supervisor working directly for the sub-contractor and by Russell WBHO Site / Project management
 - All work activities will be reviewed at regular intervals by Russell WBHO safety team to ensure safe working practices in accordance with the approved RAMS.

b.

Where additional competence is required this will be noted accordingly.

Heritage stair, column encasements and lift doors.

x) Technical compliance

- a.
The Task Method Statement should refer to the relevant technical compliance required by, for example, the following.
- b.
Scaffolding erection for crash decks as per the Russell WBHO temporary works design and sign-off procedure. The temporary works procedures and the temporary works design for this element will be made available on request.
- c.
The sub contractors RAMS & Health and Safety information will be made available upon request.
- d.
Preparation and re-instatement of material to be undertaken to comply with Manufacturers Specifications.
- e.
Plant & Equipment, for example:
 - Access scaffold, mobile tower – to comply with Russell WBHO works procedures.
 - Power tools – to Russell WBHO works procedures.

Heritage stair, column encasements and lift doors.

xi) Management of Heritage Risks

a.

The task method statement should note identified heritage risks associated with the specific task and how they shall be managed throughout the duration of the works.

- Method Statements for the removal works will be prepared in advance of works commencing and will be available upon request.
- As per previously noted; all heritage items will be carefully removed and stored with instruction on re-erection where required

Heritage stair, column encasements and lift doors.

xii) Supervision & monitoring of work.

a.

Russell WBHO will provide supervision as required to undertake the works in a safe manner. In brief this will comprise of but not be limited to the following:

- 1 No. Contracts manager – Occasional site visits and high level review of works and safety procedures.
- 1 No. Project manager – Regular site visits and in depth review of works and safety procedures.
- 1 No. Site manager – Multiple Daily site visits and intimate knowledge of works and safety procedures.
- 1 No. Assistant site manager – Multiple Daily site visits and knowledge of works and safety procedures.
- 1 No. Site Operative – Based on site and responsibility for implementing cleanliness requirements and general tasks.

b.

All specialist Sub-contractors will also provide supervisors for each of their teams.

This will be in the form of a working foreman. They will be responsible for implementing the works safely and in accordance with the drawings and approved Risk Assessment and Method Statement.

c.

Each specialist sub-contractor associated with the works will be required to undertake Quality Assurance to ensure that the works have been undertaken in accordance with the drawings and specification and to prove (if required) that suitable working standards have been met without the need for possible destructive investigations.

Heritage stair, column encasements and lift doors.

xiii) Environmental

a.

The environmental protection for all operatives:

Russell WBHO require all operatives to have a minimum 4-point Personal Protective Equipment (PPE):

- Hard Hat,
- Hi-Viz,
- Gloves,
- Safety boots.

b.

- Additional PPE specific to the tasks (e.g. coverall suits, respirators etc) should be also highlighted in the Task Method Statements and worn to suit requirements.

Heritage stair, column encasements and lift doors.

xiv) Dust

a.

It is likely that works to remove debris in the various locations will generate a level of airborne dust.

- Sub-Contract RAMS will detail the control and mitigation measures necessary to ensure dust and in particular silicates are suitably managed to ensure the safety of operatives and building users.
- Russell WBHO will ensure strict adherence to the approved RAMS.

b.

Any requirements for extract ventilation will be noted within the specific Sub-Contract RAMS and implemented if required.

xiv) Temperature & Humidity

a.

The environmental conditions within the building will be monitored. If conditions of temperature, humidity, cleanliness etc become an issue they will be addressed as and when required.

- It is not anticipated that there will be any issues with temperature or humidity during the works.
- Cleanliness of the work zones will be continuously monitored and a standard maintained.
- If work areas become untidy, Russell WBHO management will issue a 'Stop & Tidy up' notice.

Heritage stair, column encasements and lift doors.

xvi) Approval, Review & Briefing

- a.
Russell WBHO will ensure that activity specific Health & Safety method statements for each works operation will be prepared by the sub-contractor appointed to carry out the works. These will be reviewed for approval. Only once approved will the sub-contractor be permitted to commence works operations.
- b.
Where relevant and applicable to a Planning Condition or Listed Building Condition the sub-contractor's Task Method Statements will be submitted to Manchester City Council for approval. This could result in some delay in sign-off for commencement of particular tasks.
- c.
All operatives working with the Task Method Statement will be fully briefed on the document and will sign a briefing sheet to confirm their understanding.
- d.
Regular activity briefings will be issued to the operatives by the Specialist Contractors Supervisors and Managers to identify any changes from the previous day and health and safety issues or any changes to the heritage considerations.