

Risk Assessment/Method Statement	
Date of Works: 25/04/22 Duration: 1 week	Author: T J Millar
Task: Cut out works on 7 th Floor and Roof	Location: Rylands Building (Debenhams)
Document Number: /MS/001/006	Associated Risk Assessments:

References
HASAWA 1974, HS Consultation with employee regulations 1996, The provision and use of work equipment regulations 1998, Work at height regulations 2005, Management of health and safety at work regulations 1995, HSG150 health and safety in construction, Manufacturer's instructions, Lifting Equipment, lifting Operations Regulations (LOLER) 1998. NFDC (National Federation Demolition Contractors) guidance notes (Drop zones)
General
This method statement supports the work that will be carried out for the removal of all Air handling units, rubbish and debris from the air handling rooms located on the roof and 7 th floor at the Rylands Building (Debenhams), Market Street, Manchester.
Aim
The aim of this Method Statement is to outline the work involved, method of work, responsibilities of workers pursuant to the HASAWA 1974 provision 7 (a) (b) and to provide guidance where necessary on the health and safety aspects and the safe working system that the company has put into place in line with HASWA 1974 provision 2 (1) (2) (a) (b) (c) (d) (e) and the MHASAW regulations 1998 provision 3 (1) (a).
Appointments
Site Manager: Terry Millar (medic) Supervisor: Sam Robinson Lift Operator: Tony Cork Hoist operator: Jack Curtis Labourers: HNC Operatives
Tools
Lift; (Goods only permitted) thorough examination and test paperwork in date till Sep 22. Hoist; Installed by sunbelt rentals, thorough examination in date Hand tools; Sledge hammer, socket set, spanners and brush Hand held power tools: Reciprocating saw and impact driver Herras fencing Wheeled cages
COSHH
Nil
Medical
A safe system of work as per HASWA 1974 and the MHASAW 1998 has been put into place to prevent accidents, should the need arise a first aider (3 Day course qualified) is present on site and basic medical equipment is available on the 7 th floor working area (these will be pointed out at the induction and pre work commencement stage). The nearest hospital is Manchester Royal Infirmary (Oxford Rd, Manchester M13 9WL) and the route has been checked. There is a clear signal on all mobile phone networks on site to alert the emergency services and site manager of an accident. A guide will meet the ambulance and escort the paramedics on site and ensure their safety at all times.
Covid 19
HSE Guidance on health and safety at work (Coronavirus Covid 19) is being followed and at

all times the basic principles are applied on site relating to the use of risk assessment, social distancing, wearing of masks, wearing of surgical gloves under work gloves, hand washing regime, staggered canteen use, cleaning of surfaces and toilets. We will also abide by NHS guidance implementing and adhering to their updates and latest Covid 19 measures implemented by them and UK Government.

Heritage

The 7th floor air handling room is located at the top of stairs C. It consists of a small room housing a large metal extraction unit made up of mild steel. Inside the unit there is a large cylindrical fan and radiator consisting of aluminium and copper. The room has been pre checked and there is nothing of historical or heritage value within the room. If any further heritage workings are discovered during the works, then works will cease immediately. This will be a hold point for the works whilst the Arcadis project manager (Paul Hodgkiss) and Stephen Levant from Heritage architectures Ltd are contacted and a site visit arranged to clarify the situation and a proposed new scope of works to protect the heritage find. Manchester City Council will also be informed of the changes within the heritage works.

Safe system of works

Basic health and safety will conform to the references, manual handling techniques and working at heights as a minimum to be applied and conform to their relevant regulations at all times whilst work in progress.

A drop zone will be in operation during the works on the roof air handling unit and will conform to the NFDC (National Federation Demolition Contractors) guidance notes on Drop zones

Hi visibility clothing / vest, steel toecap midsole boots, hard hats and gloves to be worn when moving Around site. Half mask force 8 standard and safety glasses to be worn when cutting the air handling unit metal sheeting and sweeping floor debris. Tear resistant gloves will be worn when handling the metal sheets.

Any electrical tools used will be in accordance with the electricity at work regulations and all electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection.

Lift: The lift operator has familiarised himself with all the operations and safety features with regards to lift. The thorough examination certificate and test results have been checked and copies kept in the LOLER and PUWER files.

Hoist: The hoist operator has been given an induction by sunbelt rentals in the safe use of the hoist and daily checks to be conducted. The hoist has a thorough examination certificate, daily and weekly checks are in place to ensure the safe operation of the hoist.

Preliminary Precautions

Control procedures (**especially heritage**) must be in place and adhered to at all times and no deviation from the method statement should be made without prior consent from the originator of the document who can amend the method statement and brief the site management and construction team on the relevant changes.

Safe System of Works

Induction; All operatives working within the scope of the method statement will report to the site office and the relevant site manager to be inducted onto the site. The site manager

will also brief the contractors of the current workings and hazards present on site.

Risk assessments; All tasks on site should be risk assessed within their own right by a competent person. The risk assessment should target the specific job and not be generic in nature. The risk assessment should involve worker input as per INDG 232 where their feedback can help determine the best way the risk assessment can help improve the overall safe system of work following the plan, do, check, act (PCDA) principle.

Walk through talk through; After the induction process has taken place the site manager will walk the operatives through the site to point out various aspects pertinent to the induction process such as fire escapes, safe routes, welfare facilities, smoking and mobile phone safe areas. He will also walk through the job process to see if barriers and signage should be erected in the relevant work area to protect other contractors on site. All operatives will have the heritage proceedings relevant to the works pointed out so operatives do not inadvertently cause damage.

Demarcation; The site manager should check that no health and safety infringements or obtrusions into another contractor working environment will occur and take measures to keep a safe working environment for all parties.

PPE/RPE; Hi visibility clothing / vest, steel toecap midsole boots, hard hats to be worn as a minimum when moving around site. Gloves should be worn for all construction tasks and should be of the right specification for the task. Safety glasses and dust masks should be utilised for tasks that are indicated within the rams. Masks and glasses should be fit for the task and not be generic in nature to satisfy health and safety protocol

Tools: All electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible, tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection. If extension leads are used, they should be elevated where possible to avoid being a trip hazard. All other hand tools should be checked for signs of damage, wear and tear before use. All leads should be checked within their entirety for any signs of repair or damage. Any damaged items should be reported and changed.

Manual handling; All operatives should have at minimum received a toolbox talk on manual handling to outline the best methods to lift and carry objects safely. Heavy loads should be split into smaller quantities, dual lifted or mechanically handled to avoid a strain injury. It is the responsibility of the employee to bring to the attention of a supervisor if he deems a risk to his health and safety from the manual handling task. A manual handling risk assessment HSE form L23 has been carried out to determine the best practice.

Materials; Materials that are removed for waste should be unloaded and stored in a safe area where it will not prove a hazard to other trade operatives, Heavy items should be delivered and stored as close to the skips as possible to cut down on manual handling tasks. Large loads can be further cut down to make the item lighter and easier to handle.

Working at height; Will conform to the working at height regulations 2005 and the working at height hierarchy of control. Only persons who are deemed competent and have been given a toolbox talk on the safe conduct and use of towers or steps will be allowed to operate from them.

Hot Works: No hot works needed

Electrics: All electrics have been cut to the roof and 7th floor. However, all electrical wiring will be tested with a live cable detector to ascertain its current status, electrical fuse boxes will be opened and checked to ensure the fuses have not been replaced and that the on/off switch is still in the locked-out position and the tag still in place. This will ensure the safe removal of any electrical components or wiring. **If in doubt then operatives should seek advice from the site manager who can call the electrician to check the problem.**

Hold Point: During the works if there is any doubt about the rip out sequence and heritage on the floor then the operative should stop works and inform the site manager. Clarification will be sought from the Arcadis project manager who in turn will email the heritage team to clarify the situation. This will be a hold point until an answer and outcome can be ascertained.

Description of Works

The operatives will read through the method statement and sign before work commences, they will be given a walk-through of the procedure and shown the clean air certificate which will prove the working area is clear of any asbestos residue, they will also be shown the electrical termination certificate.

Operatives will stack cages on the 6th floor ready for the transportation of the metalwork from the drop zone to the hoist where it will then be sent to the loading bay for transfer to the skip. There will be four cages loaded up to the roof for transporting the waste steel to the drop zone. Operatives will assess the routes to the drop zone and hoist to make sure that no trip hazards are present and the route is clear of any debris.

Operatives will start the works by cutting the steel in small pieces by aid of a reciprocating saw and transferring the metalwork into the cages. This will alleviate any undue physical manual handling on the roof and will lessen the risk of injury from repetitive strain and also carrying metalwork on an uneven or slippery floor due to bad weather conditions. A risk assessment (HSE L23) manual handling has been conducted and this has been in joint consultation with operatives.

The metalwork will be loaded into the cages so that the cage is half full, this will prevent the cage from becoming top heavy and falling over whilst in transit. Once the metalwork has been transported to the drop zone the metal will be removed from the cage and dropped through the opening in the roof (old air duct) into the drop zone area. The opening in the roof will have a hand rail placed around it that is secured to the roof and will have guard rails fitted at a height of 450mm and 900mm. This will be fixed into position to prevent any undue movement and to prevent a fall from height. When not in use a large 18mm ply sheet will be placed over the aperture to prevent any ingress from water during inclement weather.

Drop Zone

The drop zone will conform within the National Confederation Demolition Contractors (NFDC) BS:6187 and will include red, amber and green zones to protect the workforce during the work phase. The drop zone slab impact area will be double boarded with 18mm plyboard to protect it from damage and will have a rubber matt placed to absorb the impact. The designed drop zone is the immediate hazard area where the principal mass of the metal

is planned to drop and will be a red area and restricted to all persons whilst the dropping of metal is ongoing. This will also incorporate the predicted debris area where metal could overshoot due to bounce or ricochet and this area will be an amber area and restricted of all movement until the drop has ceased. The drop zone will be set up using Herras fencing and will be in proportion the drop height (15ft) the fence will be signed to state it is a drop zone area and is in operation. The outer (Amber cordon) will consist of chapter 8 barrier with hazard tape. The weight of the metal pieces will be below 10kg and will have no impact on the overall floor structure. All areas outside the red and amber will be designated green zones and movement will not be restricted in this area but normal PPE protocols will still exist.

Operatives will load the metalwork in the cages and move to the drop zone and ready the metalwork to be dropped. The drop controller on the roof will alert the supervisor on the floor below by radio that metalwork will be dropped. The operatives on the floor will stand outside the amber area and wait for the word that all the metalwork has been dropped. A wooden board will then be placed over the opening to protect the workers underneath from any debris or uncontrolled drop.

The workers will then clear the drop zone and re-cage the metalwork and transport it to the lift where in can be sent to the loading bay to be placed into the skips. This process will be repeated until the metalwork is clear from the air handling room. The room will then be swept and cleaned and all debris bagged and taken down the stairs to the hoist area and transported for waste disposal. The cages on the roof will be dismantled and taken to the hoist for backloading.

The exclusion zones will be dismantled and everything will be removed and stacked in the loading bay for disposal or future use.

The area should then receive a final sweep clean. The area should be dampened down using portable fine droplet spray bottles filled with water to prevent a build-up of dust. This will ensure that the dust is managed to an acceptable level without over wetting the area. Dust masks should be worn whilst carrying out the sweeping operation to prevent inhalation of residual silica dust.

Good standards of housekeeping to be maintained at all times.

Waste must be placed into the correct skip to avoid cross contamination leading to penalties at the waste management facility. The area must be checked to ensure that no equipment is left behind after the clean-up operation.

Communication of Method Statement and Risk Assessment

I have read, understood and agree to work to the methods stated in the risk assessments and method statement for Air handling Rip-out Works on the 7th floor and Roof at Rylands building, Market Street, Gtr Manchester.

I agree to implement all the necessary control measures to protect others and myself.



Name	Job Title	Signature	Date

Risk Method Statement	
Date of Works: 23 Aug 21 Duration: 16 weeks	Author: T J Millar
Task: Floor tile and floor covering removal for floors 6 through to basement	Location: Debenhams
Document Number: HNC/MS/001/004	Associated Risk Assessments: HNC-RA

References

HASAWA 1974, Lifting operations and lifting equipment regulations 1998, The provision and use of work equipment regulations 1998, Management of health and safety at work regulations 1995. Manual Handling operations regulations 1992

General

This method statement supports the work that will be carried out for the removal of all floor coverings working down throughout the building on from floor 6 through to the basement at Debenhams, Market Street, Manchester.

Aim

The aim of this Method Statement is to outline the work involved, method of work, responsibilities of workers pursuant to the HASAWA 1974 provision 7 (a) (b) and to provide guidance where necessary on the health and safety aspects and the safe working system that the company has put into place in line with HASWA 1974 provision 2 (1) (2) (a) (b) (c) (d) (e) and the MHASAW regulations 1998 provision 3 (1) (a).

Appointments

Site Manager: Terry Millar
Vehicle Operator: Anthony Cork
Labourers: HNC Operatives
First Aiders: Terry Millar

Tools

Ride on floor scarper 5700
Stanley knife
Hand held scraper
Head torch

COSHH

Silica dust

Medical

A safe system of work as per HASWA 1974 and the MHASAW 1998 has been put into place to prevent accidents, should the need arise a first aider (3 Day course qualified) is present on site and basic medical equipment is available on scene (these will be pointed out at the induction stage). The nearest hospital is Manchester Royal Infirmary (Oxford Rd, Manchester M13 9WL) and the route has been checked. There is a clear signal on all mobile phone networks on site to alert the emergency services of an accident. A guide will meet the ambulance and escort the paramedics on site and ensure their safety at all times.

Covid 19

HSE Guidance on health and safety at work (Coronavirus Covid 19) is being followed and at all times the basic principles are applied on site relating to the use of risk assessment, social distancing, wearing of masks, wearing of surgical gloves under work gloves, hand washing regime, staggered canteen use, cleaning of surfaces and toilets. We will also abide by NHS guidance implementing and adhering to their updates and latest Covid 19 measures implemented by them and UK Government.

Preliminary Precautions

Control procedures must be in place and adhered to at all times and no deviation from the method statement should be made without prior consent from the originator of the document who can amend the method statement and brief the site management and construction team on the relevant changes.

Heritage

If in doubt about any works around the heritage areas then stop work immediately and ask the site manager for guidance. The areas of interest (Heritage) are protected with Herras fencing to avoid any damage from the floor scraper and to place them out of bounds to any operatives. Warning signs have been placed on the Herras fence to warn that the area is out of bounds to all operatives. Care will be taken around columns and careful hand removal of the tiles will be put into operation to avoid damage to the skirting boards. If any works on the floor uncover any workings that could be deemed of historical value, then all works are to cease and the site manager informed. This will be a hold point for the works whilst the Arcadis project manager (Paul Hodgkiss) and Stephen Levant from Heritage architectures Ltd are contacted and a site visit arranged to clarify the situation and a proposed new scope of works to protect the heritage find. Manchester City Council will also be informed of the changes within the heritage works and will assist where necessary.

Safe System of Works

Induction; All operatives working within the scope of the method statement will report to the site office and the relevant site manager to be inducted onto the site. The site manager will also brief the contractors of the current workings and hazards present on site.

Risk assessments; All tasks on site should be risk assessed within their own right by a competent person. The risk assessment should target the specific job and not be generic in nature. The risk assessment should involve worker input as per INDG 232 where their feedback can help determine the best way the risk assessment can help improve the overall safe system of work following the plan, do, check, act (PCDA) principle.

Walk through talk through; After the induction process has taken place the site manager will walk the operatives through the site to point out various aspects pertinent to the induction process such as fire escapes, safe routes, welfare facilities, smoking and mobile phone safe areas. He has also walked through the job process to see if barriers and signage should be erected in the relevant work area to protect other contractors on site

Demarcation; The site manager should check that no health and safety infringements or obtrusions into another contractor working environment will occur and take measures to keep a safe working environment for all parties.

PPE/RPE; Hi visibility clothing / vest, steel toecap midsole boots, hard hats to be worn as a minimum when moving around site. Gloves should be worn for all construction tasks and should be of the right specification for the task. Safety glasses and dust masks should be utilised for tasks that are indicated within the rams. A chin strap should be worn whilst operating the vehicle so that the hard hat will remain in place if the vehicle should overturn.

Tools: All electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection. If extension leads are used, they should be elevated where possible to

avoid being a trip hazard and so as not to become damaged by the floor scraper. The machine will be checked for serviceability and safety devices will be checked before operation as per PUWER 2002. Hand tools will consist of a small scraper and Stanley knife for the finer tile removal around columns.

Manual handling; All operatives should have at minimum received a toolbox talk on manual handling to outline the best methods to lift and carry objects safely. Heavy loads should be split into smaller quantities, dual lifted or mechanically handled to avoid a strain injury. It is the responsibility of the employee to bring to the attention of a supervisor if he deems a risk to his health and safety from the manual handling task. A manual handling risk assessment HSE form L23 has been carried out to determine the best practice.

Materials; Materials required for the task should be unloaded and stored in a safe area where it will not prove a hazard to other trade operatives, Heavy items should be delivered and stored as close to the works as possible to cut down on manual handling tasks.

Hold Point: During the works if there is any doubt about the rip out sequence and heritage on the floor then the operative should stop works and inform the site manager. Clarification will be sought from the Arcadis project manager who in turn will email the heritage team to clarify the situation. **This will be a hold point until an answer and outcome can be ascertained or a site visit is undertaken and a new scope of works proposed that will protect the heritage.**

Electrics: Before operating the floor scraper the area must be checked and all 110v leads should be elevated and secured to the ceiling. This will prevent the blade striking a 110v trailing wire and causing an electrical surge which could result in an electrical shock to an operative and damage to the machine. Furthermore, the lead may be left in situ because it is obscured by dust and debris which will put operatives at risk during the clean-up operation.

Lighting; Lights will be provided in the form of 110v LED string lights, these will be elevated above the working area and will provide sufficient lighting for the task. If any lights should fail then all works must cease until the lighting has been re-established.

Description of Works

The ride on floor scraper will be unloaded via the Bridgewater Place loading bay entrance as this is the most practical entrance to get the floor scraper into the store and allows the floor scraper to be loaded into lift 2 for transit to all floors.

The lift has been checked and a lift report generated which includes LOLER 1998, PUWER 1998 and a thorough examination certificate which is in date for goods carriage only. This was carried out by a fully accredited lift engineer A J Brown from the Allianz group.

The floors have been structurally checked by Callum Sidney who is a senior engineer for Woolgar Hunter who have been on site and assessed the floor, supports and rebar from assessment holes made by Quadriga services.

The machine will be loaded onto the floor and a full visual check and walk around by the operative will be undertaken to ensure that no voids, holes or other fragile surfaces exist and that all trailing wires are elevated and secured at ceiling level. Once the survey has

been done the machine operative will start the floor strip in a methodical linear pattern starting at the NW (High St) end of the building and stripping the Western (Market Street) side first. Once the first row has been stripped all debris will be moved and bagged by operatives and placed into a wheeled cage. The cage will be manoeuvred to the lift and transferred to the skip area for disposal. An area of 12 inches around all columns will be intentionally missed by the floor scraper to avoid any undue damage to the heritage element (Skirting board). Operatives using a Stanley knife, hand held floor scraper and small hand-held scraper will carefully remove the floor tiles around the column. Care should be taken when using the Stanley knife and cut resistant gloves should be worn along with safety glasses to avoid splinters from entering the eyes, knee pads will also be used to avoid unnecessary strain on the knees. A head torch will be used so that operatives have pinpoint lighting for the task for all sides of the column where task lighting may not provide sufficient lighting and create shadow.

The machine will have a 3m spacing (1 Column width) between work area and operatives cleaning the area to avoid any undue collision, this will be marked by hazard tape between the columns.

Operatives should check with the floor supervisor that all the work areas are safe to enter and work in and that they have sufficient lighting for the task. This will vastly reduce the potential for collision and prevent an accident. Operatives should maintain a constant vigilance whilst on working in the environment and adhere to the site rules at all times.

All tools including the floor scraper should have a visual check beforehand and should be checked prior to use and all safety devices checked for correct operation. Power leads should be placed overhead as this will prevent trip hazards, undue damage, electrical shock to operatives and to avoid the machine cutting through a live cable. No cable should be laid in the area where the machine is operating.

Operatives should check the RAMS or ask how the job should be completed from the line manager if in doubt.

Good standards of housekeeping to be maintained at all times.

Waste to be segregated at source and recycled where necessary in accordance with company policy.

All waste to be mechanically handled to nearest lift and then loaded into the skip where accordance with site rules and company environmental policy.

Care should be taken to protect around the windows so as not to cause damage. Herras Fencing should be secured into place to protect the windows as any strike could cause a fall of glass or debris into the open street which has the potential to cause harm and will be a RIDDOR offence and reported to the HSE.

The site manager will check and inspect the fencing to ascertain its integrity.



Communication of Method Statement and Risk Assessment

I have read, understood and agree to work to the methods stated in the risk assessments and method statement for the removal of tiles and floor coverings and associated works at Debenhams, Market Street, Manchester

I agree to implement all the necessary control measures to protect others and myself.

Name	Job Title	Signature	Date

Risk Assessment/Method Statement	
Date of Works: Ongoing Duration: Ongoing	Author: T J Millar
Task: Toilet and stud wall demolition on All Floors	Location: Rylands Building (Debenhams)
Document Number: /MS/001/004	Associated Risk Assessments:

References
HASAWA 1974, HS Consultation with employee regulations 1996, The provision and use of work equipment regulations 1998, Work at height regulations 2005, Management of health and safety at work regulations 1995, HSG150 health and safety in construction, Manufacturer's instructions, Lifting Equipment, lifting Operations Regulations (LOLER) 1998.
General
This method statement supports the work that will be carried out for the removal of walls to drawings, demolition waste including rubble from investigative surveys and all rubbish and furniture from all floors at the Rylands Building (Debenhams), Market Street, Manchester.
Aim
The aim of this Method Statement is to outline the work involved, method of work, responsibilities of workers pursuant to the HASAWA 1974 provision 7 (a) (b) and to provide guidance where necessary on the health and safety aspects and the safe working system that the company has put into place in line with HASWA 1974 provision 2 (1) (2) (a) (b) (c) (d) (e) and the MHASAW regulations 1998 provision 3 (1) (a).
Appointments
Site Manager: Terry Millar (medic) Supervisor: Sam Robinson Lift Operator: Carl Saxon Bobcat operator: Tony Cork Labourers: HNC Operatives
Tools
Lift (Goods only permitted), thorough examination and test paperwork checked (lift 2) Makita Reciprocating Saw / On hire from HSS test certificate in date Extension leads x 2 / On hire, test certificate in place Hand tools (Sledge hammer, mattock, pinch bar, crow bar, lump hammer, bosons chisel, 15mm pipe splice, adjustable spanner, grips) Impact driver Reciprocating saw Aluminium tower Bobcat Rubble bins Shovels
COSHH
Hydraulic oil Diesel Bleech
Medical
A safe system of work as per HASWA 1974 and the MHASAW 1998 has been put into place to prevent accidents, should the need arise a first aider (3 Day course qualified) is present on site and basic medical equipment is available on the 5 th floor working area (these will be pointed out at the induction stage). The nearest hospital is Manchester Royal Infirmary

(Oxford Rd, Manchester M13 9WL) and the route has been checked. There is a clear signal on all mobile phone networks on site to alert the emergency services and site manager of an accident. A guide will meet the ambulance and escort the paramedics on site and ensure their safety at all times.

Covid 19

HSE Guidance on health and safety at work (Coronavirus Covid 19) is being followed and at all times the basic principles are applied on site relating to the use of risk assessment, social distancing, wearing of masks, wearing of surgical gloves under work gloves, hand washing regime, staggered canteen use, cleaning of surfaces and toilets. We will also abide by NHS guidance implementing and adhering to their updates and latest Covid 19 measures implemented by them and UK Government.

Heritage

The upper floors consisting of 7, 6, 5 and 4 floor consists of a large open area with toilets at either end on the NNE and NNW corners on floors, 6, 5 and 4 and large stud partition walls and block walls that are to be demolished to drawing specifications. There is heritage value on these floors which consists of stairwell access to the various fire escapes including A, B, C, E, G and H, Stair cases, decorative columns, office suite and floor covering. **If in doubt about any works around the heritage areas then stop work immediately and ask the site manager for guidance.** The areas are protected with Herras fencing to avoid any damage from the Bobcat and to place them out of bounds to any operatives. Warning signs have been placed on the Herras fence to warn that these areas are out of bounds. If any works uncover anything that could be deemed of historical value, then all works are to cease and the site manager informed. This will be a hold point for the works whilst the Arcadis project manager (Paul Hodgkiss) and Stephen Levant from Heritage architectures Ltd are contacted and a site visit arranged to clarify the situation on the finding and a proposed new scope of works put into place to protect the heritage find. Manchester City Council will also be informed of the changes within the heritage works.

Safe system of works: In general,

Basic health and safety will conform to the references, manual handling techniques and working at heights as a minimum to be applied and conform to their relevant regulations at all times whilst work in progress.

Hi visibility clothing / vest, steel toecap midsole boots, hard hats and gloves to be worn when moving Around site. Half mask force 8 standard and safety glasses to be worn when cutting pipework and cables and sweeping floor debris.

Electrical tools used will be in accordance with the electricity at work regulations and all electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection.

Lift: The lift operator has familiarised himself with all the operations and safety features with regards to lift. The thorough examination certificate and test results have been checked and copies kept in the LOLER and PUWER files. The bobcat will be checked daily before use and during operation by the operator.

Bobcat: The bobcat operator has all the relevant qualifications, competence and training to operate the machine and has familiarised himself with all the operations and safety features.

A plant operators competency check sheet has been carried out (HNC 001 F22). The thorough examination certificate and test results have been checked and copies kept in the LOLER and PUWER files. The bobcat will be checked daily before use and during operation by the operator.

Preliminary Precautions

Control procedures (**especially heritage**) must be in place and adhered to at all times and no deviation from the method statement should be made without prior consent from the originator of the document who can amend the method statement and brief the project management, heritage, site management and construction team on the relevant changes.

Safe System of Works; In detail

Induction; All operatives working within the scope of the method statement will report to the site office and liaise with the site manager where operatives be inducted onto the site. The site manager will also brief the contractors of the current workings and hazards present on site.

Risk assessments; All tasks on site should be risk assessed within their own right by a competent person. The risk assessment should target the specific job and not be generic in nature. The risk assessment should involve worker input as per INDG 232 where their feedback can help determine the best way the risk assessment can help improve the overall safe system of work following the plan, do, check, act (PCDA) principle.

Walk through talk through; After the induction process has taken place the site manager will walk the operatives through the site to point out various aspects pertinent to the induction process such as fire escapes, safe routes, welfare facilities, smoking and mobile phone safe areas. He will also walk through the job process to see if barriers and signage should be erected in the relevant work area to protect other contractors on site. All operatives will have the heritage proceedings relevant to the works pointed out so operatives do not inadvertently cause damage.

Demarcation; The site manager should check that no health and safety infringements or obtrusions into another contractor working environment will occur and take measures to keep a safe working environment for all parties.

PPE/RPE; Hi visibility clothing / vest, steel toecap midsole boots, hard hats to be worn as a minimum when moving around site. Gloves should be worn for all construction tasks and should be of the right specification for the task. Safety glasses and dust masks should be utilised for tasks that are indicated within the rams. Masks and glasses should be fit for the task and not be generic in nature to satisfy health and safety protocol

Tools: All electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible, tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection. If extension leads are used, they should be elevated where possible to avoid being a trip hazard. The tower will be checked for serviceability and safety devices will be checked (wheel locks, toe boards etc) before operation as per manufacturer's instructions and PASMA guidelines.

Manual handling; All operatives should have at minimum received a toolbox talk on

manual handling to outline the best methods to lift and carry objects safely. Heavy loads should be split into smaller quantities, dual lifted or mechanically handled to avoid a strain injury. It is the responsibility of the employee to bring to the attention of a supervisor if he deems a risk to his health and safety from the manual handling task. A manual handling risk assessment HSE form L23 has been carried out to determine the best practice.

Materials; Materials that are removed for waste should be unloaded and stored in a safe area where it will not prove a hazard to other trade operatives, Heavy items should be delivered and stored as close to the skips as possible to cut down on manual handling tasks. Large loads can be further cut down to make the item lighter and easier to handle.

Working at height; Will conform to the working at regulations 2005 and the working at height hierarchy of control. Only persons who are deemed competent and have been given a toolbox talk on the safe conduct and use of towers will be allowed to operate from them.

Hot Works: No hot works on site

Electrics: All electrics have been cut to the boards on the floor area. A permit will be issued to carry out the cutting of electrical services to the air conditioning units. Before removal, all electrical wiring will be tested with a live cable detector to ascertain its current status. **If in doubt then operatives should seek advice from the site manager who can call the electrician to re-check the status of the cables.**

Hold Point: During the works if there is any doubt about the rip out sequence and heritage on the floor then the operative should stop works and inform the site manager. Clarification will be sought from the Arcadis project manager who in turn will email the heritage team to clarify the situation. This will be a hold point until an answer and outcome can be ascertained or a site visit is undertaken and a new scope of works proposed that will protect the heritage.

Description of Works

The operatives will demolish the block walls in a top-down brick course sequence. This will be achieved by operatives operating from mobile aluminium tower using a low percussion breaker until the wall is low enough to knock down from floor level. The tower will be set up by a competent person and checked prior to use a permit to work will be issued. The tower will be moved by the operatives away from the wall once hand demolition is achieved to allow the bobcat to manoeuvre all debris away from the area. This will allow the tower to be moved into a new position and the wheels to be locked off on an even surface before hand demolition commences. The operatives may have to move some debris away to allow the tower to be moved from the wall area prior to the bobcat being able to move into the area to clear the major debris, this will prevent damage to the tower and wheels. Once the wall is at waist height the bobcat can then remove the remainder of the wall as this does not pose a risk of collapse that could harm the driver of the vehicle. The tower should be moved away and dismantled and stored safely until the next tasking.

The stud partition wall will be dismantled in a methodical sequence by unscrewing and removing the panels and cutting them to size to be stacked in a waste cage. The supporting batons will be dismantled by again unscrewing them and placing them in the waste cage. All waste will be sent to the loading bay to be placed in the correct waste skip. No combustible material is to be left on the floors. Batons that are secured to the wall and ceiling may have to be prised off using a crow bar, care must be taken so as to avoid the bar springing back

and falling from the tower. No operatives are to be working under or near the tower when this operation is being completed.

The toilets will be checked before removal and a mild water / bleach mix will be poured into the toilet to remove any waste; the toilet exterior will then be wiped clean. The toilet cistern will be unscrewed from the wall using the impact driver and any pipework and metalwork stripped and all parts separated into the relevant waste streams. The toilet will then be removed by unscrewing the securing screws from the base of the toilet and removing the waste pipe from the rear of the toilet. The toilet will then be placed into a large plastic bag. The flexible waste pipe will be removed and placed into the bag along with any attachments. The waste pipe connector and waste pipe will be removed out of the floor area and again be bagged for disposal.

The sinks will have a mild water bleach mix poured down the plug hole and this will clear any residue from the U bend or trap. The U bend / trap can then be removed with all other associated waste pipe and clips. The sink will be removed by splicing the 15mm DHW and cold-water pipes then unscrewing the securing mounts. The sink can then be removed from the wall and the taps and plug holder removed using grips, these can then be placed into the relevant waste stream. The sink can be placed into the disposal cage with the toilets.

The urinals will be cleaned with a mild water / bleach mix and then the trap and pipework will be removed. The urinal retaining screws will be removed with the impact driver and the urinal metal waste removed placed into the relevant waste stream. The urinals will be put into a plastic bag and placed into the cage with the sinks and toilets for disposal.

Mirrors should be covered with black duct tape before removal, this will ensure that the mirror will not shatter during removal and if broken and sharps will be contained. Cut resistant gloves and safety glasses will be worn during this process. The mirrors should be wrapped in polythene, taped and handled carefully and placed into the cage for removal.

Any other bathroom furniture such as toilet roll holders, towel holders etc will be unscrewed from the wall and placed into the relevant waste streams.

At all times during the removal of toilets, sinks and urinals operatives must wear the correct PPE including hard hat goggles, RPE, surgical gloves, outer gloves to at least cut resistance level 4 and steel toe cap boots.

The Work at Heights Regulations 2005 requires an assessment to be undertaken before starting any work at height. If the assessment confirms that there is no alternative to working at height, then suitable work equipment should be selected, taking into account the nature of the work.

The major reason for selecting aluminium alloy towers to provide access is the lightness of the components and the consequent ease of assembly compared with the heavier sections of steel scaffold structure. In mobile form aluminium alloy towers are easy to move from point to point, but the lightness of the structure means that care has to be taken to ensure the stability of towers. The guidance note will provide details on erection and inspection and state the safe height to which towers can be erected and will give information on the use of stabilisers and outriggers to increase the stability of high towers. If these instructions are

observed, aluminium alloy towers provide a stable and firm work platform.

The tower will be set up by a competent or PASMA trained person. The persons conducting operations from the tower will be reminded and revised on the safe working practices (HNC.SWP.002) and toolbox talk (HNC.TBT.057) and a practical walk-through talk through will be conducted on test and inspection and safe use. The tower will be inspected by the operatives before use and a check sheet signed to say the tower is safe and ready to use.

2. APPLICATION

The following rules apply to all aluminium tower scaffolds erected in the course of any demolition duties and on all sites.

3. ERECTION AND INSPECTION

Only competent persons are permitted to erect and inspect aluminium tower scaffolds. A person is deemed competent only if they have successfully completed a recognised training course on erection and use of mobile aluminium scaffolds within the last three years. A register of competent persons must be maintained by each relevant department.

4. ERECTION

4.1 Before Erection of Tower

The competent person must be in possession of the Manufacturers Instruction Manual (MIM) before erection begins.

Before using a tower, all components should be checked to see that they are in good condition and are for the same model of tower. Check that the ground is firm and level and take any necessary precautions against collision of persons or vehicles e.g. Barriers and/or signage.

Castors should be checked to see that in each case the castor housing and wheel/tyre is not damaged, that the wheel rotates effectively, that the castor swivel rotates effectively and that the brake functions properly.

Adjustable legs should be checked to see that they are not bent, or the threads damaged. All threads should be clean and free from debris. The device fitted to stop the leg falling out of the frame should be checked to see if it is functioning.

Frames should be checked to see that the members are straight and undamaged. They should be free of extraneous material such as concrete. Spigots should be straight and parallel with the axis of the column tube and the device for locking frames together should be checked to see that it is functioning correctly.

Platforms should be checked to see that they are undamaged and that the frames are square and true. Plywood decks should not be split or warped and should be firmly fixed to the frames. Where toe boards incorporate clips or fittings these should be undamaged and firmly fixed to the toe board. Ancillary parts, such as outriggers and stabilisers, should be

checked for damage and effective functioning of hooks and couples.

4.2 Stability of the tower

Towers should be erected and used only on ground suitable for the purpose, generally with a surface of concrete, tarmacadam or similar. Where towers are built on soft, uneven or sloping ground, they should be set on boards or other rigid packing, which will provide a firm foundation.

4.3 Never Use Damaged Equipment

Always climb a tower on the inside, using the ladder rungs within the frame, and gain access to the platform through the trap door platform. Never climb on the outside of a tower.

Each time a mobile tower is relocated it should be re-levelled using the leg adjustment. Each castor should be relocked. When adjustable outriggers are fitted, their sound footing should be checked after each move.

Working platforms should be fully and closely boarded.

Use guardrails and toe boards on all working platforms. Guard rails should be at least 950mm high and an intermediate guard rail should be provided so the unprotected gap does not exceed 470mm.

4.4 Height

The heights at which a tower may be used are shown in the MIM and should be strictly adhered to at all times.

4.5 Outriggers or stabilisers

Outriggers or stabilisers increase the **effective base dimensions** of the tower and must always be fitted when higher towers are required. These should normally be fitted as soon as the first lift is complete.

4.6 Tying-In

Tying-in is normally achieved with compatible aluminium tube and couplers, but the advice of the suppliers should first be sought. It is a good practice to tie-in towers of all heights whenever possible and especially when left unattended or in exposed and windy conditions.

4.7 Wind Loads on the Tower

Wind imposes a horizontal load on the tower tending to overturn it. In normal safe working conditions this tendency to overturn is counteracted by the self- weight of the tower, and the stabilising effect of the outriggers or stabilisers. Do not erect or use in winds in excess of 17mph (the leaves on the trees will rustle)

4.8 Other Horizontal Loads

Apart From wind loads, other horizontal loads can act on the tower. These are mainly caused by the actions of the operatives working on the towers. For example, when using hand tools, such as a drill, pushing on the drill causes equal and opposite force on the tower. Such forces should be avoided as much as possible and in no circumstances should they exceed 20kg (44lb) on freestanding towers.

4.9 Vertical Loads (Lifting Materials etc)

Any vertical load produced by persons or materials within the area of the working platform, adds to the stability of the tower, but any vertical load outside the area of the working platform can be hazardous. For example, heavy materials hoisted with a rope outside the tower have a tendency to overturn the tower, particularly if no outriggers or stabilisers are fitted.

4.10 Safe Loading

The MIM will detail the maximum loads that the tower can support. Generally speaking, they will state the designed load capacity (DLC) that can be supported on any platform, and the Safe Working Load that can be supported by the complete tower.

It is recommended that a notice be exhibited at the base of the tower showing the DLC, so that all personnel who use the tower are aware of its safe capacity.

4.11 Moving a tower

Reduce the height of the tower to under 4 meters before moving. Check that there are no power lines or other obstructions overhead.

Before moving a tower unlock the castors, unlock the outrigger castors or reposition. stabiliser feet 12mm (0.5 inch) from the ground. Check that the area where the tower is being moved to is firm and level. When moving the tower, push or pull at the base only.

Move the tower by manual effort at ground level only (never used powered vehicles). No personnel or tools and equipment should be on the tower if it is in motion. Once in position lock all wheels and reposition outriggers before use.

5. INSPECTION

The 'Scafftag' erection and inspection procedure. This should be used for all tower scaffolds erected by competent persons employed by the SR Demolition.

5.1 Before Use of Tower

After a tower has been erected, an inspection must be undertaken by a competent person prior to use. An inspection should also be undertaken if there are any substantial additions, dismantling or alterations. The inspection should include the

following:

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers are correctly positioned and secured.
- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all bracing members have been located exactly in accordance with the supplier's instructions.
- Check that all guardrails and toe boards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Never use the tower in the vicinity of live electrical apparatus or near unguarded machinery.
- Ensure that any holes, ducts, pits or gratings are securely covered.

5.2 During Use of Tower

During use, the tower should be kept in good order. Should parts become damaged they should be replaced before the tower is used again.

6. HAZARDS

Accidents are normally the results of carelessness or failure to observe good working practice. With aluminium alloy towers, accidents can be caused by:

- Height being too great relative to the effective base dimension.
- Failure to use outriggers or stabilisers when required.
- Tower being used on or moved on sloping, uneven or obstructed surfaces without attention to vertical alignment and stability.
- Using a tower, which is not vertical.
- Towers not being tied to building or adjacent structure when they should be.
- Moving the tower carelessly - pulling it along at working platform level.
- Not ensuring ground is clear of obstruction, potholes, ducts etc.
- Not ensuring tower is clear of overhead obstructions.
- Bracing members not being fitted in accordance with instructions.
- Guardrails or toe boards not being fitted allowing men or materials to fall from the working platform.
- Using the tower in adverse weather conditions.
- Using a mobile tower when the castor wheels have not been locked.
- Exceeding the Safe Working Load.

7. SCAFFOLD REGISTER FORM

If a tower is in position for 7 days or more, it must be inspected by a competent person, and an entry to that effect made in the appropriate Register.

The tower will be manoeuvred into place and the wheels locked off. The tower will have 1 man operating on it at any one time. The initial role of the tower operative will be to dismantle the racking/shelving and handing it to the ground operatives for safe stacking and disposal. The shelving handed down will be 1 piece at a time keeping the weight to a minimum as per the Manual handling regulations 1992

The bobcat will be used to clear away the debris from the demolition of the toilets and will operate in a safe lane that has been set up using hazard warning barrier tape and all operatives have signed this method statement and have had a walk-through talk through of the concept of operations and working alongside the bobcat. The bobcat operator will keep his speed to a crawl and will sound his horn and check behind before reversing. A banksman will also check that the safe lane is clear before the bobcat moves. The bobcat will load the bins for the operative to take to the lift where they will be sent to the bay. The operatives will then move the bins and dump them into the rubble skip.

Consideration must be given to the temporary 110v electrical cabling and lighting system and all cables should be elevated above the bobcats working height so as not to cut, snag, or catch it whilst in operation.

The area should then receive a final sweep clean. The area should be dampened down to prevent a build-up of dust using a fine droplet sprayer with water. Operatives must not over wet the surface and use the spray bottles provided. Dust masks should be worn to prevent inhalation of silica dust.

Good standards of housekeeping to be maintained at all times.

Waste must be placed into the correct skip to avoid cross contamination leading to penalties at the waste management facility.

Communication of Method Statement and Risk Assessment

I have read, understood and agree to work to the methods stated in the risk assessments and method statement for Rip-out Works on floor at Rylands building, Market Street, Gtr Manchester.

I agree to implement all the necessary control measures to protect others and myself.

Name	Job Title	Signature	Date



Risk Assessment/Method Statement	
Date of Works: 20/10/21 Duration: 1 week	Author: T J Millar
Task: Works on 7 th Floor and Roof	Location: Rylands Building (Debenhams)
Document Number: /MS/001/005	Associated Risk Assessments:

References
HASAWA 1974, HS Consultation with employee regulations 1996, The provision and use of work equipment regulations 1998, Work at height regulations 2005, Management of health and safety at work regulations 1995, HSG150 health and safety in construction, Manufacturer's instructions, Lifting Equipment, lifting Operations Regulations (LOLER) 1998.
General
This method statement supports the work that will be carried out for the removal of all Air conditioning units, rubbish and debris from the roof and 7 th floor at the Rylands Building (Debenhams), Market Street, Manchester.
Aim
The aim of this Method Statement is to outline the work involved, method of work, responsibilities of workers pursuant to the HASAWA 1974 provision 7 (a) (b) and to provide guidance where necessary on the health and safety aspects and the safe working system that the company has put into place in line with HASWA 1974 provision 2 (1) (2) (a) (b) (c) (d) (e) and the MHASAW regulations 1998 provision 3 (1) (a).
Appointments
Site Manager: Terry Millar (medic) Supervisor: Sam Robinson Lift Operator: Tony Cork Labourers: HNC Operatives
Tools
Lift / Goods only permitted, thorough examination and test paperwork checked (lift 2) Hand tools (Shovels, brushes, fine droplet sprayer, Hand brush and pan) Refuse bags Cages, wheelbarrows.
COSHH
Hydraulic oil
Medical
A safe system of work as per HASWA 1974 and the MHASAW 1998 has been put into place to prevent accidents, should the need arise a first aider (3 Day course qualified) is present on site and basic medical equipment is available on the 7 th floor working area (these will be pointed out at the induction stage). The nearest hospital is Manchester Royal Infirmary (Oxford Rd, Manchester M13 9WL) and the route has been checked. There is a clear signal on all mobile phone networks on site to alert the emergency services and site manager of an accident. A guide will meet the ambulance and escort the paramedics on site and ensure their safety at all times.
Covid 19
HSE Guidance on health and safety at work (Coronavirus Covid 19) is being followed and at all times the basic principles are applied on site relating to the use of risk assessment, social distancing, wearing of masks, wearing of surgical gloves under work gloves, hand washing regime, staggered canteen use, cleaning of surfaces and toilets. We will also abide by NHS guidance implementing and adhering to their updates and latest Covid 19 measures

implemented by them and UK Government.

Heritage

The 7th floor consists of a large ballroom area with turret rooms either end. There are various toilets, kitchen area and managers office and stairwells that lead to the 6th floor. These are made from antique wood and the manager's office has oak veneers lining the wall and cupboard doors made from antique oak. These are listed and are not to be touched by any demo operatives. Access to the 7th floor has to be cleared by the site manager. **If in doubt about any works around the heritage areas then stop work immediately and ask the site manager for guidance.** If any further heritage workings are discovered during the cleaning operation, then works will cease immediately. This will be a hold point for the works whilst the Arcadis project manager (Paul Hodgkiss) and Stephen Levant from Heritage architectures Ltd are contacted and a site visit arranged to clarify the situation and a proposed new scope of works to protect the heritage find. Manchester City Council will also be informed of the changes within the heritage works.

Safe system of works

Basic health and safety will conform to the references, manual handling techniques and working at heights as a minimum to be applied and conform to their relevant regulations at all times whilst work in progress.

Hi visibility clothing / vest, steel toecap midsole boots, hard hats and gloves to be worn when moving Around site. Half mask force 8 standard and safety glasses to be worn when cutting pipework and cables and sweeping floor debris.

Any electrical tools used will be in accordance with the electricity at work regulations and all electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection.

Lift: The lift operator has familiarised himself with all the operations and safety features with regards to lift. The thorough examination certificate and test results have been checked and copies kept in the LOLER and PUWER files. The bobcat will be checked daily before use and during operation by the operator.

Preliminary Precautions

Control procedures (**especially heritage**) must be in place and adhered to at all times and no deviation from the method statement should be made without prior consent from the originator of the document who can amend the method statement and brief the site management and construction team on the relevant changes.

Safe System of Works

Induction; All operatives working within the scope of the method statement will report to the site office and the relevant site manager to be inducted onto the site. The site manager will also brief the contractors of the current workings and hazards present on site.

Risk assessments; All tasks on site should be risk assessed within their own right by a competent person. The risk assessment should target the specific job and not be generic in nature. The risk assessment should involve worker input as per INDG 232 where their feedback can help determine the best way the risk assessment can help improve the overall safe system of work following the plan, do, check, act (PCDA) principle.

Walk through talk through; After the induction process has taken place the site manager

will walk the operatives through the site to point out various aspects pertinent to the induction process such as fire escapes, safe routes, welfare facilities, smoking and mobile phone safe areas. He will also walk through the job process to see if barriers and signage should be erected in the relevant work area to protect other contractors on site. All operatives will have the heritage proceedings relevant to the works pointed out so operatives do not inadvertently cause damage.

Demarcation; The site manager should check that no health and safety infringements or obtrusions into another contractor working environment will occur and take measures to keep a safe working environment for all parties.

PPE/RPE; Hi visibility clothing / vest, steel toecap midsole boots, hard hats to be worn as a minimum when moving around site. Gloves should be worn for all construction tasks and should be of the right specification for the task. Safety glasses and dust masks should be utilised for tasks that are indicated within the rams. Masks and glasses should be fit for the task and not be generic in nature to satisfy health and safety protocol

Tools: All electrical tools will conform to 110v and be pat tested in accordance with HSE guidelines. If possible, tools should be battery operated to avoid the use of extension leads. Charging stations are located at the site office for battery recharging and have the relevant RCD protection. If extension leads are used, they should be elevated where possible to avoid being a trip hazard. All other hand tools should be checked for signs of damage, wear and tear before use. Any damaged items should be reported and changed.

Manual handling; All operatives should have at minimum received a toolbox talk on manual handling to outline the best methods to lift and carry objects safely. Heavy loads should be split into smaller quantities, dual lifted or mechanically handled to avoid a strain injury. It is the responsibility of the employee to bring to the attention of a supervisor if he deems a risk to his health and safety from the manual handling task. A manual handling risk assessment HSE form L23 has been carried out to determine the best practice.

Materials; Materials that are removed for waste should be unloaded and stored in a safe area where it will not prove a hazard to other trade operatives, Heavy items should be delivered and stored as close to the skips as possible to cut down on manual handling tasks. Large loads can be further cut down to make the item lighter and easier to handle.

Working at height; Will conform to the working at regulations 2005 and the working at height hierarchy of control. Only persons who are deemed competent and have been given a toolbox talk on the safe conduct and use of towers will be allowed to operate from them.

Hot Works: No hot works needed

Electrics: All electrics have been cut to the air conditioning units and boards on the roof area. A permit will be issued to carry out the cutting of electrical services to the air conditioning units. Before removal, all electrical wiring will be tested with a live cable detector to ascertain its current status, electrical fuse boxes will be opened and checked to ensure the fuses have not been replaced and that the on/off switch is still in the locked-out position and the tag still in place. This will ensure the safe removal of the air conditioning units. **If in doubt then operatives should seek advice from the site manager who can call the electrician to check the problem. (A separate method statement will be written to cover this operation and works)**

Hold Point: During the works if there is any doubt about the rip out sequence and heritage on the floor then the operative should stop works and inform the site manager. Clarification will be sought from the Arcadis project manager who in turn will email the heritage team to clarify the situation. This will be a hold point until an answer and outcome can be ascertained.

Description of Works

The operatives will clear the 7th floor and roof of all rubbish and any other loose items that they have been briefed on and shown during the walk-through phase. The operatives will sweep the areas and then using shovels, will bag all the loose items and dust then take the rubbish to the lift area to be loaded into the lift to be taken to the loading bay for disposal into the skip. Any finer debris and rubbish will be removed using a small dust pan and brush.

The area should then receive a final sweep clean. The area should be dampened down to prevent a build-up of dust utilising a fine droplet sprayer emitting water. This will ensure that the dust is managed to an acceptable level without over wetting the area. Dust masks should be worn whilst carrying out the sweeping operation to prevent inhalation of residual silica dust.

Good standards of housekeeping to be maintained at all times.

Waste must be placed into the correct skip to avoid cross contamination leading to penalties at the waste management facility. The area must be checked to ensure that no equipment is left behind after the clean up operation.

Communication of Method Statement and Risk Assessment

I have read, understood and agree to work to the methods stated in the risk assessments and method statement for Rip-out Works on the 7th floor and Roof at Rylands building, Market Street, Gtr Manchester.

I agree to implement all the necessary control measures to protect others and myself.

Name	Job Title	Signature	Date