



363 Wilmslow Road, Manchester

Construction Method Statement

August 2021

363-RT-0011, Rev C

Introduction

This document has been prepared to set out the construction procedures and processes associated with works to 363 Wilmslow Road, Manchester. These operations describe the safe and efficient manner of working in accordance with the Owner-Contractor's procedures and all statutory and regulatory matters.

Furthermore, for the purposes of the Planning Application Approval process they demonstrate the environmental impact of site operations in accordance with the Conditions attached to Planning Application 127016/FO/2020.

It is set out with Sections A-M covering the usual topics for a Pre-Construction Health & Safety Plan. The Appendices contain a Site Management Layout Plan, and Construction Programme. The latter includes details of the sequencing for the general sequence of demolition and rebuilding of the extension floors and roofs, together with processes to adjust the suspended ceiling levels.

Revision History

<i>Rev</i>	<i>Description</i>	<i>Date</i>	<i>By</i>
A	Revised for Discharge of Conditions application	8/2/2022	JL
B	Enhanced detail provided in response to MCC comments/request	18/4/2022	JL
C	Further detailed tasks provided in response to MCC comments/request	10/6/2022	JL

A The Project

1. Statement of Principles for the Project

- 1.1. The Construction works to take place at 363 Wilmslow Road shall be carried out in accordance with the policy of Feltham Construction Group and all legislation relevant to the type of works, being carried out.
- 1.2. In addition to the above, the project shall be carried out in a manner, which shall accord with the aims, objectives and principles of the Client Feltham.

2. Design

2.1. Definition: Designer

- 2.1.1. Organisations or individuals, who carry out the design of the project. Designers may include Architects, Consulting Engineers, Quantity Surveyors, Specifiers, Principal Contractors and Specialist Sub-Contractors.
- 2.1.2. The client has the overall responsibility for the successful execution of the project and the principal designer and principal contractor lead on different phases of the project.
- 2.1.3. The principal designer and principal contractor have an important role in co-ordinating health and safety. All three duty holders must have good working relationships from the outset if the project is to be delivered in a safe and healthy manner.

2.2. Contractor Design Elements

- 2.2.1. Feltham (Construction) and their Sub-Contractors supplying design input will forward details of their design including any associated Risk Assessments to the Principal Designer. Any discrepancies found or conflict with any other design will be discussed and resolved.

2.3. Design Changes During Construction

- 2.3.1. Where a design change is introduced or an unforeseen hazard occurs having a bearing on health and safety, then Feltham (Construction) will co-operate with the Principal Designer in communicating these changes to Sub-Contractors and co-ordinating revised Method Statements.
- 2.3.2. Feltham (Construction) Manager will ensure that safe systems of work on site reflect the hazards and controls within the Plan.

2.4. Principal Contractor

- 2.4.1. The Principal Contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one Principal Contractor for a project at any one time. The term project in this guide is used to describe any construction, building, infrastructure repair or maintenance work, whether on a fixed or transient site. The Principal Contractor must be capable of carrying out the role and have the right skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved.
- 2.4.2. The Principal Contractor is normally a contractor so will also have contractor duties. They may be Principal Contractor on some projects and a contractor on others.

2.5. Environment

- 2.5.1. Environmental issues are included within the relevant section and throughout the Plan where applicable.

2.6. Safety

- 2.6.1. All works will be carried in accordance with current legislation, Codes of Practice and Industry Best Practice.

- 2.6.2. The safety of members of the public and especially children will be paramount, nothing will be done to jeopardise this.

B The Project Team

	<i>Details</i>	<i>Telephone</i>	<i>Contact</i>
<i>Client</i>	Feltham 20 Aldwych Avenue Rusholme Manchester M15 5NL	0161 224 1914	Mr D Feltham
<i>Architects (Principal Designer)</i>	Arca 37 Station Road Cheadle Hulme Cheshire SK8 5AF	0161 236 6886	Mr J Lee
<i>Principal Contractor</i>	Feltham 20 Aldwych Avenue Rusholme Manchester M15 5NL	0161 224 1914	Mr D Feltham
<i>Structural Engineer</i>	Studio One 42 Edge Street Manchester M4 1HN	0161 612 8588	Mr J Pentreath

C Pre-Commencement Information

1. Details

- 1.1. Date of F10 HSE Notification - TBA
- 1.2. Date that Pre-Contract H&S Plan is provided to the Principal Contractor - TBA
- 1.3. Date that Principal Contractors Construction Phase Health & Safety Plan is produced - 27 August 2021

D Project Particulars

1. Details

- 1.1. *Nature of the work to be carried out*
Demolition of one storey to the rear extension, construction of outrigger to previously existing footprint, reroofing, revised window openings, new windows and revised roof light positions, services reorganisation.
- 1.2. *Site Office Address*
363 Wilmslow Road, Rusholme, Manchester M14 6XU
- 1.3. *Existing Environment*
Unoccupied residential building
- 1.4. *History of Building Uses*
Previously residential, then a Doctor's Surgery
- 1.5. *Local hospitals, schools, hotels, retail, developments which may be affected by the construction works OR affect the construction works*
None
- 1.6. *Asbestos materials or contamination*
None
- 1.7. *Heavy metals present (including lead painted surfaces and lead putties etc.)*
None
- 1.8. *Chemical contamination*
See COSHH and MSDS
- 1.9. *Details and location of existing services*
To be maintained by Client
- 1.10. *Any record drawings which may be available*
As Built Information for the previous conversion/extension (previous architect retained)
- 1.11. *Residual risks*
 1. Work at Height
 2. COSHH – Storage and use
 3. Manual Handling – Restrictive access routes COVID-19

E Operation Controls

1. Management

- 1.1. Feltham Ltd will undertake the role of Principal Contractor for all phases of the work, within the meaning of the Construction Design and Management Regulations.
- 1.2. Regular meetings will be held with the Client and the Site Team to discuss progress and any information exchange.
- 1.3. Feltham Ltd will seek with the client and other partners to establish 'best practice meetings' to share experiences and learn from each other.
- 1.4. Feltham Ltd will carry out effective management of the works, should any individual or contractor working for Feltham Ltd fail to work in accordance with this plan, deliberately ignore agreed safe working procedures or refuse to accept Feltham Ltd decisions on health and safety will be removed from site immediately.
- 1.5. All accidents including 'near miss' will be investigated. Feltham Ltd operates a no blame policy to encourage employees to report incidents in an effort to revise procedures where necessary to prevent re-occurrence.

2. Induction

- 2.1. A member of Feltham Site Management will give all persons coming onto site for the first time a site induction. The induction will include the site rules. All persons having received induction training will be required to sign an acknowledgement.
- 2.2. Due to the ever-changing circumstances on site all persons who have been away from the site for 6 weeks or more must be re-inducted before again commencing work on the site. Persons who have been absent from site for 1 week or more should be briefed about site changes by their immediate supervisor.
- 2.3. Where the site conditions pose a threat to health then the precautions necessary will form part of the Induction, those attending will also be handed written information.

3. Emergency Procedures for the Site

- 3.1. In the event of an emergency, the procedures detailed will be followed, and control of the situation will be taken by the most senior person at the scene until they are relieved by the site manager.
- 3.2. *Site Specific Emergency Information*
 - 3.2.1. See Feltham Emergency Action Form
- 3.3. *Details of information that must be prominently displayed on site*
 - 3.3.1. Copy of HSE Safety Law Poster, Employees Liability Certificate, Emergency Information Sheet, Fire Plan. Fire Plan and Site Rules, plus. Feltham posters inc. Emergency Action, Contact List

4. Accident Reporting / Investigation

- 4.1. All accidents or injuries to persons while they are on the site must be reported to Feltham using the Company Accident Procedure. Reportable accidents (RIDDOR) will be reported to the HSE by Feltham Management or their Health and Safety Advisor (in his absence the Senior Resident Manager will undertake this.) the Client will be informed and copied in with a report of the investigation.
- 4.2. *Accidents to be recorded by injured Person*
 - 4.2.1. Within the site accident book immediately
- 4.3. *Accident/Incident investigation*

- 4.3.1. All accidents including near miss incidents deemed serious by Site Management or reportable under RIDDOR will be investigated by Feltham, any changes in working procedure or Policy required to prevent re occurrence will be actioned.

5. First Aid

5.1. *Provision of First Aid Resources*

- 5.1.1. First Aid Requirements will be assessed using Feltham Standard Form. As a minimum each Site Manager is a trained, certificated First Aider. Supplementary First Aiders are provided through other staff disciplines. Sub-Contractors are encouraged to provide First Aiders but these will not form part of Feltham's assessment of needs.
- 5.1.2. Adequate first aid equipment and First Aiders will be available on site; in addition, each Feltham vehicle carries a travelling first-aid box.

6. Fire and Other Emergencies

- 6.1. These are in addition to the standard requirements listed in the "Feltham Safety Procedures" documents and the Joint Code of Practice on Fire.

6.2. *Site specific Fire Emergency Requirements*

- 6.2.1. Whilst working on the premises liaison with others must be maintained to ensure joint response to emergency situations takes place.

6.3. *Fire*

- 6.3.1. No 'on site' burning of rubbish or materials is allowed, all operations subject to 'hot work' are subject to. Feltham Hot Work Permit procedure.
- 6.3.2. Feltham Site Fire Plan is to be implemented for General fire prevention procedures in site office and stores, including industrial units.
- 6.3.3. The fire plan is written to comply with the 'Joint Control Of Fires On Construction Sites' and includes storage of flammable liquids, fire points, inspection regime etc.
- 6.3.4. The Fire Plan and associated Plan will be displayed on site, and communicated to workers/visitors through induction.
- 6.3.5. Waste skips or stacks of materials must not be sited within 6m of any building (stores) unless measures are taken to eliminate the risk of fire. e.g. closed lockable skips.
- 6.3.6. It should be noted the whole site (with specifically designated exceptions) is designated NO SMOKING.
- 6.3.7. Compliance with the Precautions includes the requirement for adequate fire extinguishers to be present on site together with a specific fire plan.

6.4. *Security*

- 6.4.1. Security arrangements are explained to workers at induction.
- 6.4.2. All authorised persons are issued with clothing/uniform branded with Feltham Name/Logo as identification.
- 6.4.3. Feltham emergency contact list enables contact with a Senior Manager at all times.
- 6.4.4. Site will be secured using Heras fencing and scaffold will be alarmed.

- 6.4.5. All persons working on or visiting the site should sign in on arrival and sign out on departure. No persons should be allowed on site unaccompanied unless they have received a site-specific induction.
- 6.4.6. If the storage is separated from the work area the Principal Contractor should consider the additional safety and security implications between the two areas.
- 6.4.7. The works areas will be occupied, the Principal Contractor is to discuss and agree the defined site and the permissions required to access areas outside the defined site, to be agreed with the building management.

7. Monitoring of H&S Performance (During Project)

- 7.1. The Health & Safety performance of persons (and Sub-Contractors) working on site will be monitored as part of the Feltham periodic site safety inspection and auditing system, undertaken by our safety advisor, any weaknesses will be drawn to the attention of the management of those responsible, in addition to the immediate remedial actions implemented at the time.
- 7.2. *Records of Site H&S monitoring*
 - Site inspections will be carried out by, Feltham's named safety advisor (AJ Safety Services). In addition, random visits may be made by Feltham Senior Management.
- 7.3. *Inspections Scaffolds, Plant*
 - Site Managers or nominated competent person will carry out statutory inspections. Results will be recorded in the appropriate register.
- 7.4. *Members of the Public*
 - Where the work activities encroach on areas where the public have access, such as footpaths, then precaution will be taken to ensure that operations do not create a risk outside of the site boundary 'Heras' fencing, anti-climb (or similar) will be used to prevent access to construction activities. Banksman to be used during certain phases of the work and deliveries.
- 7.5. *Adjacent Occupants*
 - 363 Wilmslow Road is attached to the rest of the Norton Place terrace, with immediate neighbours in No. 361. They will be given advanced warning of works that may be a nuisance.
- 7.6. *Precautions against trespass, arson, theft and vandalism*
 - Heras fencing will form a protection to minimise the opportunity to gain access, scaffold will be alarmed to prevent persons climbing standards.
- 7.7. *Protection of children*
 - Feltham will take all necessary precautions to protect children from site hazards. Heras fencing and hazard signs will be placed around site to prevent access, scaffold will be alarmed.
- 7.8. *Special Needs Occupants*
 - Not applicable
- 7.9. *Site Signage*
 - Feltham will identify by clear signage any safety hazards such as fragile roofs, dangerous ground and scaffolding, which is out of use. Reliance will not depend entirely on written warning signs where there is a possibility that some people, e.g. young children, or non-English speaking persons may not be able to read them and other measures may need to be implemented.

8. Traffic Management

8.1. *Traffic Management*

- 'Just in Time' deliveries will be planned.
- Traffic calming, traffic restrictions will be respected and planned into the routes.
- Where parking is possible, access for ambulances, fire and other emergencies will not be impeded or restricted.
- All traffic management plans/controls will be monitored for compliance.
- Traffic management plans will be reviewed on a continual basis and revised as necessary.

8.2. *On site traffic/pedestrian movements*

- The site is situated on a residential road adjacent to converted houses on both sides and to the rear. Parking will be on site and agreed with the Feltham Ltd Site Manager.
- **Office/Compounds/Stores**
Safe access routes and pedestrian segregation will be planned prior to commencement of the works. They will take into account any activities that may obstruct the safety of the works, e.g. reduced/supplementary lighting levels during winter periods.
Wherever possible delivery arrangements will be planned to avoid reversing of vehicles. Signage will be displayed accordingly.
Access and egress to the site will be planned to ensure any existing restrictions.
- **Working Areas**
All persons coming onto site are required to wear high visibility clothing, safety helmet and boots as a minimum. Warning signs, speed limit signs will be posted as appropriate. Delivery drivers will report to the site office and be escorted/directed to the delivery/offloading point. Reversing vehicles will be controlled by banksman.
Where plant is operating on site, operators will hold the relevant competency certificate of training. Rubbish removal is equally as important as material delivery arrangements will be assessed with the same detail and planned accordingly.

9. Discovery of Hazardous Material

9.1. *Discovery of asbestos*

- Asbestos report will be available on site, but any suspicious material discovered will mean work must cease immediately and Feltham's Site Management will investigate inform the client and action accordingly. The results will be relayed to all on site.

10. Welfare

10.1. *Welfare*

- Arrangements will be made to provide modern facilities for workers. Welfare services will be sufficient to allow thorough washing of hands and forearms. Means of heating and preparing food, eating of food, disposal of food scraps, drying of clothes etc. These facilities will be cleaned daily or weekly as required by site conditions.
- Staggered lunch breaks to be considered where extra operatives have arrived on site. Through inductions, workers will be informed that food must not be consumed in the work areas.

11. Construction Activities

11.1. Building Services

- Roofing and significant work at height operations will be carried out with edge protection afforded by handrails.
- Step ladders/trestles will only be used where justified through risk assessment the preferred means of working at height will be from designed scaffolds and towers. All-round edge protection will be afforded to the roof areas. Access and egress to work areas will be or via scaffold.
- Where work activities impede the occupier's movements around the, they will be informed beforehand of any restrictions and agreement reached to minimise the risks to their safety.
- All fire/access doors within work areas will be protected.
- Tools and equipment (including worker's hand tools) will not be left unattended.
- See individual task method statements.

11.2. Plant

- All plant used by Feltham will be from their preferred hire company. Test Certificates will accompany the tool.

11.3. Scaffolds

- Scaffolds will be erected by competent scaffolders for all works at height. Scaffolds will be designed to suit work requirements.
- HSE guidance note GS15 is available in the on site documentation. Scaffolds will be erected in accordance with TG20, SG4 Code of practice.
- All scaffold to be inspected and if to standard tagged every seven days or immediately after adverse weather (high winds).
- All scaffolds to be closed off when not in use and scaffolds where work has been halted for an undetermined time should be taken down.
- All scaffold erection and dismantling must be carried out in accordance with SG4 and TG20 safety standard.
- Records to be kept of all scaffolds in site offices.

11.4. Electricity

- Temporary electrics will be 110v.
- Hand tools – Feltham's preferred option is battery powered tools. Should any equipment requiring 230v be required the supplier and installer will prepare a specific risk assessment detailing the precautions against electric shock and short circuit to be put in place.

11.5. Electricity Testing

- Temporary electrics, site cabins and portable electric tools will be tested every 3 months by a competent electrician. Test Result Records will be kept.

11.6. Fuel Stored in Compounds

- No fuel stored in compound.

11.7. *Sub-Contractor operation producing gas, fumes*

- The Sub-Contractor shall prior to commencement of his work notify Feltham's Site Management in writing of any substance; gas fumes or dusts likely to be created by the execution of his works, together with written assessments pertaining to the said substance or process as required by the Control of Substances Hazardous to Health Regulations (COSHH).

12. Existing Services

- 12.1. Method Statements will not be required for works associated with existing services.
- 12.2. Sub-Contractors must be aware of the presence of all existing services with regard to the supply and provision of new services and interface with existing. Particular care should be taken to protect all existing IT networks and equipment during the course of the Works.
- 12.3. For specific queries regarding existing services in or around the site, Feltham's Site Manager has relevant information.

13. Risks which need to be controlled by permit

- 13.1. Permit to work systems put into place as a requirement of the client are detailed below with permit forms etc, to be used as contained in the Feltham's Safety Procedures document.
- 13.2. Operations requiring HOT WORK permits, together with systems to control the working and issue of such permits -
- Blow torch operations, plus all spark producing operations such as dry grinding etc. Welding operations require a permit issued & controlled by the Feltham Manager
- 13.3. Conditions under which the need for entry into CONFINED SPACES permit system may be required, and an assessment of the risks -
- All work within areas deemed Confined Spaces by Feltham Management (normally any enclosed space not having free air flow) require a permit issued and controlled by the Feltham Manager
- 13.4. Restriction on the use of cartridge operated tools
- Not to be used on this site unless agreed with Feltham Management.
- 13.5. Conditions, if any, under which a permit to excavate may be needed -
- Not deemed applicable, no excavation taking place.
- 13.6. The provision of job-related Health & Safety training will remain the responsibility of each employer -
- As detailed in the Feltham Site Safety Procedures. All on site to have site induction training as minimum, CSCS Cards.
- 13.7. All Plant & Equipment must be accompanied by the appropriate test, examination or other statutory safety documentation -
- Evidence from hire company held in Site office.

14. Appointment of Contractors by the Principal Contractor

(Detailed in HSE F10 revised form filed in appendix A2)

- 14.1. Details of these appointments and the methods used to establish the H&S competence and resources allocated. All sub-contractors must be approved by Feltham.

- 14.2. All contractors and their site operatives will be under the ultimate control of the Feltham Site Supervisor in respect of Health & Safety matters, and must fully comply with directions given to them. They must also act in accordance with Feltham safety policy, safety procedures, and this safety plan. This is in addition to their statutory and contractual duties.

14.2.1. Project specific safety awareness training is required for every person will be provided as listed.

- Induction training is required for every person coming onto a Feltham Site, Work at Height and any other TBT deemed appropriate.
- These requirements are for the health and safety protection of all persons involved in the project, and do not in any way replace the statutory duties placed upon persons while they are at work.

14.2.2. Details of any specific safety instructions issued to site staff & operatives in the form of site rules including those initiated by the Client

- Feltham Manager responsible for the project & his supervisor will inform those working on site of any specific site safety rules as part of the site induction training.

14.2.3. Details of the H&S management structure are shown in the Health & Safety responsibilities chart

- As detailed in Feltham Safety structure chart (Safety Policy) abstract displayed on site.

14.2.4. Lone Working

- No worker will be permitted to carry out any task working alone unless supported by, and justified through risk assessment.

F Risk Assessment & Method Statement

All tasks will be assessed by the site manager for risk and the control of those risks will be outlined within method statements drawn up for each operation. It is anticipated that generally individual tasks are repetitive and low risk, for these operations the site manager will draw on Feltham's series of generic risk assessment/method statements held at the main office. These assessments become site specific and are issued for each project, discussed with the employee, who is asked to sign confirmation of receipt and compliance.

Tasks considered high risk, (high risk being those where fatal or serious injury remains) are subject to specific task risk assessment and method statement. These are prepared by the relevant employer and evaluated by Feltham. Feltham Method Statement Appraisal Form is to be used. Only those attracting an A, Acceptable, or B Acceptable with conditions will be permitted to proceed. Those attracting a C Rejection will require re-submission.

1. Risk Assessments

1.1. Generic Risk Assessments used by Feltham, may be used for standard or normal low risk operations

1.1.1. Where individual tasks are deemed fairly low risk & repetitive, a standard set of generic risk assessments have been produced. These are suitable for individual tasks only, where standard tasks are undertaken together as part of an integrated scheme, a specific risk assessments must be produced for the scheme, e.g. commercial refurbishment.

1.1.2. Sub-contractors to supply and be approved risk & method statements prior to commencement of any works.

1.2. Details of "specific" risk assessments required for the project

1.2.1. Specific risk assessments will be produced for high risk or complex activities or those involving integration of a number of tasks previously individually deemed low risk.

2. Method Statements

2.1. Method statements are to be recorded in the Health & Safety File.

2.1.1. Where individual tasks are deemed fairly low risk & repetitive, a standard set of method statements have been produced.

2.1.2. These are suitable for individual tasks only, where standard tasks are undertaken together as part of an integrated scheme, a specific method statement must be produced for the scheme. These should be brought to the attention of all operatives for their perusal.

G Materials

1. Procedures

- 1.1. Material, which present a risk by virtue of their physical properties such as dusts or fibres during the machining or cutting operations –
 - 1.1.1. Dust levels must be eliminated or reduced as much as possible, damping down and vacuum tool attachments must be used to suppress dust levels. All necessary precautions must be taken to prevent dust and debris accumulating on and around the site.
- 1.2. Material selection
 - 1.2.1. Materials not specified by the designer will be selected using the safest option regarding handling, health hazards
- 1.3. Material delivery route/arrangements
 - 1.3.1. Access to the Stores will be planned taking into account local traffic congestion, number and nature of site deliveries.
 - 1.3.2. Delivery drivers will report to site office on arrival at site. Wherever possible deliveries will be scheduled to avoid peak times.
 - 1.3.3. See traffic management section.
- 1.4. Material Storage
 - 1.4.1. Material compound/stores will be located by on site as agreed.
 - 1.4.2. Materials loaded onto the roof/work area for short term storage will be spread evenly to ensure undue stress on the existing structures.
- 1.5. Manual Handling
 - 1.5.1. Manual handling must be addressed through individual task method statements taking into account the nature of the material to be lifted, height, weather conditions, distance, balance and physical ability of those carrying out the lifting.
 - 1.5.2. The design must take account of manual handling issues.
 - 1.5.3. Workers should be familiar with correct lifting techniques and load weight identification.

H Waste Management

1. Waste Skips

- 1.1. Waste skips provided by Feltham for the removal of rubbish/waste materials are for glass and builders rubbish only, classified as controlled waste. Paint tins and other hazardous waste must be removed from site by the Sub-Contractor.
- 1.2. For the purpose of waste disposal, Environmental Protection Act 1990 Waste Management (The Duty of Care), the Sub-Contractor carrying out the work is regarded as the waste producer.

2. Identification of any waste management controls

- 2.1. Include with regard to the following categories; Demolition waste, Contaminated materials, Asbestos, Inert Builders waste, Flammable materials or packaging etc.
- 2.2. The disposal of all waste materials produced, must be in accordance with the Feltham procedures and accompanied by the appropriate documentation.

3. Controlled Waste

- 3.1. A Method Statement shall describe the proposals for disposal of controlled waste. This shall make reference to disposal to a registered tip and the documentation required complying with local bylaws and statutory requirements.
- 3.2. Feltham are registered carriers of waste and comply with the requirements of the Duty of Care provisions of the Environmental Protection Act 1990.

J Environment

1. General Provisions

- 1.1. Disposal of site materials, rubbish, waste and surplus materials will be in accordance with the Environmental Protection Act 1990, Controlled Waste Regulations 1992, The Hazardous Waste (England and Wales) (amendment) Regulations 2016. All waste conveyance notes must be stored on site for the duration of the contract and made available for Site Management when requested.
- 1.2. The use of ozone depleting aerosols or any other known harmful compounds to the atmosphere is expressly banned from use on site, e.g. chlorofluorocarbons (CFC's, hydrochlorofluorocarbons (HCFC's) hydrobromofluorocarbons (HBFC's), carbon tetrachloride, and any product containing organic solvents.
- 1.3. Direct discharge of contaminated water into any controlled watercourse or surface water drains is expressly forbidden, unless an emergency discharge licence is active for the site.
- 1.4. Work must immediately cease upon the discovery of any protected animal on site, especially when the works have a direct effect upon the animal and its habitat - bats, badgers, newts, fledgling birds etc.
- 1.5. In the event of a pollution occurrence involving the Sub-Contractor, work must cease immediately and he must report directly to Feltham management who will provide further instructions.

2. Discharge into water courses

- 2.1. No liquids, other than water shall be discharged into any drain or natural watercourse.

3. Air and Dust Emissions

- 3.1. Refurbishment works will produce dust levels; this can severely impact on employees with health problems. Dampening down to be used. Dust Risk Assessment to be complied with.

K Health

1. Health Issues.

- 1.1. COSHH Assessments are seen as a front-line defence against health problems.
- 1.2. Feltham Induction Process seeks to identify health problems; this information is used to determine which occupations are suitable.

2. Hand Arm Vibration

- 2.1. Hand operated tools which expose the user to vibration levels will be assessed to determine the correct tool for the job. Taking into account the level of vibration produced against productivity. In certain circumstances it may be preferable to select a high vibration tool which can accomplish the task in the minimum time (still within the operation limit of 2.5M/S² over 8 hours)
- 2.2. All tools will be assessed against the 2.5M/S² in 8 hour working guidance. Individual task method statements should include the type of machinery used and a vibration risk assessment. Individual's exposure should be logged.
- 2.3. All sub-contractors to provide HAVS information prior to work commencement.

3. Asbestos

- 3.1. Risk: damage to health.
No asbestos removal is required on this project.

4. Lead

- 4.1. Feltham will assess the risks associated with any lead work, which may be necessary on the project and take such measures as required to minimise these risks. A site-specific Risk Assessment will be provided.

5. Noise

- 5.1. All tools and equipment will be chosen to minimise noise levels. Noise levels during work will be assessed to reduce to minimum practicable levels.

6. Manual Handling/Heavy Materials

- 6.1. Risk: damage to health and property. Where construction materials, (e.g. timber, steel or masonry) exceeding 20kg in weight require to be dismantled from or installed in the building, the Contractor shall describe his method of dismantling/transporting/unloading/installing same, paying due attention to the health and safety aspects associated with handling heavy materials.
- 6.2. Particular attention shall be given to the use of concrete blocks in excess of 20kg due to the repetitive nature of the work. Where practicable their use should be designed out and lighter materials substituted.
- 6.3. Contractors will be required to demonstrate that training in manual handling has been provided in appropriate circumstances. Eg (double handling)
- 6.4. Mechanical lifting should be the first considered option and where this is not practicable a risk assessment detailing the other options will be necessary.

7. Materials which present a risk by virtue of application processes

- 7.1. These include the drying of solvents or cementations components, but become hazard free when cured.
- 7.2. Commonly used products such as cement & limited solvent adhesives. Water based products will be used wherever practical.

8. Paints, Adhesives, Fillers and Fire Stopping Compounds

- 8.1. Risk: damage to health.
Contractors shall comply with manufacturer's instructions regarding application of paints, etc. and take protective measures (COSHH) as necessary for the operative and any third party. Used containers shall be disposed of (hazardous Waste) to a suitable tip.
- 8.2. A COSHH Assessment for the materials being used and a Method Statement describing how surplus materials and applicators will be disposed of is to be provided by the Contractor. These will form part of the Health and Safety File documentation.

9. Health and Safety Data Sheets

- 9.1. Safety Data Sheets as required under Regulation 6 of the Chemicals (Hazard Information and Packaging for Supply) Regulations are to be retained for inclusion with the Health & Safety File. When used on site this information will be used to draw up COSHH Assessments

10. Materials needing COSHH assessment

- 10.1. Including possible safer substitute materials considered as an alternative (non-standard materials only)
- 10.2. COSHH information is produced for all processes as part of the Risk Assessment, Method statement process.

11. Details of any risks associated with working on or adjacent water

- 11.1. Including the precautionary measures which are to be adopted, and restriction that are to be imposed.
- 11.2. None.

L Design

1. General Notes

- 1.1. The design of any building or building component is an essential step in the health and safety planning process; it should consider those carrying out the work, the end user, those carrying out maintenance and eventually those demolishing it.
- 1.2. The designer should therefore consider the whole process and not concentrate on the construction phase. This is particularly important where equipment, materials etc. should be selected on a whole life-costing basis.

2. Identification of Design Related Risks

- 2.1. The Principal Designer is responsible for ensuring that the statutory checks on Health & Safety design competence and allocation of adequate resources for Health & Safety have been satisfied prior to the construction phase commencement.

3. Identification of areas where designs can be modified to enhance Health & Safety

- 3.1. Details of risk reduction measures implemented into the design
 - To be reviewed during the project, any areas identified to be brought to the attention of the Principal Designer

4. Details of risk areas which cannot be eliminated by design

- 4.1. H&S risks which have been considered but no design solution found to have been acceptable.
 - None identified
 - If it becomes evident during construction that there is a risk which could be remedied or reduced through a change in design it will be brought to the immediate attention of the Principal Designer for consideration.

5. Design Changes

- 5.1. Design changes are not foreseen on this project.

M Communication

1. Methods of communicating H&S information on site

- 1.1. Health & Safety communication procedures relating to the project will generally take the routes detailed in the H&S responsibility chart.
- 1.2. On this project all on site have free access to Feltham Safety Manager if they wish to express concerns about H&S matters which they feel are not being properly addressed through the normal channels.

2. Health & Safety Plan

- 2.1. A copy of this plan is available on site for all those employed to read. Sub-Contractors are issued with relevant sections relating to their scope of works.

3. Changes in Policy, Accident/Incidents

- Feltham will issue and display Safety Bulletins following any changes in legislation or following an incident/ Accident.

4. Record Keeping

- As a matter of course all project related meetings will have Health & Safety as a mandatory item on their agendas
- Site safety will be incorporated into site meetings will be held in accordance with requirements of the client. Tool box talks are held monthly (minimum).

5. Consultation Arrangements

- Consultation on this site will generally be through an 'open door policy'.

6. Instructions / Directions

6.1. Instructions and directions to Sub-Contractors

- Feltham Site Management are empowered to instruct contractors on an issue concerning health and safety. Their decision must be actioned immediately

7. Information and Communication

7.1. Dissemination of information

- Safety Bulletins will be displayed on site in the welfare unit.

7.2. Co-operation between contractors

- All persons (Contractors) on site are expected to co- operate and work together; this involves sharing common information, respecting working practices. Co -ordination of this will be done through Feltham.

N Project Specific Information

Location of the Works and the Existing Environment

1. Location of the Works

1.1. The works are located on Wilmslow Road, No 363.

2. Nature of the Works

2.1. Internal and external alterations to existing building to comply with Planning Consent. More details are on the contract drawings.

3. Contract Duration

3.1. The contract is from the 5 October 2021 for 16 weeks

3.2. The normal site working hours are 08.00 – 16.30hrs Monday – Thursday and 08.00 – 15.30hrs Friday.

4. Management of the Works

4.1. The management structure employed by the contractor during the course of the works is as indicated. The roles and responsibilities of the individuals employed with respect to Health & Safety are described in the Health & Safety Plan.

4.2. The Site Manager for the project is _____ who will be assisted on site by the Contracts Manager _____.

5. Site Compound / Welfare Arrangements

5.1. Feltham will provide toilet facilities at all workplaces and sites in accordance with the requirements of the Principal Design and Management) Regulations 2015 namely: Feltham will provide the below in the site compound.

- Suitable office accommodation for managers
- A canteen or rest room.
- Facilities for heating food and boiling water for drinks
- Facilities for storing and drying clothing & P.P.E.
- Toilets and facilities for washing facilities.

6. Unloading and Storage of Materials

6.1. All material deliveries shall access the site and the materials will be placed in the site compound as indicated and not stored on site buildings materials will then be moved to the place of work outside of the hours of 8.30hrs – 16:00hrs within

7. Waste Materials

7.1. All waste materials will be removed from site via closed skips & wagons. Skip will be stored in a designated compound area skips will be positioned and harris fenced off

8. Site Security

8.1. At the commencement of each working day all operatives must sign-in with the site manager. Upon signing-in all operatives will be given a hi-vis vest from Feltham's site manager

9. Pedestrian and Traffic Routes

- 9.1. All the site traffic (operatives, skips and deliveries) will access the sites Temporary signs will be mounted on the access route to direct traffic to the site entrance.

10. Emergency Procedures

10.1. First Aid

The Site Manager _____ is a trained First Aider (see Appendix D, first aid certificates)

An ACOP II First Aid Kit will be available on site and located in the site office. The first aid box is to be stocked to a size appropriate for the numbers on site. In the event of a person requiring an ambulance the Site Manager will nominate an operative to meet the ambulance and guide it to the casualty.

The closest hospital to the site with an adequate accident and emergency department (Manchester Royal Infirmary Hospital) and possible route to the hospital

10.2. Fire

A fire and emergency plan has been developed. The fire plan includes:

- Muster point
- Exit routes
- Means of raising alarms
- Key personnel

10.3. Environmental Spill Plan

The site will maintain an emergency spill kit suitable for organic material, which will be placed in the site compound and signed adequately to identify its location and its function. Any spill discovered must be reported to City Build Manchester Ltd's site staff to advise on the appropriate course of action. Any absorbents used in cleaning up the spill must be bagged and secured separately and stored in a lockable container.

10.4. Accident Reporting

All accidents and incidents must be recorded in the Company's accident book (form B1 510), irrespective of whether the injured person is an employee, self-employed person, sub-contractor or authorised visitor. This applies to all injuries no matter how slight, and to any near-miss incidents. The Company accident forms must be completed for any accidents that have involved lost time or damage to plant or equipment.

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be found in the Health & Safety Executive's leaflet, HSE information "Reporting an Injury or Dangerous Occurrence."

Guidance is also contained in section 8 of the company Health & Safety Policy 'Reporting of Accidents and Dangerous Occurrences'.

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident.

Appropriate action must be taken according to the extent of injuries and the length of absence from work.

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the Company notification form completed. The relevant manager must also notify the Company Safety Director as soon as possible and should discuss whether a full investigation is required by the Health and Safety Advisors. Appropriate action will then be instigated by the Health and Safety Director.

10.5. *Methods of Safe Working / Safety Induction*

Method Statements and Risk Assessments have been carried out (Section 6). This describes the works to be carried out on this contract, the majority of which is subcontract work. As the works progress the Health & Safety Plan will be developed and revisions issued and recorded on the Health & Safety Plan Revision Register (Appendix A)

The following must be adhered to at all times:

- Safety of the public and occupants of the premises
- Adequate precautions must be taken to minimise dust and to avoid any damage.
- No lone working on site.
- No Alcohol or drugs on site or any persons under the influence of the same.
- No smoking or radios within the site..
- A separate method statement is to be produced by all Contractors prior to works commencing, which must be approved and incorporated within the Health and Safety Plan. Contractors must work strictly in accordance with the method statement.
- PPE as identified in the method statements must be worn at all time

An Induction will be given by the Site Manager to the site operatives before the works commence, informing the operatives of the significant risks identified within the scope of the particular project, together with the site's emergency and first aid procedures. The site induction will be in accordance with the site induction form.

Confirmation of the induction and a register of the persons inducted must be recorded on the safety induction form.

10.6. *Permits to Work*

N/A

10.7. *Hazardous Materials and COSHH Assessments*

If any operatives suspect any materials to be of an asbestos type within the works or affected by the works. Works must cease immediately and the Site Manager informed.

NEVER TAKE CHANCES

Where necessary the relevant COSHH information sheets will be supplied by the contractors and all operatives will be fully informed.

In identifying the hazard and undertaking the COSHH assessment the following factors are to be considered

- Which hazardous substances are being used?
- What quantities of the substances are involved?
- What form is the substance in? e.g. liquid, dust, solid, vapour
- How can the substance cause harm? e.g. by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the substances and for how long?
- Can the substance be substituted by a non-hazardous or less hazardous substance?

In gathering this information reference should be made to the manufacturer's product data sheet, but the data sheet is not a COSHH assessment and the Company should use such data along with the above points of reference to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual effects once applied, that determines the degree of risk from its use.

10.8. Monitoring

The Site Manager shall monitor all health and safety aspects on site. The Site Manager will be supported in this task by the Contracts Manager and Company Directors who will visit site on a regular basis.

10.9. Subcontractors

All subcontractors to work on the contract are to be formally notified to the client.

All contractors are to adhere, perform and comply with all provisions, duties and responsibilities of current legislation with respect to Health and Safety, and will satisfactorily complete a Health & Safety Competence Questionnaire (Appendix G)

Each subcontractor will provide a Method Statement and Risk Assessment specific to their works for approval, prior to their commencement on site. This will be adhered to during the works.

10.10. Health & Safety Policy

The contractors Health & Safety Policy is available upon request and a copy is kept on site.

10.11. Design Changes

Regular Management Meetings will be held on site, chaired by the Contracts Manager.

All aspects of the project are tabled including design changes and the appropriate actions minuted. Subsequent Subcontract Co-ordination meetings are held with design changes, again, being tabled and actions minuted.

All revised drawings/specifications and Instructions received are distributed from the Head Office to both site management and the relevant subcontractors.

The Site Manager / Contracts Manager ensure the necessary Method Statements and Risk Assessments have been issued and approved prior to the revised works commencing on site.

10.12. Temporary Works

All temporary works on the project will be managed in accordance with BS5795:2008, which will help ensure the correct design and execution of the works.

The Contracts Manager will act as the Temporary Works Co-ordinator and will be responsible for;

- Ensuring a suitable Temporary Design brief is developed.
- Ensure a Temporary Works Design is prepared, based on the agreed brief and designed by a competent person.
- Check, approve and issue design.
- Ensure, together with the Site Manager, that the Temporary Works Design is implemented in accordance with the approved design.

All Temporary Works Designs will be issued and recorded on the Temporary Works Register.

10.13. The Health and Safety File

Throughout the contract period the collection of information for inclusion in the Health and Safety File is carried by Head Office. The information for inclusion in the H&S File is provided to the Principal Designer prior to Practical Completion for initial comments. The completed information is provided at or prior to Practical Completion.

10.14. Consultation/Liaison with the Workforce

All operatives are involved in an induction process on first arrival on site prior to commencing their works

Toolbox briefings will be carried out by our management (Site Manager or Contracts Manager) when considered necessary and appropriate.

10.15. Review and Upgrade

Throughout the works period the Construction Phase Health & Safety Plan will be regularly reviewed by both the Site Manager and the Contracts Manager.

All updating of the Plan to reflect the project will be carried out with the use of the Construction Phase Health & Safety Plan Revision Register.

10.16. F10 – Notification of Construction Project

We confirm that the F10 (if required) will be posted prominently within the site office and will be discussed during the site induction.



Construction Methodology

Commentary on Technical Design & Construction Stages (see revised programme on preceding page)

The project is split into two zones: the main house (existing) and the new extension. The two parts may proceed in parallel.

Important general comment: in the case of ANY proposed alteration, fixing or removal of fabric from the building, confirm with MCC the historic status (or otherwise) of any affected existing fabric before proceeding.

Main house

Task 5

Isolate services. Remove ceiling mounted electrical fittings. Careful detach plasterboard ceiling at perimeter to minimise damage to adjacent construction. Take down existing suspended ceilings in the front rooms.

Contractor's Detailed Statement (by Feltham):

- Protect all hard surfaces
- Protect flooring
- Erect aluminium scaffolding tower
- Disconnect all light fittings and make safe, set aside for reuse
- Disconnect all heat/smoke alarm and make safe, set aside for reuse.
- Remove 2 layers of plaster board
- Dispose waste materials off-site via skip
- Remove all metal ceiling materials, set aside for reuse
- Clean up

Task 6

Undertake photographic survey of ceiling void identifying any extant cornicing and lath & plaster ceiling sections. Provide access for inspection, measured drawings/profiles as requested by MCC. Agree height of replacement ceiling with MCC before proceeding. Agree with MCC any amendments to approved shutter/panelling design.

Task 7

Raise and/or divert existing services to allow new ceiling to be installed.

Contractor's Detailed Statement (by Feltham):

- Protect all hard surfaces
- Protect flooring
- Erect aluminium scaffolding tower
- Raise and reroute central heating, waste, water pipes and cable in ceiling void. Any fixings to historic structure to be agreed prior to proceeding.
- Clean up

Task 8

Allow joiner to survey to window bays. Receive new shop drawings from joiner for approval.

Tasks 9 & 10

Joiner to fabricate representative sample of shutter joinery. To be issued for comment to MCC.

Tasks 11 & 12

Any first fix joinery to be installed as required while the final joinery work is fabricated off-site.

Tasks 14 & 15

Install new plasterboard ceiling and replacement cornice.

Contractor's Detailed Statement (by Feltham):

- Refurb and repair of original ceiling/cornice – see NBS Technical Specification. Work to be carried out by competent decorative plaster tradesperson with the suitable historical knowledge (eg Gazelle Artplaster, Chorlton)
- Install new MF ceiling at agreed height after survey of cornice completed – position of hangers to be prior agreed with MCC on site as per planning conditions.
- Fit double layer of 12.5mm fire rated plaster board, caulk edges with appropriate fire seal, and skim
- Re-fit fire rated down lighters in ceiling
- New cornice to be installed by specialist installers
- Redecorate ceiling

Task 13

Final installation of window shutters, followed by decorations. Refit affected ground floor rooms to approved design.

Contractor's Detailed Statement (by Feltham):

- Remove existing window sill board and low stud wall
- Disconnect and re-locate any electrical points
- Alter any burglar alarm points to the windows
- Prepare grounds and mounts for installation of window shutters by others
- Receive delivery of window shutters
- Install to bay windows (all fixings to be hidden)
- Patch repair any areas of plaster affected
- Decorate shutters and any areas of wall affected

Task 19

Erect scaffold to entire perimeter of house and extension.

Contractor's Detailed Statement (by Feltham):

- Erect tubular steel scaffolding to perimeter of building, including all ladders, access, rails and kickboards.
- Include protective caps, etc to prevent damage to the existing building
- Scaffolding to be checked weekly in accordance with hire policy.
- Access from ground to first lift to be removed every night in accordance with Method Statement.

Task 20

Strip roof locally around existing roof lights, and at positions of new roof light openings. Ensure adequate temporary weatherproofing is in place during works. Install new/moved roof lights to front and rear roof faces.

Contractor's Detailed Statement (by Feltham):

- Provide protective sheet for existing room surfaces and finishes
- Protect all hard surfaces
- Remove plasterboard to the extent necessary
- Remove any existing light fittings and make safe
- Remove slates from areas required – store on site
- Remove existing 7x Velux windows
- Set aside 3x velux windows onsite for reuse.
- Remove 4x Velux windows off site and store
- Alter roof timbers to allow for new velux positions
- Locate Velux on the front roof elevation to be inline with the vertical front windows, and agree with MCC on site before proceeding.
- Re-install salvaged slates
- Remove scaffolding off site
- Re-wire any electrical points to allow for new window location
- Re-insulate the roof space with 100mm king span as same spec as current to meet building regs
- Re-install 50mm insulated plaster board
- Plaster to skim
- Re-install lights
- Decorator to paint

Tasks 21, 22, 23

Reroute boiler flues internally to terminate through roofs or walls at high level, as agreed. Remove alarm boxes on gable wall and make good. Remove uPVC rainwater goods and replace with agreed cast iron rainwater goods, final decorations. Replace uPVC doors to lower ground floor with timber as agreed.

Contractor's Detailed Statement (by Feltham):

- Disconnect gas supplies to boiler
- Remove fuse from boiler
- Protect any hard surfaces
- Disconnect old flue
- Remove any obstructive flooring where required. (Confirm with MCC historic status or otherwise before proceeding)

- Remove any obstructive plasterboard where necessary. (Confirm with MCC historic status or otherwise before proceeding)
- Re route boiler flue in new position internally as per approved drawings
- Erect scaffolding where necessary
- Roofer to work with gas engineer to install lead slate for flue terminal – All terminals to be done as shown on plan on rear roof elevation.
- Core drill holes in rear elevation where flu terminates in the rear of the property
- Install any fire-stopping and fire-resistant boxing in where necessary. Agree details with MCC before proceeding.
- Reinstate any flooring where necessary
- Box in boiler where required
- Install fire rated access panel for future inspection for gas engineer.
- Skim boxing in
- Decorate boxing in
- Re instate any additional skirting board required to match existing.
- Clean up

Extension

Task 24

Strip out second floor of extension.

Contractor's Detailed Statement (by Feltham):

- Isolate all services supplies to 'Flat 7'
- Disconnect all electrical fittings and remove off site
- Disconnect all plumbing fittings and remove off site
- Disconnect all gas fitting off site and remove off site
- Remove all bedroom furniture and remove off site
- Remove all kitchen units and appliances and remove off site
- Remove all UPVC windows and doors and remove off site
- Remove all carpets and floor coverings and remove off site
- Remove all timber work from flat
- Remove all plaster board ceilings and dispose of via skip
- Remove all tiles off the wall and and dispose of via skip
- Remove all plasterboard wall linings and dispose of via skip
- Remove all insulation from loft space and dispose of via skip

Task 25, 26

Block existing opening through existing house rear wall. Strip existing roof and set aside materials for reuse. Take down existing extension roof structure and second floor walls.

Contractor's Detailed Statement (by Feltham):

- Seal up existing opening into flat from 'main house' using reclaimed brick approved by MCC.
- Dot and dab plasterboard and skim 'main house side' wall
- Repair skirting and picture rail on landing to match existing.
- Re-decorate to match staircase.
- Erect scaffolding around extension
- Erect temporary protective roof canopy over extension
- Remove all lead from flat roof and store off site
- Carefully remove all slates (reclaimed previously) and stack on site to be re used with additional reclaimed slates to match
- Remove off site all rain water goods, fascia and soffit boards
- Remove and skip truss roof timber
- Remove and store on site wall plate
- Remove clean and store on site all thermalite block to be reused
- All face brick to be carefully taken down, dressed and stored on site
- Remove and skip on site caberdeck flooring
- Remove and store off site floor joists

Task 27, 28

Patch repair rear wall in reclaimed brick to match existing where existing blockwork would otherwise be visible in final construction. **To be reviewed by MCC.**

Task 29, 30

Install steel beams and padstones to support reconstructed pre-existing original outrigger at second floor level. Construct outrigger in reclaimed brickwork and reclaimed natural slate.

Contractor's Detailed Statement (by Feltham):

- Install steel beams, with cast-in pad stones
- Prep flat below to allow for pad stones where necessary
- Install beams to Structural Engineer's specification
- Erect scaffolding where necessary to build out rigger
- Rebuild outrigger in reclaimed brick to approved drawings
- Install timber wall plates
- Construct traditional timber roof (rafters, plates, purlins, deck, felt, battens etc)

- Insulate ceiling as per spec
- Re-slate with salvaged slate

Tasks 31-33

Install new roof structure and deck. Install new roof covering in reclaimed slate to match existing, supplemented by additional reclaimed slate as required. Complete lead flashings to abutments and junctions. Install new flat roof to area between pitches and outrigger. Flash and finish around diverted SVP.

Contractor's Detailed Statement (by Feltham):

- Install wall plate
- Set out new roof structure
- Install ridge plates to agreed roof configuration
- Construct traditional timber roof (rafters, plates, purlins, deck, felt, battens etc)
- Re-slate with recycled slate from original roof
- Carefully cut out brick joint out for new position of lead flashings
- Install lead valleys
- Construct leadwork to small area of flat roof
- Fit timber fascia and soffit
- Install cast iron gutters, rain water pipes to manufacturer's spec.

Task 34

Remove existing windows and doors. Temporarily support walls above windows.

Contractor's Detailed Statement (by Feltham):

- Protect all hard surfaces in the flat
- Disconnect any burglar alarm sensors
- Remove windows and doors and stone sills
- Remove any internal plaster board as required
- Adjust scaffolding accordingly
- Install acrow and props
- Remove any waste in skip

Task 35

Install new arched lintel, with flat arch brick, and facing brick neatly and evenly cut around.

Task 36, 37

Replace existing sills with new, and paint. Install new windows, seal and finish. Make good plastering internally.

Contractor's Detailed Statement (by Feltham):

- Remove area of brickwork above window
- Remove any waste in skip

- Install arched lintel with flat arch brick
- Re-construct recycled bricks and point to match existing
- Install new stone sill
- Remove props the next day
- Install new timber windows
- Seal windows
- Install new window board internally
- Paint stone sill
- Make good plastering
- Make good decorations
- Clean up

Task 38

Complete any required repair and repointing of brickwork to extension.

Task 17

Complete internal repairs and making good to ground and first floor flats.

Task 39-42

Clean brickwork. Take down scaffold. Take out existing front entrance steps and replace with natural stone to approved drawings. Tidy and clean external works.

Contractor's Detailed Statement (by Feltham):

- Clean brickwork from scaffolding using jetwash unit
- Dismantle scaffolding
- Temporally remove handrails from front of building
- Remove existing stone steps and store off site
- Alter any brick where required (reclaimed brick only)
- Install new natural stone steps to the approval of MCC
- Point up in matching mortar
- Re-fit handrails
- Clean area

Total construction duration 26 weeks

Appendix B Site Management Layout Plan

1 EXTENSION
Second Floor removed,
and new roofs installed.
Windows altered and
replaced

2 MAIN BUILDING
Ceilings raised in
principal ground floor
rooms. Some services
diverted

Parking for four
construction
vehicles and
deliveries

