

Safe System of Work

Method Statement

Project:	Krispy Kreme Insomnia - Cross Street Manchester (E22213)	Project No:	13231J
Prepared By:	Simon Morgan	Date:	2 nd May 2023
Title:	Method Statement		

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This Method Statement has been produced to assist Barnwood Employees to carry out operations safely and efficiently and to ensure all individuals are aware of the heritage constraints associated with working within a Listed Building. It is therefore, essential that all relevant information is passed onto and understood by those carrying out the work. **Note:** Variations or deviations of this Method Statement will not be made without the prior agreement of the Contracts or Site Manager.

1. Description of the Planned Works to be Undertaken (What)

Conversion of the existing Grade 2 listed building into a new Insomnia Cookies store. New mechanical and electrical services, lighting installation, floorings, signage, decorations, walk in freezer, floor build up to rear area and joinery items to be installed.

IMPORTANT

All operatives must be aware of the heritage constraints associated with working within a Listed Building, and will be briefed on this as part of Barnwood's site induction procedures.

Any original building fabric is to be left entirely intact.

Operatives must exercise caution when removing any existing redundant finishes / boxing in / etc ; any original fabric that is currently concealed and becomes exposed must be brought to the Site manager's attention immediately.

Care is to be taken when working on the ceiling so as to not disturb the ceiling coving & to only use the ceiling fixings proposed.

2. Location of the Planned Works (Where)

Insomnia Cookies UK Ltd
Cross Street
Manchester

3. Timings of the Works (When: Dates, Times and Duration)

Commence: ASAP

Completion: 5 weeks from commencement

Working Hours: 7am – 6pm

Noisy works to be carried out between 7-9am & after 6pm

4. Supervisors and Operatives carrying out the Works (Who)

Supervision on Site:

Name	Position/Title	Phone Number	Cards Held & Training
Gary Mills	Foreman	07943136635	SMSTS

Person(s) carrying out the Works:

Name	Role	Cards Held & Training

Off Site Management:

Name	Position/Title	Phone Number
Simon Morgan	Contracts Manager	07818 744768

5. Method and Sequence of Operations including Delivery and Access

Prior to works starting:

All Barnwood operatives and contractors will receive a site induction and additional tool box talks to ensure they are aware of hazardous areas, any drop-zones and exact location of the works, emergency routes etc. specific to the work areas.

Site induction will include a briefing on the heritage constraints associated with the Listed Building fabric and specifically point out the original features to be retained.

6. Hazards identified in the Risk Assessment (tick appropriate RAs)

RA 003	Delivery of Materials	✓	RA 052	Working on Fixed Scaffold	
RA 004	Working in Dusty Environments		RA 053	Working on Mobile Scaffolds	✓
RA 005	Working in Noisy Environments		RA 055	Working on sloping roofs	
RA 006	Working with or around combustible materials		RA 057	Suspended Ceiling Works	✓
RA 007	Working in confined spaces	✓	RA 058	Contact with electricity from overhead power sources	
RA 008	Young People at Work		RA 059	Confined Spaces	
RA 009	Preventing slips, trips and falls	✓	RA 060	Repair of General Stone Masonry	
RA 010	Arrival & Departure from site		RA 061	Installing timber joists	
RA 011	Working within risers		RA 062	Installation of roof trusses	
RA 012	Lone working		RA 063	Working with Lead	
RA 013	Working on, near or over water		RA 065	Using Portable Power Tools	✓
RA 014	Working out of hours		RA 066	Using telehandlers	
RA 015	Working in Occupied Areas		RA 067	Using Vibrating Machinery	
RA 016	Preventing exposure to asbestos fibres		RA 068	Using Floor Sander	
RA 017	Working around live electrical equipment	✓	RA 069	Repairs to manholes and live drains	
RA 018	Working around needles, syringes or other sharp objects		RA 070	Drilling into Artex Textured Surface	
RA 019	Exposure to sewage rats and vermin		RA 071	PAT Testing of Appliances or Tools	
RA 020	General Office Activities		RA 072	Electrical Testing and Commissioning	
RA 021	Lifestyle and Life Factors		RA 073	Removal of Existing Electrical Services	
RA 022	Mental Health	✓	RA 074	Using Ladders	
RA 023	First Aid Cover	✓	RA 075	Using Mobile Elevating Work Platforms MEWPS	✓
RA 025	Violence and Aggression against Employees		RA 076	Using Personal Fall Arrest, Fall Resistant Equipment	
RA 026	Driving		RA 077	Working from Step Ladders	✓
RA 027	Bird Droppings		RA 078	Working on Flat Roofs	
RA 028	Barnwood COVID RA Rev J		RA 079	Working on Podium Steps	
RA 032	Fire Prevention Measures for Site		RA 080	Transporting Materials & Tools	
RA 033	General Carpentry Works	✓	RA 082	Using Mechanical Tile Cutter	
RA 034	Avoiding Buried Services		RA 085	Warm Weather - Shorts	
RA 035	Excavation		RA 086	Working at Height on or around Train Station Platforms	
RA 036	Mobile Generator		RA 087	Working In Hot Temperatures	
RA 037	Using Nail Guns		RA 088	Working with or around Mould Spores	
RA 038	Using Road Roller		RA 089	Demolition of Brickwork	
RA 039	Using Fork Lift Trucks		RA 090	Escorting Expectant Mothers on Site	
RA 040	Plant Lifting Operations		RA 091	Preventing Falling Debris or Tools from Height	
RA 041	Using Cartridge Tools		RA 092	General Cleaning Works	✓
RA 042	Using Hand Tools	✓	RA 093	General Painting Works	✓
RA 043	Using Tipper Lorries and Lorry Loaders		RA 094	General Plastering Tape & Jointing Works	
RA 044	Using Site Dumpers		RA 095	Handling & Installing Glass	
RA 045	Using Excavators		RA 096	Heras Fencing	
RA 046	Using Vehicles On Site		RA 097	Installation of New Flooring Systems	
RA 047	Using Abrasive Wheels		RA 098	Laying of Brick or Block Paving	
RA 048	Using Disc Cutters or Petrol Cut Off Saws		RA 099	Mixing & Applying Floor Preparation Products	
RA 049	Pouring Concrete		RA 100	Movement of Boxed Materials	
RA 050	Welding		RA 101	Moving of General Materials of Normal Size & Shape	✓

6. Hazards identified in the Risk Assessment cont.....					
RA 102	Operating Pressure Washing Plant		RA 132	Electrical Isolations	
RA 104	Preparing Surfaces for Decoration		RA 137	Fire Hazards	
RA 105	Raising or Lowering Materials by Ginny Wheel & Rope		RA 140	General Masonry Works	
RA 106	Rescue Plan		RA 142	Working within Lofts	
RA 107	Safe Storage of Steel		RA 143	Hanging or Installing Heavy Audio Visual Equipment	
RA 109	Structural Steel Demolition		RA 144	Hollowcore Flooring Installation	
RA 115	Using a Welding Gun		RA 147	Installation of Fire Stopping or Penetration Seals	
RA 116	Using Airless Sprayer		RA 155	Moving Pipes, Rolls or Irregular Shaped, Sized Materials	
RA 123	Concrete Blocks		RA 161	Using Blow Lamps or Similar	
RA 124	Concrete Pumping Work		RA 162	Using Mobile Man Anchor	
RA 133	Electrical Works up to 400 Volts		RA 164	Working Near or Over Skylights	
RA 125	General Plumbing Works		RA 165	Working on Fragile Roof Structures at Height	
RA 130	Disposal of Waste Materials	✓	RA 167	Floor chasing / cutting concrete	
			RA 168	Wall & floor chasing using wall chaser	

7. Type of PPE issued for the Operation

	What	Type
	Gloves	✓ Black Warrior (A.V. Gloves) PPE CAT 2 + EN 388 (3.1.3.2) EN420 EN388:2003
	Safety Boots	✓ EN150 20345:2011
	Hi-Vis Jacket	✓ SEEN-EN ISO 20471 2013
	Hard Hat	✓ Centurion – EN 397 – 2012
	Hearing Protection	✓ 3m Peltor Ear Defenders : 3ldb SNR.EN.352
	Face Fit Mask	✓ FF3 Alpha Solway 8030v Disposable Dust Mask FFP3 Moldex 8082m Face Fit Dusk Mask
	Harness and Lanyard	✓ FFP3 as a minimum
	Clothing to cover arms and legs	✓ N/A
	Glasses Goggles	✓ EN166 I.F JSP Aquarius Clear Safety Spectacles EN166 3.4.9.B Goggles
	Barrier Cream	✓ N/A

8. Special Work Equipment or Considerations required for the Works (e.g. Permits)

- All personnel to be inducted before commencement of work.
- Workforce to be aware that they are working alongside general public.

9. Emergency Planning

First Aid

- The First Aider is: TBC
- The First aid box is located at: Signing in Station

Hospital

- The nearest hospital is:
Manchester Royal Infirmary
Oxford Road
Manchester
Greater Manchester
M13 9WL
Tel: 0161 276 1234

Hospital Directions

The site notice board will display a removable notice detailing the name, address and route of the nearest hospital with a A&E department.

Fire plans

- A fire risk assessment will be produced and will be filed in the site safety folders.
- A fire plan and Fire Action Notice will be produced with the Fire Risk Assessment and displayed within the building(s) and floor level as well the site notice board.
- This notice/plan is to be read and understood by all on site and will form part of site induction with any changes throughout the time of the project to be notified via a Tool Box Talk. The Fire RA and fire plan will detail the alarm system to be used, where fire extinguishers are to be positioned and the location of the fire assembly points.
- The Site foreman will be responsible for ensuring all fire equipment is maintained and checked, ensuring the fire plan is maintained and communicating with the emergency services in the event of an incident.
- Barnwood will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.
- The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.
- The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

10. Waste Disposal Methods

- All waste to be removed from site daily, into a skip (position agreed with Foreman) skip company issue tickets for our records.
- If waiting load is required, Barnwood are a registered carrier who will deliver waste to our local waste disposal company who issue us with relevant paperwork once sorted.