



Dragonfly Contracts Limited

Unloading and distribution

Job Reference: DF2168

Client: Bruntwood

Project: Blackfriars Roof

Revision	Date	Author	Signature	Approved by	Signature
0	14/01/22	Chris Myers			

Dragonfly Contracts Limited – Unloading and Distribution

This document is intended to be read in conjunction with the risk assessment. All operatives must sign the attached register to acknowledge that they have read and understood this method statement.

SECTION 1 – METHOD STATEMENT DETAILS
Company name & details: Dragonfly Contracts Ltd Barbers Arms 594 Manchester Old Road Middleton M24 4PW 0161 643 3003
Method Statement title: Unloading & Distribution
Issue Date: 14/01/22
Method Statement no: MSDF1913-002
Method Statement prepared by: Chris Myers

SECTION 2 – PROJECT AND PROGRAMME DETAILS	
Client: Bruntwood	
Project name: Blackfriars Roof	
Site Address: Blackfriars House The Parsonage Manchester M3 2JA	
Work area: Roof top & rear lift of Blackfriars House.	
Start date: Monday 17 th January 2022	End date: Friday 29 th August 2022
Duration (how long): 32 weeks	Working hours: 06:00 – 18:00
Detail programme attached: Detailed programme submitted for overall project.	

SECTION 3 – SCOPE OF WORKS AND SITE MANAGEMENT	
Project manager: Chris Myers	Contact no: 07423 430 227
Site Manager: Duncan McHugh	Contact Number: 07742 799 550
Estimated Operatives: 10-15	
<u>Brief description of the works:</u> Acceptance, unloading and distribution of various material delivery's including roadside traffic management, temporary storage and distribution to work area.	

SECTION 4 – PERSONAL PROTECTIVE EQUIPMENT
Minimum site PPE: Steel cap boots, Hi-Viz vest, hard hat, Gloves

SECTION 5 – EMERGENCY ARRANGEMENTS	
First Aid:	
Name of First Aiders: Duncan McHugh Dean Devaney	Contact number: 07742 799 550 07791 274 072
Fire Arrangements	
Name of responsible person: Duncan McHugh Dean Devaney	Contact No: 07742 799 550 07791 274 072
Emergency exits: As per the emergency plan provided on site and signed throughout the building.	
Assembly area: Next to the liquor store.	
Fire Extinguishers required: Yes, CO2 and water extinguishers to be located generally throughout the project space.	

SECTION 6 – GENERAL METHODOLOGY

This section should be used to detail any access/egress agreements, general running of the site, site rules and signing in procedures to be observed throughout the project.

Under no circumstance are works to be permitted on the roof top area in adverse weather conditions. This is at the discretion of the Dragonfly site manager and their decision is to be regarded as final by all operatives.

If at any stage conditions change or an operative is uncomfortable with the procedures then works are to stop and the Dragonfly Site manager is to be informed to address concerns and consider a change to methodology. These instances are to be logged in the site diary even if changes are not required.

Prior to delivery to site all suppliers will be advised of restrictions to the delivery area and the delivery needs from the vehicle. Due to the temporary closure of one end of St Mary's parsonage traffic management is key to allowing operation of the site and maintaining access to local businesses. All major suppliers will be provided with the opportunity to visit and review access and egress. All deliveries will be restricted to a 20foot wagon to allow for the use of the current turning circle in place on St Mary's Parsonage. Where possible all deliveries will be made with Hiab or Moffet availability to allow unloading of good down to ground level for safer handling.

Acceptance of deliveries

The Dragonfly site managers details will be provided to all suppliers to allow coordination of delivery times. Upon arrival to site the delivery will be met by a minimum of 2nr Dragonfly operatives who will assist with locating the vehicle into a suitable area for unloading. Chapter 8 barriers will be utilised to provide an exclusion area to allow for the unloading of materials close to the rear entry for loading.

Larger deliveries utilising a Moffet

Delivery vehicle is to position itself on St Mary's Parsonage in such a way to allow adequate room to manoeuvre whilst handling the load. The load will then be lifted, manoeuvred, and located next to the rear sliding back doors for manual handling to the roof. Dragonfly operatives will be always present with clear locations marked and separated from the public for material unloading.

Larger deliveries utilising a HIAB

For Hiab deliveries the above methodology will be followed but the vehicle will be located suitably to allow for safe unloading without the need to overextend the HIAB and also to allow full isolation of the area safely from the public.

Larger deliveries not utilising a Moffet or HIAB (tail lift)

If a vehicle does not have a Moffet or similar, then the load will need to be dropped to ground on St Mary's Parsonage and transported using a suitable trolley into the goods lift. Where

possible deliveries will be requested as palletised to allow a pallet truck to be utilised. The existing pavement and road layout provides level access from street level through to the good lift.

Materials are to be protected utilising barriers to prevent interaction with the public. Most instances will utilise a pump truck to reposition the loads. Some longer lengths of materials such as timbers etc may need to utilise a 2 man lift system to ensure adequate control of the load while transporting. Loose load trolleys (such as board trolleys) can be used with numerous operatives present. Should a heavy single item be expected then the site team are responsible for raising this with Dragonfly senior management to allow a detailed task sheet to be completed on site.

Most larger items are due to be crane lifted to the roof level and should be covered by separate method statement and contracted lift plan.

Due to restrictions on site storage only materials to be used within the immediate week are to be ordered and delivered to site. All trades will be restricted to short term installation windows allowing materials to be delivered, installed and waste removed prior to the next trade attending site.

Distribution of materials

Only materials required for that working shift will be loaded into each work area. Additional materials are to be stored in the pre agreed storage spaces on the roof top. All sheet materials and light loads are to be secured using ratchet straps to prevent these from being disturbed and dislodged by the wind. Materials may be removed from site should the site management team deem then to be excessive to the needs.

Most sheet materials will only be delivered to site once the new structure is formed. This will provide extended storage areas are potential to secure the loads in a greater way protecting from weather.

All trolleys are to be visually inspected prior to use and inspect by site managers weekly during site walk around. Any damages are to be reported and the trolley removed from use (locked and secured to prevent use).

Prior to and upon completion of all deliveries a visual inspection will be undertaken of the access route and any damages will be reported to the Dragonfly management team to allow rectification.

SECTION 7 – HAZARDS IDENTIFIED

Risk Identified	Risk Assessment Number
Traffic management	
Manual handling	
Working within public areas	

SECTION 8 – COSHH REGISTER

Product	Use	COSHH assessment number
N/A		

SECTION 9 – TEMPORARY AMENDED SYSTEMS

This section should be used to detail any requirements such as temporary alterations to building services and priority access to any areas. Consideration should be given to the following:

- Isolation of services – power, water, gas
 - o No isolations will be required for deliveries.
- Isolation of fire alarm or specific sections
 - o No isolations are required. The existing roof space is open air so the only detector is located within the lift motor room. This will be locally covered.
- Any permits required – hot works, work at height, roof access, confined spaces.
 - o All permits are to be monitored and provided by Dragonfly contracts limited. The roof space will become a Dragonfly demise.
- Access requirements – i.e. lifts, fixed scaffold
 - o The existing rear passenger lift will be utilised for goods. This is managed and maintained by the Bruntwood site team and access will be coordinated for any maintenance works.
 - o The rear corridor will be restricted for large deliveries. This will be coordinated with the Bruntwood site team with signage to notify customers.
- Closure of walkways or corridor's
 - o The rear corridor will be restricted for large deliveries. This will be coordinated with the Bruntwood site team with signage to notify customers.

SECTION 10 – DOCUMENTS ATTACHED

Drawings Attached	Not applicable.
Risk Assessments	Yes.
COSHH assessments	Not applicable.
Training Certificates	Not applicable.
Plant/ Equipment register	Yes – Available to inspect on site.
Other (please specify)	Not applicable.

[illegible]