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Installation of New Aluminium Frames and Glass at 38 Mosley Street Terrace

Site address: 38 Mosley Street, Manchester, M2 3AZ
Project reference: Terrace Glazing Installation
Client reference: 38 Mosley Street
Client name: Bruntwood
Client telephone number: 07553525398
Location of works: 38 Mosley Street, Manchester, M2 3AZ

Document created: 16/09/2022
Document created by: Warren Cahill
Document approved:
Document approved by:
Client address: Union, Albert Square, Manchester, M2 6LW

Start date: 01/11/2022
End date 01/06/2023

Principal contractor: Cubic Works
Principal designer:

Site supervisor: Richard Barnes
Site supervisor phone: 07553525398

1. Description of work

Method Statement to be split into 3 sections: The removal of the existing glazing and boarding up of the void The installation of the new aluminium frames and glass The installation of the aluminium capping / cladding internally and externally

2. Sequence of events

2.1 Site Arrival, Departure & Induction

- Sign in with the client and gain authorisation to begin work.
- Confirm that there is no asbestos in the areas to be worked on.
- Attend site induction - if no information is forthcoming ask for details of:

  Evacuation Procedure

  Fire Alarm Testing Times.
  First Aid Procedure.
  Site Welfare.

Working Area Safety

- Ask the client to perform any isolations which may be required.
- Corden off the immediate area with cones and signage.
- Bring necessary tools onto site as required.

Site Departure

- Tidy work area ensuring that all tools are returned to the works van.
- Remove any cordens, signs and cones which have been put in place.
- Inform the client that works have been completed and ensure that the worksheet is signed off.

- Sign out of the clients premises.

2.2 Inform all other contractors in the area of start of work

Inform all other contractors in the area of start of work. Install signage where applicable.

2.3 Preparation for work

1. Load all equipment required for job

2. Carry out visual vehicle safety checks

3. Transport equipment and operatives to site

4. Report to Client and receive permit to work (where required)

5. Put on personal protective equipment

6. Inform all relevant other persons in area of start of works

7. Cordon off work area if practical and necessary to do so.

8. Ensure the area to be worked and exit points are clear of obstruction

9. Ensure that safe access and egress is maintained

2.4 Materials handling and storage

All materials will be below the recommended guidance for manual handling lifting weight of 25kg. All glass that is to be cut out will be small enough to put in the bins provided or on the glass trolley. The glass will not be removed in large sections that can not be handled.

All frames will arrive already fabricated and put together in situ. The frames and glass will either be transported to the required floors by either the lift or the stairwell. Where frames are too large - some frames may have to be passed up the centre of the stairwell - this stairwell will be sectioned off with an exclusion zone whilst this process happens and then removed on completion. No other contractors can use the stairwell during the transportaion of frames.

Site Manager must ensure that all materials - including the fall arrest / floor anchor / scaffolding be removed from site at the end of each working day.

2.5 Exclusion Zone to be set up

Erect exclusion zone to working are. Only working operatives are allowed within the exclusion zone.

2.6 Selecting and using a tower scaffold

Before selecting or specifying a tower, you must be sure that this is the most suitable item of equipment for the job. Tower scaffolds are more suitable for work at either single locations or work at the same height at a series of locations e.g. a row of first-floor windows. Tower scaffolds are not recommended for use for work that must be completed at varying height e.g. underneath a sloping roof.
Ensure that when selecting which tower scaffold to use that will be strong and rigid to prevent people from falling, as well as withstand all loads likely to be placed on them. An example of a consideration is guard rails fitted with brick guards should be capable of supporting the weight of the stacks of bricks which could fall against them.
The manufacturer or supplier has a duty to provide you with an instruction manual that explains the erected sequence, bracing requirements and the maximum height to which the tower can be erected safely. If the tower has been hired, the hirer has a duty to provide this information. This information must be passed onto the person erecting the tower.
Towers should be erected by trained and competent persons who are following a safe method of work. The must be trained in one of the two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (more commonly known as PASMA). Details of the two methods are shown in the table below:
Advanced Guard Rail System

Through-The-Trap System

Specifically designed temporary guardrail units

The temporary guard rail units are locked in place from the level below and moved up to the platform level

The temporary guard rail units provide collective fall protection and are in place before the operator accesses the platform to fit the permanent guard rails

The progressive erection of guard rails from a protected area at a lower level ensures the operator is never exposed to the risk of falling from an unguarded platform

The person erecting the tower can position themselves at minimum risk during installation

The operator takes up a working position at the trap door of the platform

From here they can add/remove components which act as guard rails on the level above the platform

Designed so the operator does not stand on an unguarded platform

This method makes use of standard tower components

Ensure the tower scaffold is resting on a firm, level ground with the castors or base plates properly supported – never use bricks or building blocks to take the weight of any part of the tower.

Always install stabilisers or outriggers when advised to do so in the instruction manual.

Access to and from the work platform must be safe e.g. use an appropriately designed internal ladder.

Provide edge protection (guardrails and toe boards) on all working platforms or storage platforms.

Do not use the tower for the following activities unless it has been specifically designed for that use:

Sheeting or exposure to strong winds

Carrying out grit blasting or water jetting

Hoisting materials or supporting rubbish chutes

If ties are required, check that they are put in place when the tower is erected and that all necessary ties are kept in place when dismantling.

Towers must be inspected regularly by a competent person to prevent the use of an incorrectly erected or damaged tower. A new inspection report is only required if the tower is moved to a new location and guard rails or other components must be removed to bypass an obstruction.

All tower platforms must be inspected by a competent person:

After installation or assembly in any position

After an event has occurred likely to impact on the stability e.g. after strong winds or substantial alteration

At regular intervals, if the working platform is below 2m or at intervals no greater than seven days if the working platform is 2m or above

2.7 Aluminium Tower Pop up Scaffold Internally

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

The tower will be inspected after assembly in any position, after any event liable to have affected its stability; and at intervals not exceeding seven days.

Where towers are to be used in public places: - erect barriers at ground level to prevent people from walking into the tower or work area and minimise the storage of materials and equipment on the working platform. The tower should not be left erected in a public area overnight unless it is suitably secured against unauthorised access and theft.

2.8 Mobile Tower Assembly Externally

Pre Use/Assembly

The Tower will be inspected before assembly by someone who is PASMA (or equivalent) trained. The inspection will check for:

- Presence of all component parts including guard rails, toe boards.
- Any damage to castors that may hinder free movement.
- Any damage to any of the components of the tower, including the connector, cross bracing.
- Note all information stickers which denote load bearing capacity
- Note the certificate of the last inspection
- Note the instruction manual.

NB: If the tower fails the inspection of any of the above points or any safety concerns, the tower must not be used and will be clearly labelled **UNSAFE DO NOT USE**.

Build Process

- The tower must be built to the manufacturer's specification and the build is to be supervised by a PASMA trained operative (or equivalent)
- The tower will be built using a suitable amount of personnel, following manufacturer’s/supplier’s recommendations.
- The tower must be built from the base up, without trying to lift completed modules onto the lower sections.
- Outriggers should be installed as soon as the tower is tall enough for them to have a purchase/grip.
- The tower should be checked for stability and levels after the construction of the first section.
- On completion, each level must be checked for stability.

Post Build

When the competent person has checked the structure and has completed the inspection checklist for Mobile Towers, the condition of the tower can be classed safe to use by the operatives.

The tower must be used in the following manner:

- The tower must be used on a firm and level surface.
- The tower must not be modified after it has been built (including the removal of outriggers).
- The structure must not be used as a lifting point.
- Do not move the tower with any persons or materials on any of the platforms.
- The tower should be moved into the position where it is required by at least two operatives.
- On locating the structure the wheels will then be locked and the outriggers (where fitted) secured.
- Operatives will only use the internal ladders to access the scaffold structure.
- When the tower is not being used it must be moved to a safe location.
- Identification tags must be displayed identifying the company responsible for the tower and a date and time displayed denoting the last inspection by a competent person.
- No loads to be lifted outside of the base areas - loads to be transferred internally.

2.9 Work at Height from Man Safe Anchor

A suitable arrangement of Man Safe Anchors should be planned in accordance with works to be carried out and limitation to leading edge locations.

The Man Safe Anchor(s) are to be transported to roof level via internal stair flights to roof level.

Anchor to be set up before glass removal commence

Operatives will be anchored onto the Man Safe using harness and suitable length lanyard to prevent access beyond the leading edge(s).

Works will be carried out as specified.

Man Safe Anchors will be dismantled and removed from the working area via internal stair flights to ground level and removed from site.

Following removal of glass - void will be boarded up - see below.

2.10 Use of fall Arrest & Harness

Set up Fall Arrest into position internally on site

Load the weights to the fall arrest makingsure that it can take the weight of the person attached to it.

Operatives to be wearing harnesses at all times attached to the fall anchor.

Move the fall arrest into new position with each window. Pre start checks to be carried out with each new position.

2.11 Removal of boards to Voids to allow new frames to be installed.

Using internal and external access equipment - and on the upper level the floor anchor - the boards previously installed will be removed and stored safely on site. These will be dismantled using hand and power tools. The Existing aluminium frame is to be left in and used as a subframe for the new frame to be fitted to.

2.12 Fit Exterior aluminium Door and Frame

Once all the windows have bee safely transported to the required floors and the boards have been removed - using the floor anchor and access towers inside and out - the frames can then be installed.

Align the new aluminium frame with the existing subframe and screw into postion using handhelf power tools.
piece by piece build the frame using aluminium jointing strip and securing into position using 100 x 8mm / 120 x 10mm rapier screws.
All working at height will be done from the internal and external tower scaffold - floor anchor to be used on the upper floor until the full frame is installed.

2.13 Glazing of new aluminium frames

Using glass sucker, if needed, install new glass units into the existing voids and tap on beads to secure glass.

2.14 Removal of scaffolding / Floor Anchor and glass materials

Once all the glass has been removed and voids have been boarded up the mobile scaffolding tower, glass bins and existing glass will be removed and we will vacate site. The exclusion zone will still be left on the upper floor even though the window will be boarded.

2.15 Clear Site

All waste is to be cleared from the site.

Metal components must be loaded onto works van.

Plastics and hazard tape to be cleared and removed to waste bins.

Engineer and site contact to inspect area before works deemed complete.

2.16 Leave site in a clean and tidy condition

2.17 End of Job Clear Up

1. Exit routes and emergency routes, corridors etc are to be kept clear and unobstructed at all times.

2. The work area will be kept tidy at all times and will not be left in a condition which puts any person at risk.

3. Undue accumulation of waste will not be permitted.

4. Waste will be regularly cleared from the work area and removed directly from the site.

5. Inert waste storage facilities will be provided as follows: Waste removed in company transport at the end of each shift and disposed of correctly at company workshop.

3. Plant & equipment

Item	Used for	Special requirements
Anchor & Harness	To secure operatives inside the building - acting as an internal fall arrest. Operatives wearing their harness to attach themselves to the ground anchor.	
Internal weighted floor anchor	Internal floor anchor is used to secure operatives and stop them passing a certain point when they are installing near a sudden drop. the floor anchor stops them going past a certain point.	Safety Harness must be worn and attached to the frame anchor when the glass is out at all times.
Glass Suckers	Safely lifting glass to and from a prepared aperture	
Mobile Tower Scaffold	Working at Height	PASMA Certificate
Hand Tools	Hand Tools include Hammer, Hacking Knives, Glass Cutters, Putty Knives, Pliers, Silicone Gun All the above are used generally in replacing panes of glass	

4. Safety precautions

4.1 Personal protective equipment (PPE)

General Gloves EN420

General Personal Eye Protection EN166

High visibility warning clothing EN 471

Industrial Safety Helmet EN397

PPE against falls from height - full body harnesses EN 361

Protection from Cuts & Powered Knives EN14328

Safety footwear for Professional Use EN ISO 20345 (Class 1 SB, S1, S2, S3)

Safety footwear for Professional Use EN ISO 20345 (Class 2 SB, S4, S5)

4.2 Safety responsibilities

Name	Responsibility

4.3 Safety procedures

5. Further information

5.1 Related risk assessments

5.2 Facilities affected by works

5.3 Foreseeable adverse affects and controls

5.4 Monitoring systems

6. Supporting documentation

Method Statement acknowledgement

The people below acknowledge receipt of this Method statement and confirm that they have read and understood the requirements contained within.

Name	Signature(s)	Date

Name	Signature(s)	Date