



Dragonfly Contracts Limited

Access Method Statement

Job Reference: DF2168

Client: Bruntwood

Project: Blackfriars Roof

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

Dragonfly Contracts Limited – General site method statement.

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: Access and Egress
Issue Date: 14/01/22
Method Statement no: MSDF1913-001
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: maximum of 20nr operatives at any given stage.	
Brief description of the works: Construction of a new steel framed structure on the roof level of Blackfriars house. Including structural steel framework, builders work, stub services, roofing works and internal and external walls.	

SECTION 4 – PERSONAL PROTECTIVE EQUIPMENT
Access and Egress routes are to be always kept clear, no PPE is required for access into the building and to the welfare unit which will have a clearly marked walkway. 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 circumstances should any external works be undertaken in adverse weather. This is at the discretion of the site manager and all operatives will adhere to his decision as full and final.

Access

All access for all construction operatives will be via the rear entrance utilising the black sliding doors located from The Parsonage. From there access will be controlled via a code locked door which will provide access to the rear staircase and the lift. Both of which can be utilised for roof top access. A signing in point will be located at roof level when entering site.

The ground floor corridor will be shared access with existing customers, and this will be monitored for cleanliness. The secondary/ main building staircase will only be used as a means of escape and as a control measure for any consultant or site visitors.

Egress

All egress will be via the same routes. Either utilising the rear staircase or via the newly installed lift.

Traffic Management

The building is a city centre office block with no on site parking. All site areas will be free from vehicles.

Security

To provide security to the building site the existing 2nr doors will be fitted with coded locks and codes will be shared with operatives during the site induction. The new lift car will be protected utilising a small lockable door which will secure the keypad controls. For emergency procedures codes and a spare key will be provided to the Bruntwood site team

SECTION 7 – HAZARDS IDENTIFIED

Risk Identified	Risk Assessment Number
Working within occupied buildings	
Unauthorised site access	
Construction dust	

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 Isolations will be required throughout the project and will be managed and coordinated with the building management team.
- 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 Mobile scaffold towers will be utilised throughout the project. These will be checked, tagged and logged for each use.
 - o Fixed scaffolds will be used throughout. These will be tagged and inspected in line with regulations. All inspection logs will be available on site for inspection.
- Closure of walkways or corridor's
 - o Restrictions to ground floor access are considered under separate method statements and will not be required for these works.

SECTION 10 – DOCUMENTS ATTACHED

Drawings Attached	
Risk Assessments	
COSHH assessments	
Training Certificates	
Plant/ Equipment register	
Other (please specify)	

[illegible]