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SITE SPECIFIC METHOD STATEMENT AND RISK ASSESSMENT

LOCATION: Moseley St / Market St, Manchester M60 1AY



REV	DATE	HISTORY	Company	APPROVAL (NAME)	SIGNATURE	CLIENT APPROVAL (NAME)	SIGNATURE
4	17/03/2026	Updated dates	Titchfield Group Ltd	Andy Kelly	[redacted]		
3	07/11/2025	Working safely near Metrolink Amends	Titchfield Group Ltd	Andy Kelly			
2	05/11/2025	Client amends	Titchfield Group Ltd	Andy Kelly			
1	02/10/2025	First issue	Titchfield Group Ltd	Andy Kelly			

Brief description of works: Installation of banner and lights to existing framework.

SITE SPECIFIC METHOD STATEMENT AND RISK ASSESSMENT

Location:	Doc Ref No:
Moseley St / Market St, Manchester M60 1AY	TITCHFIELD/BANNER/2025/71 Issue 3

Preparer:	Reviewer:	Approver:	
Gavin Clark Project Manager	Andy Kelly SHEQ Advisor		
Date: 16/03/2026	Date: 17/03/2026	Date:	Date expires: 31/01/2027

Scope of Work Details (*limits of work, working hours and specific site considerations)*

Install of banner and lights to existing banner frame at corner of Moseley St & Market St.

All works will be carried out on dates and times agreed with the Principal Contractor.

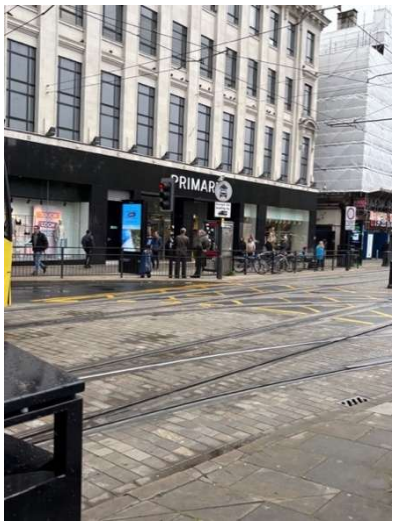
All install and removal works wills be carried out in adherence with local site rules and under the supervision of the Principal Contractor.

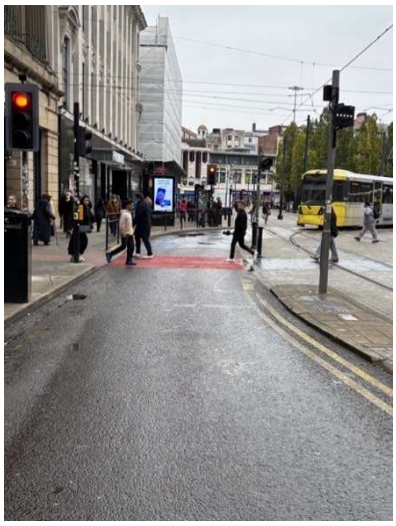
The Metrolink tramway is located adjacent to the proposed works area on the Moseley Street elevation. However, a site survey has been conducted, and it has been confirmed that the scaffolding structure will be outside the Metrolink Electrical Hazard Zone. (Shown on Page 20 in Appendix 3)

Personnel and Responsibilities	Name/Position	Number	Email
Project Manager SHEQ Advisor	Gavin Clark Andy Kelly	[redacted]	

Methodology *(Describe how work will be carried out)*	Local site conditions to be assessed by the Site Supervisor prior to any physical works commencing on site to ensure the safe system of work outlined below can be implemented. Where there have been significant changes in the local working between the initial assessment and arriving on site then the Site Supervisor will refer the matter back to the Project Manager and await further instructions. **Site Location Arrangements** On arrival and departure at/from location the installation team are to ***call Metrolink Control on 0161 2050141 to gain access across the track***. At this point we will be given permission to cross and will be monitored via the cameras.

Track location shown in the 2 below images





General Site Arrangements
Prior arrangements will be made with the Principal Contractor to access and work from the scaffolding during the installation and removal works.

Only the required work plant, equipment, materials and tools will be brought and stored within the worksite as agreed with the Principal Contractor.

All work plant, equipment, materials and tools will be kept within the designated works area at all times and will not be left unattended.

Installation and Removal Works from Scaffolding
All install works will be from protected working platform areas of the access scaffolding. Access and agrees to each working platform level will be from inbuilt ladders within the scaffolding system. Operatives will maintain three points of contact while ascending and descending the ladders. Hand tools will be carried in tool belts. Operatives will only work from platform areas where appropriate edge protection is provided and will stay behind the guardrails at all times.

Where operatives are unable to remain behind the guardrails, a work restraint system shall be deployed. Site operatives shall connect their safety harness to a suitably rated anchor point on the scaffolding via a fixed lanyard. The above safe system of work shall be used to connect the top, side and bottom of each banner to the scaffolding structure.

When operatives are required to work from hop ups, then a work restraint system shall be deployed. Site operatives shall connect their safety harness to a suitably rated anchor point, ideally to the back of the ledger, before climbing onto the hop-up as per the guidance within SG4:22.

Pro-traxion rope pulley devices with a SWL of 250kg will be provided by Titchfield Group Ltd and retro fitted to the scaffolding structure at the top working platform to lift and lower each banner to the required working height. The rope pulley devices will have an automatic braking system to prevent any slippage.

	Immediately prior to the banner lift the windspeed is checked with a calibrated Anemometer to ensure speeds are less than 23mph which is the safe lift speed. Operatives will raise each banner in a slow and controlled manner to the desired working position. Each banner will be secured with multiple tags lines to stop any movement happening from gusting winds. Operatives will then secure the top, side and bottom of each banner using suitably rated bungee shock cord threaded through the eyebolts and clasped onto the surrounding framework. These shock cord bungees are used in multiple short lengths as opposed to one long piece so as to avoid a complete unravel should any bungee fail or be cut. This process will be repeated for each fixing point and will be completed from the scaffoldings structure as detailed above. Once each banner has had the outside perimeter secured to the frame system it then has the structural 'dragons tails' (which are vertical security straps that are welded to the seams of the banner at 4 metre intervals) connected to the vertical uprights of the frame. This not only ensures that the banner cannot billow like out like a sail but if one part of the banner was to fail it is still secured in multiple areas via multiple techniques. Once the banner is completely attached it shall be checked for stability and to ensure that it is level and square. *Removal will be the reverse process of install.* The lighting arms will be installed by a qualified electrician in accordance with IET Wiring regulations BS7671 (latest edition. New electrical circuit will be inspected and tested by the qualified electrician and a certificate issued.  The completed work shall be fully checked by the Site Supervisor who when satisfied shall authorize the removal of all work plant, equipment, materials and tools. Particular attention will be paid to ensure that no materials, tools or debris are left on site and that all work areas have been left clean and tidy to the satisfaction of the Principal Contractor.

Plant, Equipment and Tools	Aluminium hop ups rated to BS EN 131. Calibrated Anemometer. Pro-Traxion 250kg lifting rope pulley blocks – weekly inspections will also be carried out and recorded by the Site Supervisor. Security tag line ropes. 18v battery operated drills, screwdrivers ratchets and other hand tools including hammers. All portable electrical equipment will be with cordless and re-chargeable and will be visually inspected prior to use and any defective items will be withdrawn from service and quarantined. A valid certificate of examination will be produced (LOLER 1998) to verify that lifting equipment used on site has been thoroughly inspected and examined in the last 12 months accordingly and is in a good and efficient state of repair. All hand tools will be tethered to toolbelts to prevent items from being dropped to the level below.

Materials *(including fixings)*	Advertising banner and associated fixings. Lighting arms and associated cables & fixings All items will be accounted for before leaving the worksite.

Traffic Management and Access / Egress Arrangements *(Vehicle access and movement of materials/plant and equipment)*	Operatives will keep within the site during the install and removal works. All work plant, equipment, materials and tools will be kept with the designated works area. There is no parking on site. The works vehicle will be unloaded / loaded in the designated area on site and then parked in a responsible manner in the local vicinity in accordance with local traffic notices. The movement of work plant, equipment, materials and tools will be carried out in accordance with the safe system of work set up by the Site Supervisor. Only agreed access/egress routes with the Principal Contractor will be used.

Environmental Protection Arrangements *(Housekeeping, storage of materials, waste disposal and noise and dust pollution)*	Waste materials will be removed from site and returned to the local depot for reuse/recycling/disposal. The area is part residential, and consideration must be given noise generated during work activities.

Site Specific Risk Assessment
Additional hazards identified during the construction process shall be recorded a on the site based risk assessment form (HSF005) along with control measure sufficient to manage the risk. The Site Supervisor must halt the works and assess the impact of the change. In the event of significant/numerous changes required, activities must be suspended until such time that they can be re-planned safely and approved.

Risk rating	Additional Hazards Identified	Additional Controls required	Residual Risk rating
4 x 5 = 20	Working adjacent to operational Metrolink tramway	• All works will remain outside the Metrolink Electrical Hazard Zone. • Site Supervisor to book on and off with Metrolink Control Centre and confirm limits of works. • Site Supervisor aware of Metrolink emergency procedures. • No works will take place within 2metres of the nearest running rail or 1.25metres of the platform edge. • No work within 2.75metres of any OHLE equipment. • All work equipment and materials will be handled with due care and attention so not to impact upon the operational running of the network. • The scaffolding structure being used has been previously erected in this position without any safety concerns to the Metrolink network.	1 x 5 = 5
4 x 5 = 20	Movement of work vehicles to and from worksite and interface with Metrolink tramway	• Worksite to be physically segregated from Metrolink tramway, members of the public and other third parties. • A lookout will be deployed to control vehicle movements and interface with running Metrolink trams. • Work vehicles and plant to be unloaded, loaded and kept within the designated worksite at all times. • Operatives to remain alert and vigilant at all times. • Suitable PPE including high	1 x 5 = 5

		visibility vests and safety footwear to be worn at all times.	
4 x 5 = 20	Working adjacent to public highway and from footpath	• Works to be carried out on dates and times agreed with the Principial Contractor. • All works to be confined to fully boarded and edge protected work areas of scaffolding. • Banners to be installed over protruding canopy / scaffolding gantry. • All tools will be tethered to safety harnesses via lanyards. • Pedestrian walkway below scaffolding structure to remain open during install and removal works. • Unfolding and preparation of advertising banner to be carried out within demarcated works area. • Ongoing supervision throughout duration of works.	1 x 5 = 5
4 x 5 = 20	Failure of banner frame system	• A bespoke engineering design and calculations to be provided by a competent structural engineer. • Appropriate fixing to be used in accordance with industry standards. • Banner framework erected by trained and competent persons. • Site Supervisor to check and sign off security and stability of banner framework. • Banner framework to be inspected at suitable intervals by a competent person.	1 x 5 = 5
4 x 4 = 16	Use of lifting equipment	• Rope and pulley system to be installed in accordance with manufacturer's instructions. • Rope and pulley system to be checked before use and have appropriate WLL. • Rope and pulley system to	1 x 4 = 4

		have auto braking system to prevent slippage. • Pre-use checks and weekly inspections carried out by the Site Supervisor. • Taglines to be attached to banner to enable it to be manoeuvred into position at required level. • Lifting operation to be carried out in slow and controlled manner from ground level. • Good communication between operatives handling banners.	
4 x 4 = 16	Working at height from protected scaffolding areas	• Only authorised access and egress routes to be used. • Project Manager only to carry out survey works from protected areas behind handrails. • One hand to be free at all times when using Haki stairwell so Project Manager can support themselves. • Three points of contact to be maintained SFARP when using ladders. • Project Manager to report any hazards to Principal Contractor immediately. • Suitable PPE including hard hats and safety boots to be worn.	1 x 4 = 4
4 x 5 = 20	Working from unprotected areas of scaffolding	• Use of work restraint system connected to suitable anchor point on access scaffolding. • Operatives to ensure they have stable and secure footing. • Safety harnesses and lanyard checked prior to each working shift and inspected at 6 monthly intervals by competent person. • Suitable PPE including hard hats and safety boots to be worn.	1 x 5 = 5
4 x 5 = 20	Working at height from hop-ups	• Use of work restraint system connected to	1 x 5 = 5

		suitable anchor point on access scaffolding. • Work restraint system to be deployed before climbing into hop-up. • Operatives to ensure they have stable and secure footing. • Safe system of work as per SG4:22 to be adopted. • Suitable PPE including hard hats and safety boots to be worn.	
3 x 4 = 12	Working in inclement weather conditions	• Site Supervisor to refer to weather forecast. • Site based risk assessment to be carried out on prevailing weather conditions. • Wind speeds to be measured using suitable device prior to works commencing. • Tag lines to be attached to each banner to help control sudden movements. • Temporary bungee straps to be fixed to scaffolding structure during install to prevent banner blowing away. • Good verbal communication between site operatives. Use or radios if required.	1 x 4 = 4
3 x 4 = 12	Slips, trip and falls	• Works to be suspended in poor weather conditions i.e., heavy rain and high winds. • Good housekeeping – safe walkways and access and egress routes to be kept clear at all times. • Keep work materials and tools within designated worksite. • Only work materials and tools required for work task to worksite. • Worksite to be left in clean and tidy condition and inspected on completion of work shift. • Suitable safety footwear to be worn.	1 x 4 = 4

3 x 4 = 12	Manual handling	• All work items to be inspected and assessed prior to manual handling operations. • Hand tools to be held securely within work trouser pockets or tethered to tool belt. • All work materials and tools to be handled with due care and vigilance. • Project Manager to adhere to safe lifting, handling and carrying practices at all times. • Survey works conducted by trained and competent person. • Suitable PPE to be worn at all times.	1 x 4 = 4
3 x 3 = 9	Use of battery operated drills and hand tools	• Selection of suitable hand tools from reputable suppliers. • Operative to undertake visual inspection of tools prior to use. • Adherence to manufacturer's instructions. • Batteries on power tools to be properly charged. • Work piece to be appropriate for fixing or substrate. • Trained and competent operatives.	1 x 3 = 3
3 x 4 = 12	Interface with other third parties	• Site Supervisor to ensure continual interaction with other third parties in close proximity to works location. • Organisation and planning of works. • Work equipment, materials and tools to be stored securely within worksite. • Good housekeeping to be employed. • Ongoing supervision of worksite.	1 x 4 = 4
4 x 4 = 16	Dropped work items to level below	• Demarcated worksite to be set-up by Principal	1 x 4 = 4

		Contractor. • Only work materials and tools required for work task brought to site. • Hand tools to be securely held in tool belts or tethered to safety harnesses via lanyards. • Work materials and tools to be handled with due care and attention. • Good co-operation and communication between operatives working on site.	
3 x 5 = 15	Working with Electricity	• Use of suitably qualified electrician. • Safe System of Work – electrical supply tested before and after isolation. • Cables pulled back in safe manner to termination point. • Only double insulated tools and calibrated testing meters to be used. • Electrical works to be carried out with IET Wiring Regs BS7671 (18th latest edition) and JIB guidance.	1 x 5 = 5
3 x 5 = 15	Working in the vicinity of Metrolink tram cables and the potential for the banner falling onto them	• Engineered PVC banners with suitable & sufficient tensile & tear strength. • All seems and perimeters are High-frequency Radio welded for a strength that far surpasses the raw material. • 750gsm Dragons tails at 4 metre intervals down the back of the PVC banner for securing central structural points to negate billowing. • Attachment bungee shock cord is used in short lengths to negate a complete unravel should a length fail or be cut. • Multiple Tag lines attached to the banner during the hoist procedure so as to	

		control any banner movement due to gusting. • Wind speed checked with calibrated Anemometer just before the first hoist to ensure wind speeds adhere to safe practice speeds.	

PPE requirements	As a minimum, all personnel are mandated to wear the following PPE: • Leather sturdy safety boots with non-metallic composite toe and midsole (EN ISO 20345). • Approved orange high visibility vests or jackets and lower body clothing (BS EN 471). • Hard Hats with chin straps (BS EN 397). • Mechanical cut resistant gloves grade 5 (BS EN 388). When working from outside unprotected scaffolding areas: • Full body safety harness (BS EN 361). • Fixed length retractable lanyard (BS EN 358). Pre-use checks are undertaken by operatives at the start of each working shift. Weekly inspections will also be carried out and recorded by the Site Supervisor. Statutory examinations of safety harnesses and lanyards are undertaken by a competent person every 6 months and each item is appropriately tagged. Any defective items are immediately withdrawn from service and quarantined. Safety harness and lanyards are stored with suitable containers on the works vehicle. Additional PPE including safety glasses, coveralls, ear plugs, and head torches will be available on site for specific work tasks.

COSHH *(List of chemicals and control measures)*	N/A

Highway and Public Interface *(segregation of work from public and staff)*	All install and removal works will be confined to the limits of the tube and fitting scaffolding but may occasionally involve operative working outside of the handrails but additional control measures as per the risk assessment section will be introduced. Agreed access and egress route with Principal Contractor. There is no parking available on site. Operatives to adhere to local traffic notices. All work plant, equipment, materials and tools will be kept with the designated works area. Site operatives will adhere to local safety arrangements established by the Principal Contractor.

Protection of Surrounding Infrastructure *(Identify hidden services, permits required, plant movements and routes)*	Movement of work plant, equipment, materials and tools will be carried out with due care and attention for nearby property/assets. Only authorised access/egress routes will be used, and all site rules will be followed at all times.

Permits to Work	Relevant permissions to be obtained from Principal Contractor.

Communication and Liaison *(Site briefing arrangements)*	All site operatives will receive a local site HSE induction from the Principal Contractor including the local emergency procedures. The Site Supervisor will sign in and out each working shift with the Metrolink Control Centre **(0161 205 0141)** providing the scope and limits of the works. The Site Supervisor will ensure that all the necessary permits, licenses and permissions are present and in order and that the appropriate site control measures are implemented. The Site Supervisor will check with the Principal Contractor that no other works are taking place in the same works area brief the work group on the scope and nature of the works to be undertaken.

Emergency Plans *(First Aid, Local A&E hospital and accident / incident reporting)*	The Project Manager will take advantage of the Principal Contractors first aid provisions if required. **Nearest A&E hospital:** Manchester Royal Infirmary Oxford Road Manchester M13 9WL Tel No. 0161 276 1234. Operatives will obey the Principal Contractor emergency procedures. All accidents, incidents and near misses which occur, no matter how trivial they may seem at the time, need to be reported, recorded and escalated as soon as practicable. In the event of an incident or emergency situation, the Site Supervisor will ensure the following are informed: • Principal Contractor completing any relevant paperwork. • Titchfield Group Ltd in accordance with the company incident reporting and investigation process HSP001. In the event of any emergency situation, the EFAW trained person will dial 999 and wait for the emergency services to respond. The emergency rescue plan for working at height on scaffolding is attached in Appendix 1. This has been formulated in accordance with NASC SG19:17. If any work obstructs the track unexpectedly or if anyone or anything comes into contact with the overhead wires, or if tramway equipment is damaged, the Metrolink Control Room will be immediately contacted by the Site Supervisor by the following: • Using the emergency help point at any tram stop. • By telephoning **0161 203 5619** (emergencies only). • Contacting a Metrolink representative. • Contacting the emergency services (if needed) using **999.** The Site Supervisor will ensure they follow any instructions given by the controller. If an approaching tram must be stopped, signal to the driver by holding both arms above your head. You should stand where the driver can see you, but not in the path of the tram.

Welfare Arrangements *(Toilets, drinking water and rest area)*	Welfare facilities to be provided by Principal Contractor as per Schedule 2 of CDM Regulations 2015. In addition, bottled drinking water and anti-bacterial hand wipes / hand sanitisation gel will be available on works vehicle. These are provided free of charge to the site operatives.

Site Security *(Security of works and materials and plant from vandals etc)*	No work plant, equipment, materials or tools will be left unattended or unsecured. All vehicles are to be switched off and kept locked at all times when not in use. All work plant, equipment, materials and tools will be kept securely within the designated worksite.

Competence Details *(Training and certification required)*	Training and competencies held by Project Manager will include: • Local HSE induction from Principal Contractor. • Green CSCS Labourer card for all site operatives. • Titchfield Group Ltd Company ID Card. • SSSTS training held by the Site Supervisor • City and Guilds Level 3 and 2391, 18th Edition (latest amendment) qualified electrician. • Internal manual handling training. • 1 day EFAW.

Handback Arrangements *(Completion arrangements)*	Project Manager to be informed on completion of install and removal works.

Supporting Information *(drawings / appendices)*	Please refer to relevant design drawings and specifications.

Additional Comments /Observations	If site conditions are deemed unsuitable or unsafe for whatever reason i.e., inclement weather conditions such as high winds or heavy rain, then works will be suspended and reappraised by the Site Supervisor.

Refusal to work on the grounds of Safety – Site Supervisors are reminded that if the site based assessment concludes that work cannot be conducted in a safe manner due to additional local hazards or site considerations then work should be suspended and reported to the SHEQ Advisor

Appendix 1 – Rescue Plan

In the event of a person falling from an independent, tower, birdcage scaffold, or any other structure where there is access adjacent to the suspended person then the guidance below is to be followed:

PLANNING

- Titchfield Group Ltd to carry out a risk assessment for the task and ensure a suitable rescue plan is prepared.
- Ensure that all members of the scaffold team have received training and instruction on the safe system of work, including rescue and emergency arrangements, as part of their training.
- Project Manager(s) to ensure work is properly monitored and supervised.

RESCUE PROCEDURE

- The first priority MUST be to recover the suspended Scaffolder from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty.
- Inform the Emergency Services and Principal Contractor as soon as practicable to make them aware that there is an emergency situation and to request assistance.
- If conscious, can the suspended Scaffolder recover themself or assist in their own rescue?
- Can they climb back on to a platform?
- Can they support themselves on part of the structure so that they are not solely supported by the harness e.g., get a foothold on a tube?
- If conscious, can the suspended Scaffolder take steps to reduce the risk of further injury until rescued?
  - Encourage them to keep all four limbs moving to aid blood circulation, by flexing the leg muscles.
  - Transferring body weight from one side to the other.
  - Make use of foot support straps, if available.
- Colleagues can move to or create a working platform at a position adjacent to the casualty, clip-on to the guardrail, ledger or other suitable anchorage point, and assist them to get onto the working platform. If the casualty is unconscious, then they must be manoeuvred manually on to the platform. If the lift is a not boarded, then the rescuer(s) should create a temporary platform a minimum of 4 boards wide, to facilitate the rescue. Where guardrail protection is not provided the rescuer(s) must be clipped on at all times.
- Once the casualty is on a safe platform, their fall arrest equipment can be released or the lanyard cut from the anchor point to which it is attached, if it is safe to do so.
- If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open.
- Where possible, the remaining Scaffolder(s) should assist the emergency services by providing safe access to the casualty e.g., positioning a ladder, installing temporary guardrails, securing the platform boards etc.
- The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external emergency services.

IMPORTANT!

When an operative has suffered a fall and is suspended in their harness, the suspension time should be kept to a minimum by getting the person back to a position of safety as soon as possible.

Following any suspension where a scaffolder has been rescued and is fully conscious and mobile:

- **If the operative has been rescued promptly by his colleagues, or has self-rescued and no injuries were sustained before, during or after the fall; and**
- **Provided there was no medical reason for the fall i.e., a seizure or other sudden loss of consciousness**

then there is no need to detain them, call an ambulance or refer them to hospital. However, the operative should be seen by a first aider until satisfied they have fully recovered (max 30 mins).
or:
If the patient is unconscious or semi-conscious, they are best attended by a competent first aider who should ensure that the emergency services are called immediately. They should then ensure the airway is open, the patient is breathing and only then place the patient in the traditional recovery position until the emergency services are in attendance.

Appendix 2 - Briefing Signature Sheet

Site Location:	

Briefed by (SHEQ Advisor):

Name	Company ID Number	Signature	Date & Time

Briefed to (Project Manager):

I confirm that I have been briefed by the SHEQ Advisor on the scope of the survey work to be carried out and my responsibilities. I have been given the opportunity to ask any question and raise any health and safety concerns that I may have. I fully understand the requirements set out in this site specific method statement and risk assessment and agree to comply with them.

Name	Company ID Number	Signature	Date & Time

Appendix 3 – Metrolink Electrical Hazard Zone

Metrolink Electrical Hazard Zone

The Metrolink tram network is powered by overhead power lines (OLE). These operate at 750 volts (DC) and are generally over 5 metres (around 18 feet) above the tracks.

These do not pose a danger to pedestrians and motorists at ground level or to those living and working in the vicinity of the tramway.

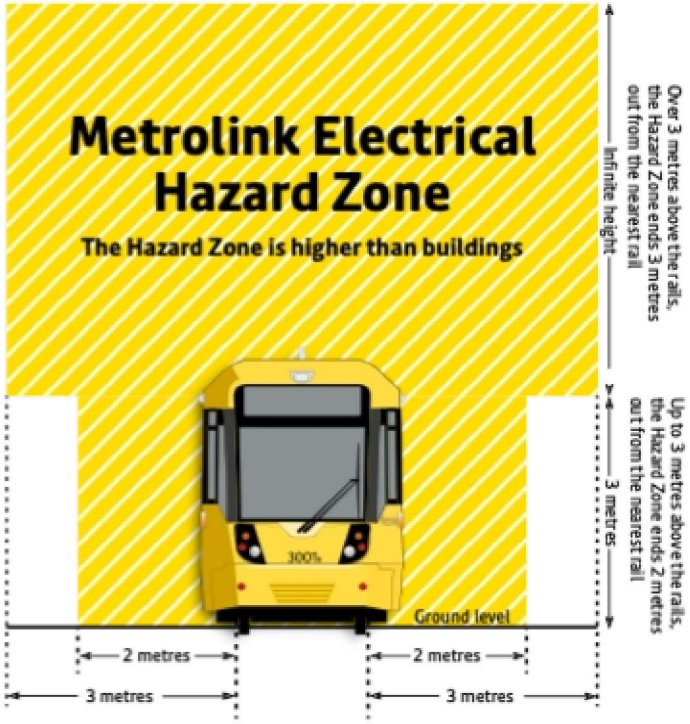
However, when working in the vicinity the potential hazards associated with working close to the overhead power lines needs to be taken seriously. We want you to stay safe near Metrolink.

The Metrolink Electrical Hazard Zone, as shown in Diagram **M1** on the next page, applies generally to street running sections.

No person shall enter this zone to undertake works or carry or operate any equipment that has potential to enter the zone without authorisation from Metrolink.

Diagram M1 – Metrolink Electrical Hazard Zone

Usually applicable in street running sections



Where there is more than one track, the whole area between the tracks is in the Hazard Zone