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CONSTRUCTION METHOD STATEMENT

PROJECT: Jubilee Works, Cliffton Street, Manchester M40 8HN







Construction Method Statement

Method Statement Number: EPF 1989-25
Method Statement Date: 18th November 2025
Method Statement Author: Laura Earley
Project: Jubilee Works, Clifton Street, Miles Platting, Manchester, M40 8HN
Site Set Week Commencing: to be confirmed
Client Contact: Mr Zulfiqar Ali
Description: Construct Industrial Steel Frame Building with external cladding

	Name	Title	Signature	Date
Document Author	Laura Earley	H&S Co-Ordinator	[redacted]	18th November 2025

Data Protection Statement

The information and data contained in this Method Statement pertain solely to the specific task, project, or contract for which it was prepared. It must not be duplicated, disclosed, or distributed to any third party, except for the purpose of managing and controlling health and safety related to this task, project, or contract.

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This Method Statement may include personal data relating to one or more individuals. Such data must not be shared with third parties or used for any purpose other than ensuring compliance with this Method Statement, unless written consent is obtained from the Company, or the individual concerned.

Emergency Contact Details

Name	Laura Earley			
[redacted]	[redacted]			

Site Safety and Communication Guidelines
All staff must always adhere to these control procedures. Any deviations must be authorized by the site manager or safety representative.

Communication with Other Workers on Site
Upon arrival, all staff are required to report to the site manager for induction. The site manager will brief staff on any existing hazards. Staff must also inform the site manager of the work they intend to carry out and how it may impact other trades on site. When necessary, notices will be posted to inform workers of any hazards present during the works. If contractor activities overlap, the senior representative must coordinate with other trades to ensure safe operations are maintained throughout.

First Aid

Our company is responsible for ensuring adequate First Aid provisions for all staff. "Adequate" includes providing a trained First Aider, appropriate First Aid equipment, and/or appointing a designated person at a minimum. An Appointed Person is designated by the employer to take charge of the situation (e.g., calling an ambulance) in the absence of a First Aider. If trained, the Appointed Person may also administer emergency First Aid. During induction, all staff will be informed of the location of the First Aid kit. The main contractor is responsible for ensuring that sufficient First Aiders are present on site throughout the duration of the works.

First Aid Provisions and Eye Wash Stations

In accordance with site health and safety requirements, **first aid kits and eye wash stations** will be provided and maintained throughout the duration of the works.

- A **fully stocked first aid kit** and **eye wash station** will be located at ground level in a clearly marked and easily accessible area.
- Due to the nature of work at height, and the potential time delay in descending scaffold towers in an emergency, it is **recommended that a basic first aid kit is also placed at the top of each scaffold access tower** or in designated work zones on the roof, where practical and safe to do so.
- These additional kits will be stocked to treat minor injuries and provide immediate response until further assistance arrives from the main kit or first aider.
- All kits will be checked regularly by the appointed first aider or site supervisor to ensure contents are complete and in date.

This arrangement ensures a **prompt response to injuries**, especially in high-risk or difficult-to-access areas, and aligns with the requirements under the **Health and Safety (First-Aid) Regulations 1981**.

Health, Safety & Quality Monitoring

Before work begins, all site personnel will receive a briefing that covers Health and Safety issues, the scope of the works, and quality standards. The site foreman will be responsible for the daily management of the site.

The Contracts Manager will visit the site at least twice a week. During each visit, safety and quality audits will be conducted, and compliance with established safe systems of work will be monitored. Regular checks of the scaffolding will also be performed.

After each site visit, the attached audit sheet must be signed by a relevant member of the management team. Additionally, a site meeting with all relevant parties will be scheduled to review project progress and address any outstanding issues that require resolution.

Housekeeping

All operatives on site are responsible for always maintaining cleanliness and good housekeeping. The site must be kept clean, regularly swept, and well-organized throughout the duration of the works.

Manual Handling

All staff and contractors have been trained in manual handling and are aware of its associated risks. Equipment provided to reduce manual handling must be used when available. Staff and contractors should not lift tools or equipment that exceed their capacity. Whenever possible, heavy or awkward items will be divided into smaller loads or dual-lifted if necessary. The site foreman/employer is responsible for identifying and managing manual handling tasks as they arise daily.

Material Handling

All materials required for the site will be unloaded in a designated unloading and storage area, positioned away from the work zone where feasible. This area will be kept tidy to minimize trip hazards. Materials will be transported from the storage area to the work area as needed. Staff must handle materials carefully and use mechanical aids whenever possible. When stacking materials, special attention must be given to ensure stability and prevent damage.

Personal Protective Equipment (PPE)

PPE will be used as a last line of defence against hazards. Staff must wear the appropriate PPE for each task, as identified in the risk assessment. The PPE requirements for this project will adhere to the client's guidelines. All site workers must wear, at a

minimum, safety boots, high-visibility vests, hard hats, and gloves where necessary. Anti-fog safety glasses are required when cutting materials. Harnesses must be used when working with MEWPs, and harnesses with inertia reels should be used in accordance with manufacturer guidance when working at roof level without protected edges.

Use of Eye Protection During Cutting Operations

When cutting materials on site, operatives must wear **appropriate safety goggles** that provide full eye protection, rather than standard safety glasses. This is essential to protect against flying debris, dust, and sharp particles that may be generated during cutting tasks.

Goggles used must conform to **EN 166** standards and offer a close-fitting seal around the eyes to ensure maximum protection. The use of open-sided safety glasses is not permitted during cutting operations, as they do not provide sufficient protection from airborne particles.

All operatives will be briefed on the correct PPE requirements during site induction and toolbox talks, and compliance will be monitored throughout the works.

Harness Anchor Points (If Required)

Where fall arrest harnesses are required, operatives will clip onto **certified and designated anchor points** that have been preapproved by a competent person. These may include:

- **Fixed roof anchors** rated for fall arrest use
- **Structural steelwork** or purlins, using certified beam clamps or lifelines
- **Temporary lifeline systems** (horizontal or vertical), installed in accordance with the manufacturer's guidance

All anchor points used must comply with **BS EN 795** standards and be capable of withstanding fall arrest forces. Operatives will be trained in the correct use of harness systems, and all equipment will be inspected prior to use.

Harnesses are only to be used when other forms of collective fall protection (e.g. edge protection or netting) are not sufficient or practicable.

Preparation & Induction

A risk assessment will be completed for all tasks and discussed with staff and subcontractors. Any questions or concerns should be directed to the contract manager for resolution. All staff and subcontractors will undergo site induction to familiarize themselves with site hazards and the tasks to be performed. They will also be informed about other site activities that could affect their work and any necessary coordination with other trades. All personnel must follow site rules and safety procedures. Inductions will be conducted by the Principal Contractor.

Staff and Training

The tasks will be carried out by qualified and experienced staff from Elite Portal Frames Ltd. All staff receive ongoing training and hold relevant qualifications. Apprentices will be supervised closely by experienced team members. Any subcontractors appointed by Elite Portal Frames Ltd Ltd have been assessed for their capability and suitability to complete their assigned tasks.

Statutory Requirements

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Asbestos Regulations 2012
- Working at Height Regulations 2005

- Environmental Protection Act 1990
- Land Drainage Act 1991
- Water Resources Act 1991
- HSE Guidance Note GS6: Avoidance of Danger from Overhead Electric Cables
- HSE Guidance Note GS33: Avoidance of Danger from Buried Electric Cables
- National Structural Steelwork Specification for Building Construction (Seventh Edition),

Tools and Electrical Equipment

All tools and equipment will undergo regular visual inspections, and any defective or damaged items will be removed from service. Electrical tools should be 110V or battery-operated whenever possible. Subcontractors will not be permitted to bring damaged or defective tools onto the site. The site foreman is responsible for ensuring all tools and equipment allowed on site are in good working order. Any portable electrical equipment brought onto the site must undergo PAT testing every three months, which may include a visual inspection. The main contractor will keep records of these inspections. Heavy-use activities will require six-monthly inspections, while other activities will be inspected annually. A risk assessment may adjust the inspection frequency as needed.

Welfare (Principal Contractor)

The principal contractor is responsible for providing suitable washing, toilet, drying, and refreshment facilities for staff and subcontractors. It is the responsibility of both staff and contractors to ensure these welfare facilities are kept clean and well maintained.

Access Using Fixed Ladders

When using access ladders, staff must always maintain three points of contact. Tools and equipment should be carried using tool belts or other methods that allow the worker to keep three points of contact. Items that cannot be carried will be transferred using alternative lifting methods. At the end of each shift, access to ladders will be restricted to prevent unauthorized use and access to roof levels.

Contractor and Visitor Safety

Elite Portal Frames Ltd will coordinate daily with other contractors to ensure they are aware of the risks present during ongoing works. No area of work will be left in a hazardous condition that poses risks to other contractors, tenants, or visitors. At the end of each shift, all tools and equipment must be cleared and securely stored. Heavy plant machinery, scaffolding, ladders, and any other access points to heights must be made inaccessible to prevent unauthorized use.

Emergency Information - Huddersfield

Local Hospital: North Manchester General Hospital, M8 5RB

Local Police: North Manchester, Division Police Station, M40 5BP

Local Fire Station: Philips Park, Fire Station, M40 2XG

If you require any of these services urgently, Contact 999!

Full Body Harness in Cherry Picker

Operatives must wear a full-body harness and always remain clipped to the basket while working in the cherry picker. The lanyard should be kept as short as practicable to complete the task, ensuring that operatives stay securely within the basket while at height.
All company access equipment will be regularly inspected, and any damaged equipment will be immediately removed from service. Subcontractors are required to always follow all safe working procedures.

(Cherry Pickers, Scissor Lifts, Telehandlers etc.)

MEWPs (Mobile Elevating Work Platforms), including cherry pickers and scissor lifts, must be selected based on the specific job requirements, ensuring the platform can reach the work area without requiring operatives to stretch or reach beyond the platform’s barrier. MEWPs will be supplied by a competent company, and the site foreman will ensure that only trained and qualified personnel operate the equipment. The area where the MEWP will be used must be free from overhead obstructions

such as cables, power lines, girders, or trees, and the ground must be level and capable of supporting the load. When other activities are taking place nearby, barriers will be placed around the MEWP to prevent accidental contact.

LOLER inspections will be conducted by the hire company, and certificates will be provided to the client renting the equipment.

Lift Plan – Telehandler (Simplified) Equipment:

- Telehandler with certified lifting capacity suitable for Steel materials.
- Fitted with standard forks or lifting attachment if required.

Operator:

- Only trained and certified operators (CPCS/NPORS) will operate the telehandler.
- A trained banksman will assist during all lifting operations.

Procedure:

- Materials will be securely loaded and strapped before lifting.
- The telehandler will lift materials to the roof loading area as directed by the banksman.
- An exclusion zone will be maintained during lifting to keep all non-essential personnel clear.
- Materials will be lowered carefully and placed in designated areas on the roof.
- The roof team will only approach once the load is safely landed.

Safety Controls:

- Ground conditions will be checked to ensure stability.
- Weather conditions (especially wind) will be monitored before and during lifting.
- All operations will follow LOLER and PUWER regulations.

2.1 Preparation

- Exclusion zones established and clearly marked.

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3. Steel Frame Erection

3.1 Delivery & Storage

- Steel members delivered in sequence and stored on timber dunnage.
- Designated lay-down area established with exclusion zones.
- Components checked against delivery schedule.

3.2 Lifting & Installation

- Crane operations carried out by CPCS-trained operatives and slinger/signallers.
- Components lifted using certified lifting gear and spreader beams as required.
- Frame erected in bays, secured with temporary bracing before final tightening.
- Bolt tightening carried out in accordance with torque settings.

3.3 Access & Fall Protection

- MEWPs and scaffold towers used with edge protection.
- All operatives in fall arrest systems tied off to certified anchor points.
- Nets installed where required based on site risk assessment.

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4. Cladding Installation

4.1 Material Handling

- Cladding panels delivered in protective packaging and stored flat.
- Movement to installation point using forklifts or telehandlers with designated lifting attachments.
- Banksmen supervise all lifting operations.

4.2 Roof & Wall Cladding

- Roof sheets installed on prepared purlins using designated fixings and sealants.
- Operatives work from MEWPs or scaffold platforms with full edge protection.
- Wall panels installed vertically/horizontally as per design.
- Alignment and fixings checked after each panel installation.

4.3 Weatherproofing & Detailing

- Sealants and flashings installed around junctions and openings.
- Guttering and downpipes installed to manufacturer specifications.
- Fixings checked for correct spacing and tightness.
- Cut edges treated with corrosion-resistant paint.

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5. Environmental and Safety Measures

- **Waste Management:** Segregation of metal, concrete, and general waste; skips labelled.
- **Weather Conditions:** Lifting suspended in high winds; wind gauges used on site.
- **PPE Requirements:** Hard hats, gloves, high-vis clothing, safety footwear, and eye protection.
- **Inspections:** Daily site checks by supervisor; lifting equipment checked prior to use.
- **Emergency Procedures:** First aid station on-site; spill kits available; fire extinguishers in key locations.

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6. Training & Supervision

- Toolbox talks conducted before critical activities.
- Induction for all new operatives covering RAMS, emergency procedures, and site rules.
- Supervisors monitor compliance and report any unsafe behaviour.

7.Site Plan – Vehicle Parking, Material Storage, and Site Access

- **Vehicle Parking:**

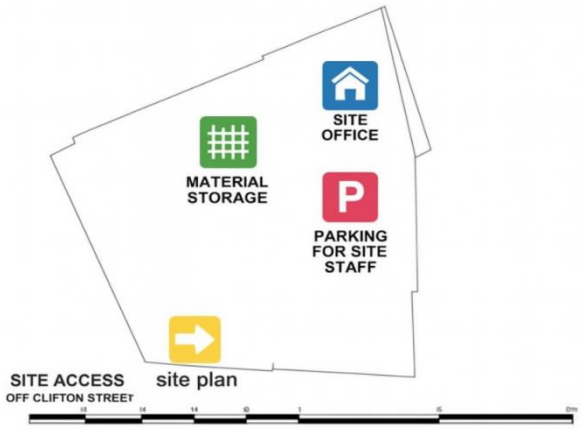
All contractor and delivery vehicles will park **within the site boundary** in the designated parking area located away from active work zones. Parking will be arranged to ensure safe manoeuvring, prevent obstruction of access routes, and maintain clear emergency escape paths. No parking will take place on Clifton Street to avoid disruption to local traffic or pedestrians.

- **Material Storage:**

All construction materials will be stored **within the site** in a clearly defined storage zone. This area will be level, secure, and segregated from vehicle movements and work operations. Materials will be stored in an orderly manner, with heavier or bulk items placed at ground level and hazardous materials kept in appropriate containment. The storage area will be maintained to prevent trip hazards, ensure good housekeeping, and allow safe access for operatives.

- **Site Access (Clifton Street):**

The primary access point for the site is located at the **front of the property on Clifton Street**. This entrance will be used for all vehicle entry, deliveries, and pedestrian access. A banksman will be provided during delivery times to guide vehicles safely and ensure the protection of pedestrians. Access will be kept clear at all times to allow the unimpeded movement of construction traffic and emergency services. Signage will be displayed to indicate site access, restricted zones, and safety requirements.



Scope of Works

1. Site Setup and Mobilisation

- Initial mobilisation to site including delivery of welfare units, signage, and secure storage.
- Establishment of site boundaries, traffic management plan, and emergency access routes.
- Welfare facilities, power supply in compliance with CDM Regulations 2015.
- Site induction carried out for all personnel.
- Environmental and safety signage installed.

2. Steel Frame Fabrication (Off-Site)

- Steel components fabricated off-site to BS EN 1090 standards.
- Quality control inspections undertaken at fabrication facility.
- Coordination with design team to ensure sequencing aligns with programme.
- Components primed to specification prior to delivery.

3. Steel Frame Installation

- Delivery of steel frame elements in sequence aligned with erection plan.
- Crane and MEWP operations carried out by certified operatives and banksmen.
- Installation of columns, beams, bracing, and floor supports as per design.
- Temporary works and stability measures implemented throughout erection.
- Bolting, alignment, and plumb checks conducted progressively.

4. External Cladding Works

- Installation of insulated composite cladding systems to steel structure.
- Roof and wall cladding installed and weatherproof details.

- Flashings, gutters, downpipes, and penetrations sealed and finished to specification.
- Compliance with thermal performance, fire rating, and aesthetic design criteria.

Preparation & Deliveries

1. Report to site and complete induction.
2. Sign in and out every day.
3. Unload tools and materials safely.
4. Check vehicles and equipment for any issues.
5. Move everything to the work area safely.
6. Get a permit to work if needed.
7. Always wear the correct PPE.
8. Tell others nearby before starting.
9. Block off the work area if needed.
10. Keep walkways and exits clear.
11. Make sure everyone understands the job and signs the briefing sheet.

Delivery and Handling of Materials

1. Upon delivery of materials and machinery, ensure that a telehandler operator holds the relevant certification to demonstrate competence.
2. Establish a material compound (location to be shown on the site plan or confirmed later) to keep materials secure and segregate them from other areas on site.
3. Designate one operative to operate the telehandler and another to act as a banksman. The banksman will communicate with drivers to ensure loads are moved safely and placed in the correct location.
4. The banksman and telehandler operator must possess strong operational skills to ensure that the telehandler remains within safe working areas. Note that operatives will need to load materials to the roof level, as per the risk assessment.
5. If manual handling is required, all operatives have received training to ensure lifts are performed correctly, avoiding injury and adhering to weight limits.

Test and Handover Procedure

1. Snagging and Final Inspection

- A thorough snagging process will be conducted upon completion of all works.
- Any defects or outstanding issues will be identified, recorded, and promptly rectified to ensure full compliance with the project specification and client expectations.
- Final quality checks will be completed by site management before moving to handover.

2. Removal of Tools and Equipment

- Following snagging and testing, all tools, plant, and equipment will be removed from the site in an orderly and safe manner.
- All temporary access systems, platforms, and safety equipment will be dismantled and cleared as per site procedures.

3. Site Cleaning

- The entire working area will be cleaned to a high standard.
- Surfaces will be cleared of debris, and any temporary protective materials will be removed.
- The goal is to leave the site in a condition suitable for immediate use or client access.

4. Waste Management

- All waste materials will be collected and disposed of in accordance with local authority regulations and relevant environmental standards.
- Waste documentation will be maintained in line with site environmental policies and legislative requirements.

5. Waste Recycling

- Recyclable materials will be segregated and removed from the site for appropriate processing.
- Elite Portal Frames Ltd is committed to reducing environmental impact and promotes recycling wherever feasible.

6. Formal Client Handover

- A structured handover process will be conducted, including: A walkthrough with the client or representative Explanation of any maintenance requirements or operational considerations Confirmation that the client is satisfied with the quality and completeness of the works
- Handover documents (e.g. warranties, manuals, and sign-off forms) will be issued as required.

7. Operative Sign-Out

- Once all works are completed and the site is cleared, all operatives will formally sign out as per site protocol.
- This ensures accurate records of personnel presence and confirms the completion of contracted works.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date