

METHOD STATEMENT Installation of Window Systems BRUNSWICK SQUARE

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INTRODUCTION

Introduction

Brunswick Square entails the transformation of a six-story historic mill (circa 1840s) into 277 contemporary apartments, with retail outlets on the ground floor.

Craft is responsible for the design, supply, and installation of 810 bespoke, high-performance aluminum windows and doors, replacing the existing timber-framed units. The façade, constructed from clay-fired bricks of the original era, presents challenges due to its current condition. The client has conducted tests to verify the brick strength, and Craft has confirmed its suitability for window installation.

To ensure a proper seal between the old and new materials, the client will refurbish the existing pointing and brickwork to an appropriate standard.

General Window Description

The windows are custom-designed to replicate the historical aesthetic while delivering modern performance. Each unit is unique to this project and developed from first principles.

A key challenge has been achieving the required thermal performance, as most windows comprise six glass panes, necessitating substantial structural support and increased aluminum content.

To meet thermal requirements, the aluminum frames incorporate high-performance thermal breaks, with additional fireproof thermal foam infills where necessary. Triple-glazed insulating glass units (IGUs) with ultra-low U-values complete the system. Acoustic performance exceeds project requirements due to triple-glazed units from levels 1–6 and enhanced ground floor units featuring laminated glass to meet PAS 24 standards. Windows are equipped with trickle vents, coordinated with the mechanical and electrical consultant. These vents are concealed by aluminum covers to preserve the building's historical appearance.

Security is ensured through a multi-lock system, providing waterproofing and lockable handles with contrasting colours for accessibility. Ground floor windows feature laminated glass for additional security.

Given the variability of the existing structure, windows are installed using a picture frame subframe system. This allows pre-installation of the subframe, accommodating structural tolerances and ensuring consistent waterproofing.

The subframe is supported at the jambs, with minimal sill connection due to significant variance in sill conditions.

Detailed scanning of window openings enables precise sizing and categorization into 'families,' with each window uniquely numbered for efficient logistics and quality assurance.

Performance Requirements and Results

The following table summarizes the specified and achieved performance metrics:

Description	Specified Value	Achieved Result
Overall System Thermal Performance	1.4 W/m ² K	1.34 W/m ² K
Acoustic Performance	34 Rw dB	37.3 Rw dB
Structural Performance	BS8118-1:1991, BS EN 485-2:2016, BS EN 755-2:2016	Passed
Glass Performance		
Solar Heat Gain (Glass)	G-Value 0.49	G-Value 0.35
Thermal Performance (Glass)	1.4 W/m ² K	0.45–0.48 W/m ² K

Window Typology

Images of the original and newly designed windows are provided. The new window mockup has been inspected and approved by relevant departments

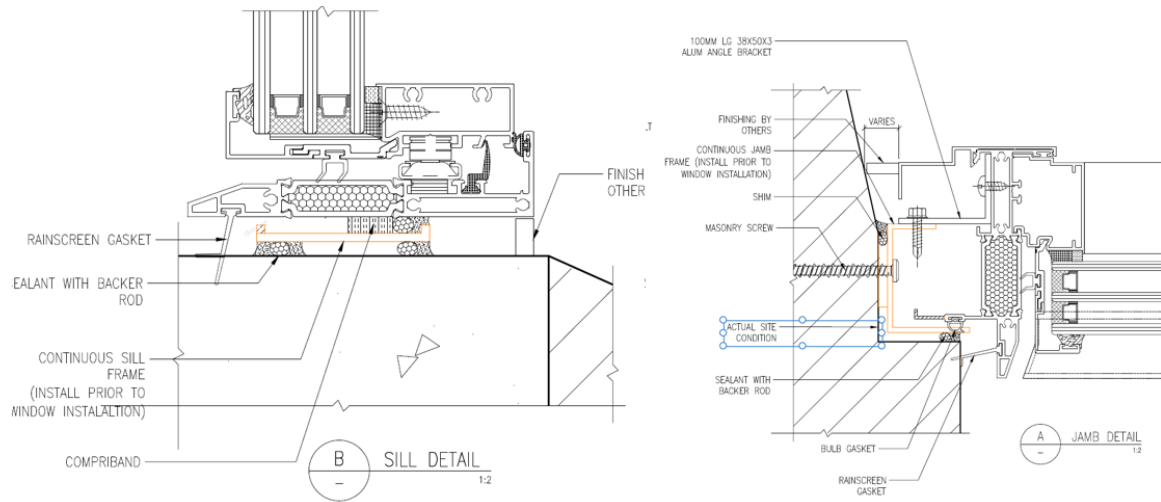


General Building Condition

Photographic evidence demonstrates the variability of conditions at window fixing points, justifying the selection of the picture frame sub-sill system.



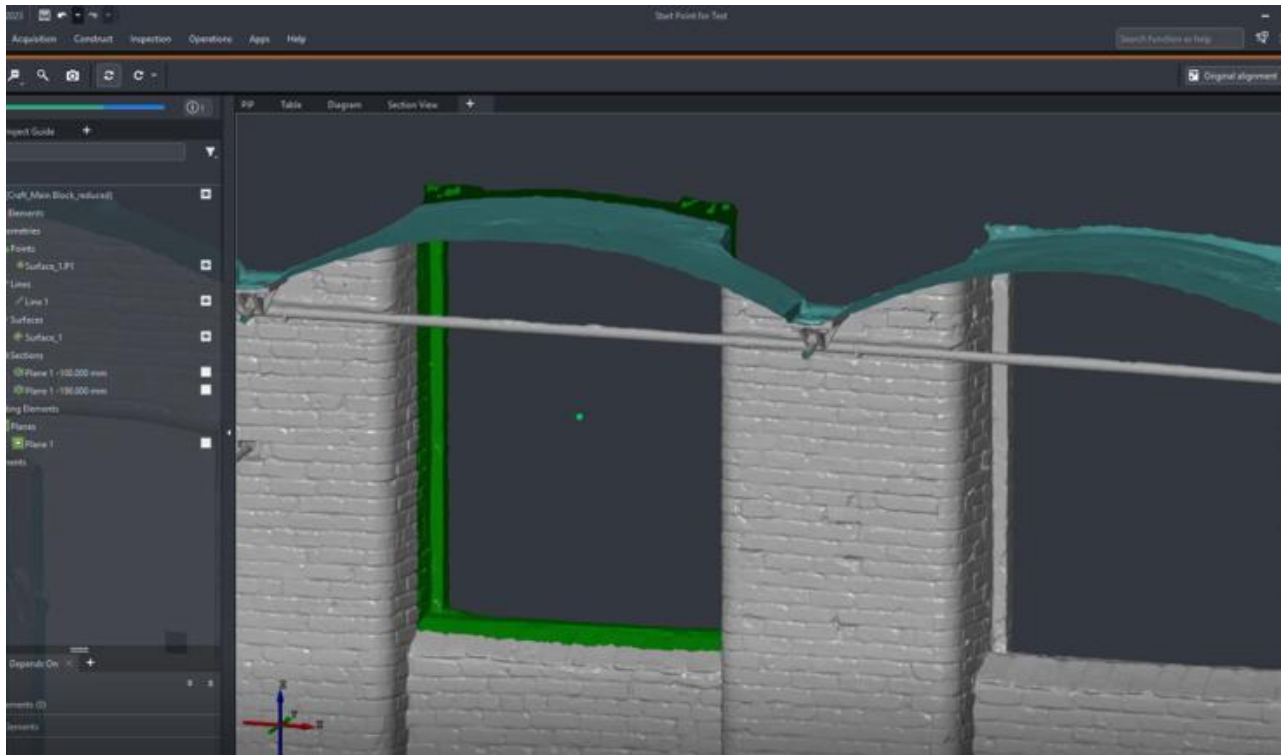
It can be seen from the above photographs that there are varying conditions where the window fixes to the as built structure hence the reason is that a picture frame sub-sill and sub jamb has been chosen.



The above TYPICAL details of the sill and jamb detail. The subsill and jamb are indicated in RED

Scanning of Existing Structure

High-resolution scans of existing openings ensure optimal sizing of new windows, eliminating the need for façade modifications and guaranteeing effective weatherproofing.



SCOPE AND PURPOSE

Scope

1. This method statement outlines the procedure to be utilised by CRAFT CONTRACTING LIMITED (CCL) for the installation of bespoke window units at Brunswick Mill, Bradford road, Ancoats, Manchester M407EZ.
2. During the construction period, this method statement will be periodically reviewed by the Project Director (see project organization chart at Appendix A), to ensure that the installation works are carried out according to the requirement of this method statement and the Contract.
3. During the construction period, this method statement will be periodically reviewed by the Project Director (see project organization chart at Appendix A), to ensure that the installation works are carried out according to the requirement of this method statement and the Contract.
4. This method statement describes in detail how the various phases of works are to be completed and the sequence of those works,

Limitations

5. The table below provides a reference to associated works described under other method statements or procedures that may be relevant to this method statement and will be provided after confirmation of the materials and or suppliers have been approved.

Related Works	Reference Document Number
Craft – Quality Plan	CFT-P004
Craft – Project Safety Plan	CFT-P005
Craft – Health, Safety & Environmental Protection Policy	CFT-P008

6. The contents of this document will be subject to review during the course of the works and will be amended, if required, to suit actual site conditions. Any change of scope shall be reassessed to identify new risks associated with the works.

REFERENCES

CRAFT Corporate Safety Plan

7. Specific safety measures shall be followed as applicable, and all the safety measures are covered separately in CRAFT Corporate Safety, Health & Environmental Policy.
8. All CRAFT employees, before commencing work on site will undertake the Safety Induction provided by CRAFT's Safety Department and records will be available upon request.



9. All CRAFT employees are task-specific experienced and fully trained to understand their responsibilities on site and assigned work tasks.
10. Pre-task briefing with all workers will be completed prior to the commencement of works on site.

Emergency Procedures

11. All operatives will be briefed on the emergency layout plans and muster points for the site in accordance with the site emergency procedures.

Permits

12. As per the requirements of the contract, following permits will be applied if or as necessary:
 - a. Transportation Permits
 - b. Temporary Traffic Management submission (By MC)

Toolbox Talks

13. Regular Toolbox talks will be carried by CRAFT Safety Representative to ensure and promote safe working practices and inform workers of potential hazards and how to avoid unsafe working. The attendance records of the toolbox talks will be available for inspection at site and upon request.

Risk Assessments

14. The construction risk assessment describes the operational tasks sequentially along with the associated risks and their corresponding mitigating control measures to be implemented in the works. The Risk Assessment is attached in Appendix D.

Competence for Key Activities

15. CRAFT personnel, suppliers and sub-contractors will comply with the Main Contractors procedures as required or necessary.

Dangerous Good, Noise and Manual Handling etc

16. Refer to Risk Assessment in Appendix D and Environmental Aspects, Impacts and Mitigations in Appendix E.

PPE – Personal Protective Equipment

17. The following safety equipment will be utilised on an as required basis, specific to the tasks being conducted by all CRAFT workers:
 - a. Safety Boots or Safety Shoes, at all times.
 - b. Safety Helmets, with chin strap, at all times.
 - c. Safety Goggles as required.



- d. High Visibility Reflective vest as required (or CRAFT reflective work shirt).
- e. Suitable Safety Gloves, as required.
- f. Full Body Harness with double lanyard, fall arrestor, and independent lifeline – as required for all workers working at height.
- g. Dust/Filter masks – as required; and
- h. Ear defenders such as ear plugs, earmuff, etc. - as required.

First Aid Provision

- 18. One qualified First Aider shall be provided and sufficient first aid boxes to cover the total manpower on site in accordance with statutory regulations.

Access & Egress

- 19. Only fully trained operatives will be allowed to enter the work zone areas.
- 20. CRAFT personnel, suppliers and sub-contractors will comply with Main Contractors access routes as required or necessary.
- 21. Operatives are required to wear all required PPE before entering the site.

PROGRAM

- 22. Please refer to Appendix F for a copy of the construction program. The program is also based on all areas of works being handed over concurrently as the planned timeline for the installation of the works will require Craft to work both internally and externally at the same time.

CRAFT CONTACT DETAILS

- 23. Email: info@craft-group.com; stuart.orr@craft-group.com

- 24. T: +852 26205168

CONSTRUCTION SEQUENCE & SEQUENCE OF WORKS

Lifting Gear

- 25. All lifting gear will be of an approved type and have undergone a current inspection. Copies of the current test certificates and statutory forms will be retained on site for inspection upon request and prior to the equipment being utilised on site.
- 26. Any damaged lifting gear will not be used and moved offsite for destruction or destroyed on site. All lifting gears and accessories will comply with statutory regulations and requirements.



Competent Persons

27. All Supervising personnel involved with the slinging, guiding or placement of materials shall be experienced and competent riggers.
28. All personnel involved in erection, addition, alteration and dismantling of mobile scaffold platforms shall be trained and competent workers.

Site staff duties and responsibilities

29. Project Director is responsible for all CRAFT on-site activities including materials handling, logistics, manpower, installation, planning, quality control and safety for the entire project. The PM will be the main point of contact for all day-to-day site activities and attend on-site meetings as necessary with all stakeholders.
30. Assistant Project Manager/Senior Project Coordinator is responsible for all CRAFT on-site activities including materials handling, installation, planning and quality control for the entire project.
31. The Survey team is responsible for ensuring the survey and setting out are achieved with calibrated measuring equipment, including maintenance of record for the calibration of equipment as well as the arrangement of calibration for the equipment in time, verifying actual sizes against contract & approved drawings and in case of any discrepancies beyond the permissible tolerance limit and reporting to Project Managers.
32. Site Supervisor(s)/Foremen shall be responsible for organizing of shifting materials to the desired locations with the logistics team, supervision and allocation of workforce and ensure that all CRAFT installation teams carry out their works according to the approved shop drawings, safely, in accordance with the program and to the QA/QC standards set by CRAFT.
33. Site Supervisor(s)s/foremen are to assist the Project Director in the control of deliveries of materials and shall ensure the availability of daily work material, tools, and PPE at the site as per the requirements of the site workers.
34. Site Logistic Officer shall be responsible for the material delivery
35. Installation team is responsible for following the instructions of the supervisor(s) in order to install the works in a safe manner that is in accordance with the drawings and specifications.

Delivery of Materials to Site

36. All materials are to be delivered by truck to the assigned delivery area, as coordinated with the Main Contractors' representative. Adequate protection to materials is to be provided by CRAFT's in-house production and or fabricators prior to dispatch.
37. All materials will be delivered to the site by flatbed trucks, various size crane trucks and vans for smaller materials.



38. Site Supervisor(s)/foremen will receive the materials and check the quantity and quality of items delivered based on the delivery documents.
39. Any loose materials will be delivered on wooden pallets. All pallets or boxes shall be within the pre-agreed maximum weight limit, to allow safe off-loading and distribution on the site.
40. Once the material arrives at the site, container/lorry crane will be escorted by CRAFT logistic team to the designated location for unloading or moved direct to the immediate working area.
41. A Frames with Wheels will be used to move the window units within the building.

ATTENDANCES TO BE PROVIDED BY MAIN CONTRACTOR

42. Supplying of all setting out information.
43. Provide a 380V power point or generator for onsite rolling the roofing sheet.
44. Protection for the exiting work on the proposal site rolling area.
45. Temporary scaffolding/working platform inside /outside the building.
46. Giving all necessary dimensions for the carrying out of the works.
47. Providing adequate water and electrical supplies to work or storage areas within the Site for use by CRAFT and all contractors directly engaged by the Employer throughout the construction Period for lighting, sufficient lighting for night work, operation of power tools and testing and commissioning up to and including final acceptance of the installation.

MOBILISATION TO SITE

48. CRAFT shall have a survey team on-site from date of site possession and following works period as necessary.
49. CRAFT shall set up a site storage area within the hoarding area for the small materials / goods and tools to keep under safe control.
50. For the site storage area Craft will coordinate with the Main Contractor, a minimum 20m x 20m storage area is required for the Material storage.

SITE SURVEY AND SETTING

51. The as-built survey shall be carried out immediately following formal handover / site mobilization.
52. Craft will notify the Employer's representatives of any as-built condition or discrepancy that will affect final finished works for review and resolution.

MATERIAL PACKING, HOISTING, AND STORAGE

Material Packing

53. The Facade system fabricated parts shall be packed and identified with the following.
54. Project Name & Number.
55. Contents of the package.
56. A Delivery Docket shall be produced and accompany each trailer/lorry or container with destination to the site.
57. Every docket shall be exclusively for a single pallet and shall have all reference to area / type / load and running numbering for reference.
58. All pallets will be protected from damage by covering with clear polyethene sheeting firmly strapped and braced. All finished materials shall be covered by a protective film, which shall be removed just prior to final clean & handover.
59. All pallet packing after use will be cleaned up disposed, recycled or reused.

Delivery & Hoisting

CRAFT shall liaise with the Main Contractor as necessary about the delivery schedule of materials to obtain necessary access to delivery/unloading areas.

SITE LOGISTICS / PLANNING

60. All window

All window units will be glazed in the factory and corresponding weight of each window unit is averaging to 150 kgs.

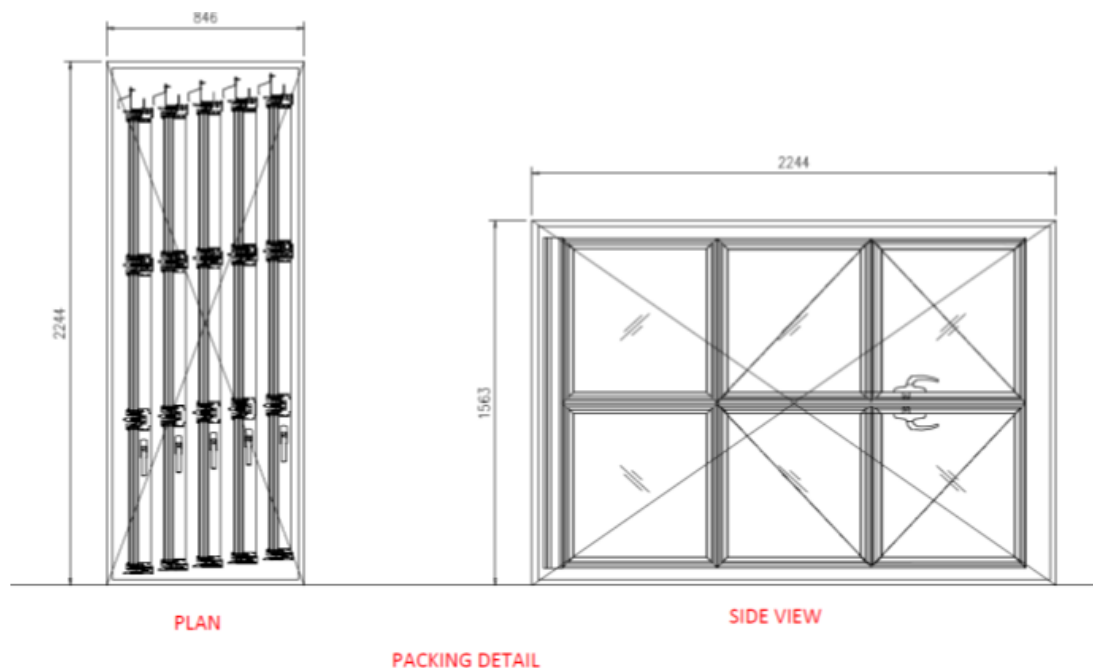
Window units which are too big to be assembled in one unit shall be fabricated in modules, these are the following windows.

- 1) W04 – 3 modules
- 2) W05 – 3 modules
- 3) W06 – 3 modules
- 4) W07 – 3 modules
- 5) W09 – 2 modules
- 6) W10 – 4 modules
- 7) W11 – 2 modules

Each window unit / module shall be properly crated in a wooden box with edge protections to avoid possible scratches / dents to the finished window units. Each crane shall bear the following information as minimum

- a) Window number designation
- b) Window / module size
- c) Floor /s designation
- b) Gross weight

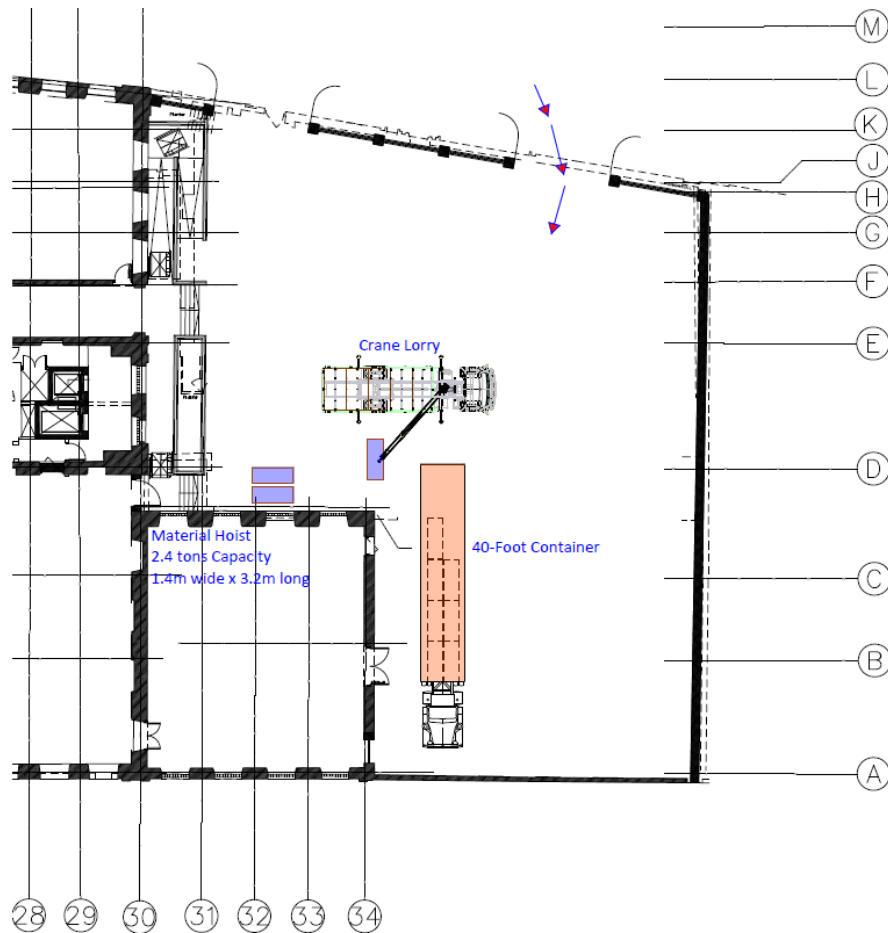
Approximate size of wooden crate for 5 panel-packing is 900mm wide x 2300mm high x 1600mm high and approximate gross weight is 825 kgs/ crate, see below.



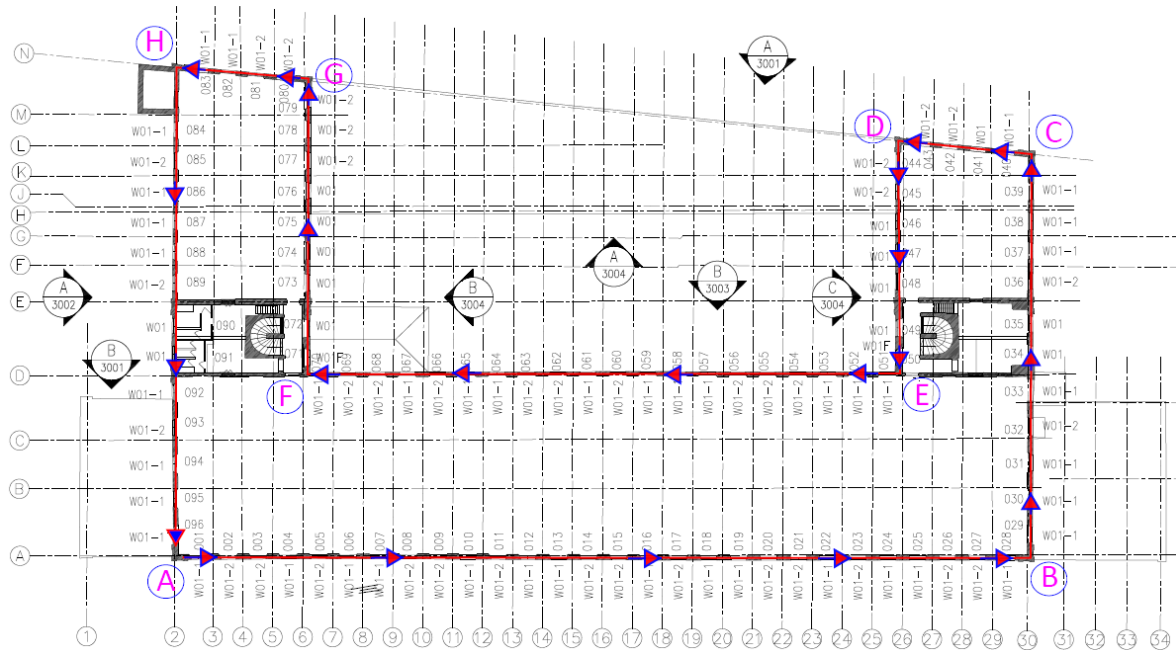
A 40-foot container can accommodate 10 crates total of 50 panels per load.

MATERIALS DELIVERY TO SITE

61. All materials are to be delivered by 40ft container. A crane lorry is on standby for unloading process. See logistics arrangement below;



62. Referring to the above layout, 40-foot container will be positioned as close as possible to the material hoist. Crane lorry will be positioned as shown with outriggers out. Crane lorry will assist in the unloading of the cranes and unloaded as close to the material hoist. Two battery operated hydraulic pallet trucks, i.e. one in front and the other in the end, will be used to move the crate inside the material lift. Only one crate can be loaded at a time.
63. Distribution of Window Units to the designated Installation area
 New Windows are designed to be installed from inside of the building. Sequence of hoisting of materials shall follow the following sequence
 - a) Level 6 to Ground Floor units
 - b) Each floor shall follow counter clockwise direction starting at point "A", see layout below.



64. Once crate reaches the desired floor level, move the crate using the two pallet trucks to an open area where unpacking will be carried out. A heavy duty metal trolley with pneumatic rubber tire will be used in the distribution of window units. Trolley width must pass through access pathways. Each loading shall be 4 panels maximum, see photo below.
65. Wood spacers shall be installed in between panels and 2 nos. 2" ratchet belts shall be used in securing the panels before rolling the trolley.

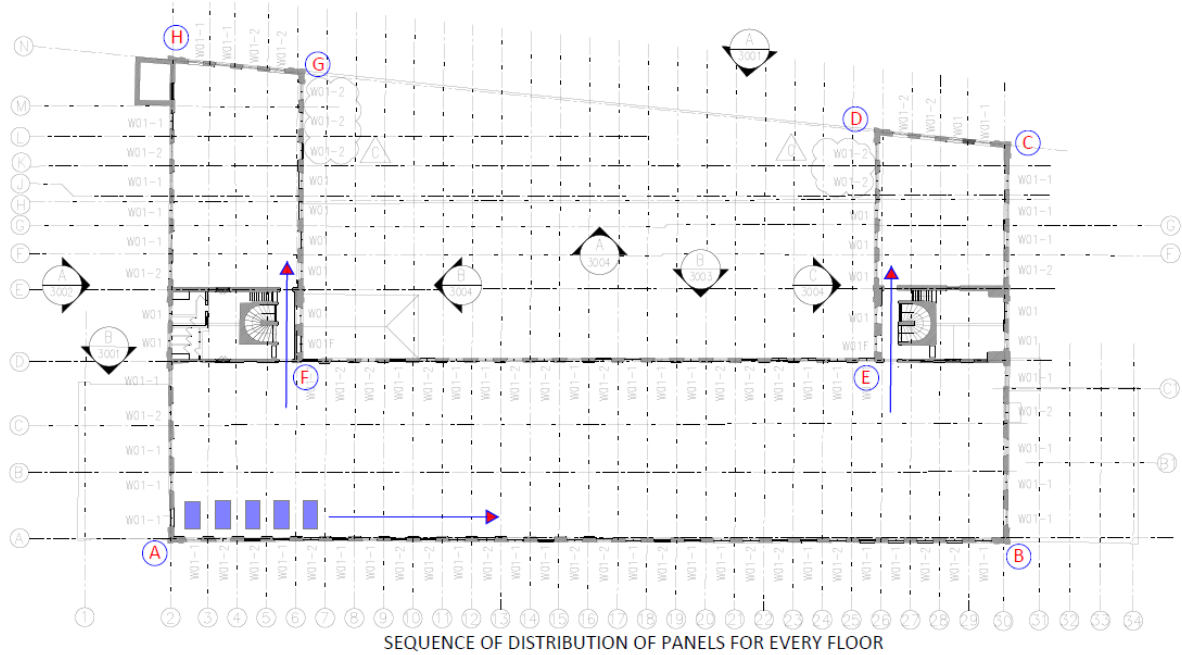


Heavy Duty Trolley



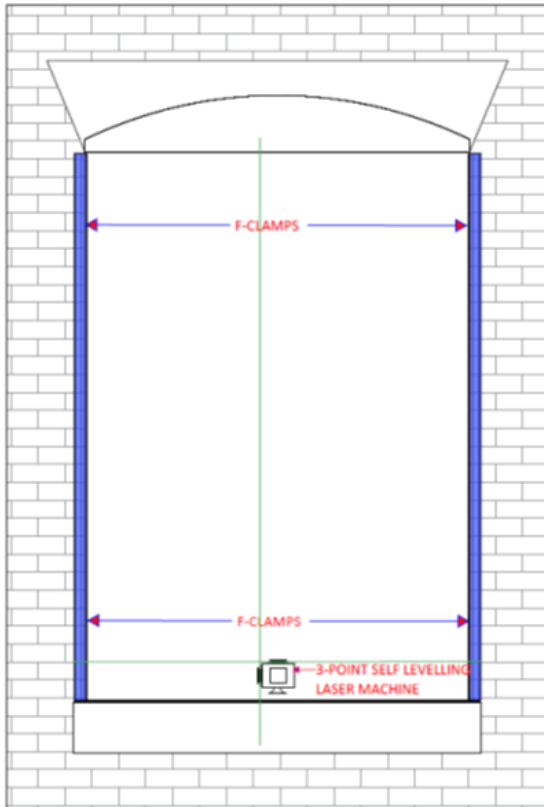
Loaded Trolley

66. Distribution of window panels shall follow the sequence described in item no. 66. Each window panel shall be laid onto wooden packer resting on the floor in front of the opening. Bottom part of the window shall be next to the opening and glass surface is facing upward. Finally, windows shall be covered with tarpaulin protection to prevent / avoid dust accumulation, see layout below.



INSTALLATION OF ALUMINUM SUBFRAME

67. Lift the sub-frame and bring into position as shown in figure 1 below.



68. Position a 3-point self leveling laser machine as shown. Measure setting out X-Y & Z from a reference line provided by the Project Management team.
69. Once sub-frame is lined and leveled, secure the sub-frame using 4 nos. F-clamp as shown in figures 1.1 & 1.2 below. F-Clamps location in figure 1.

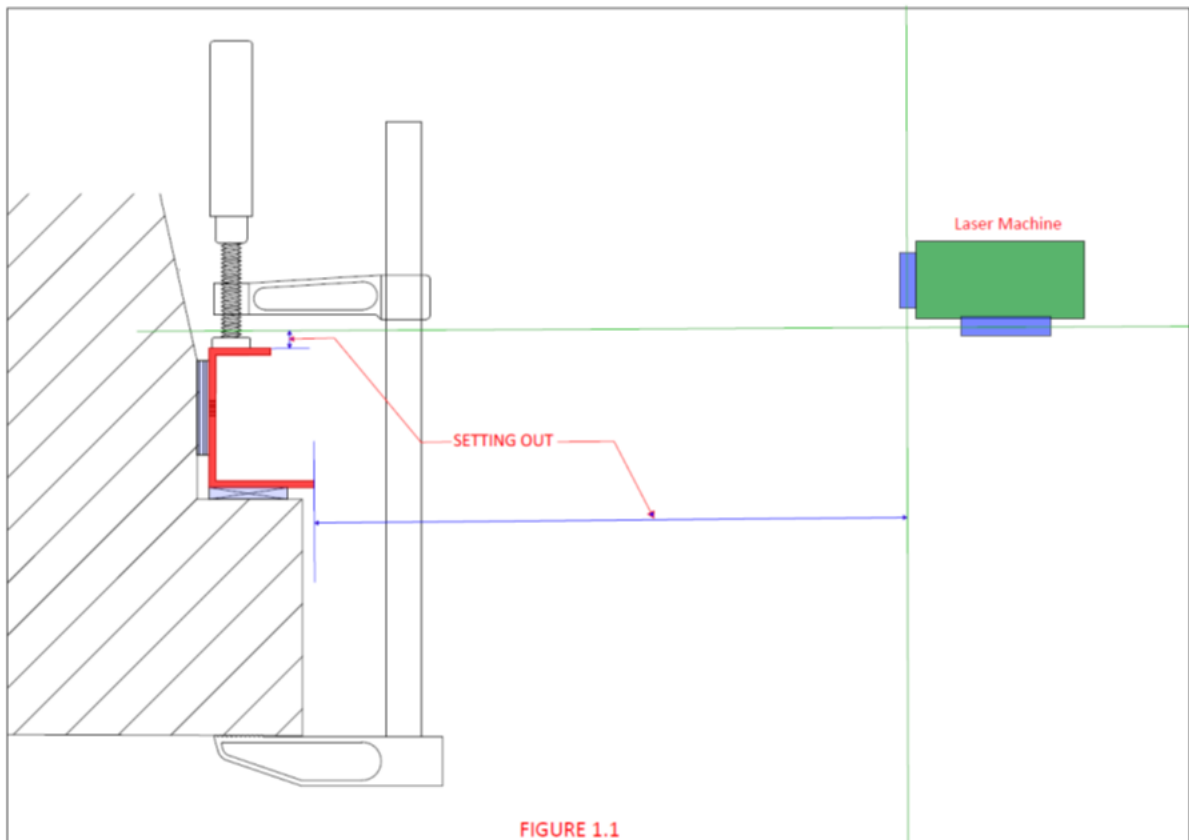


FIGURE 1.1

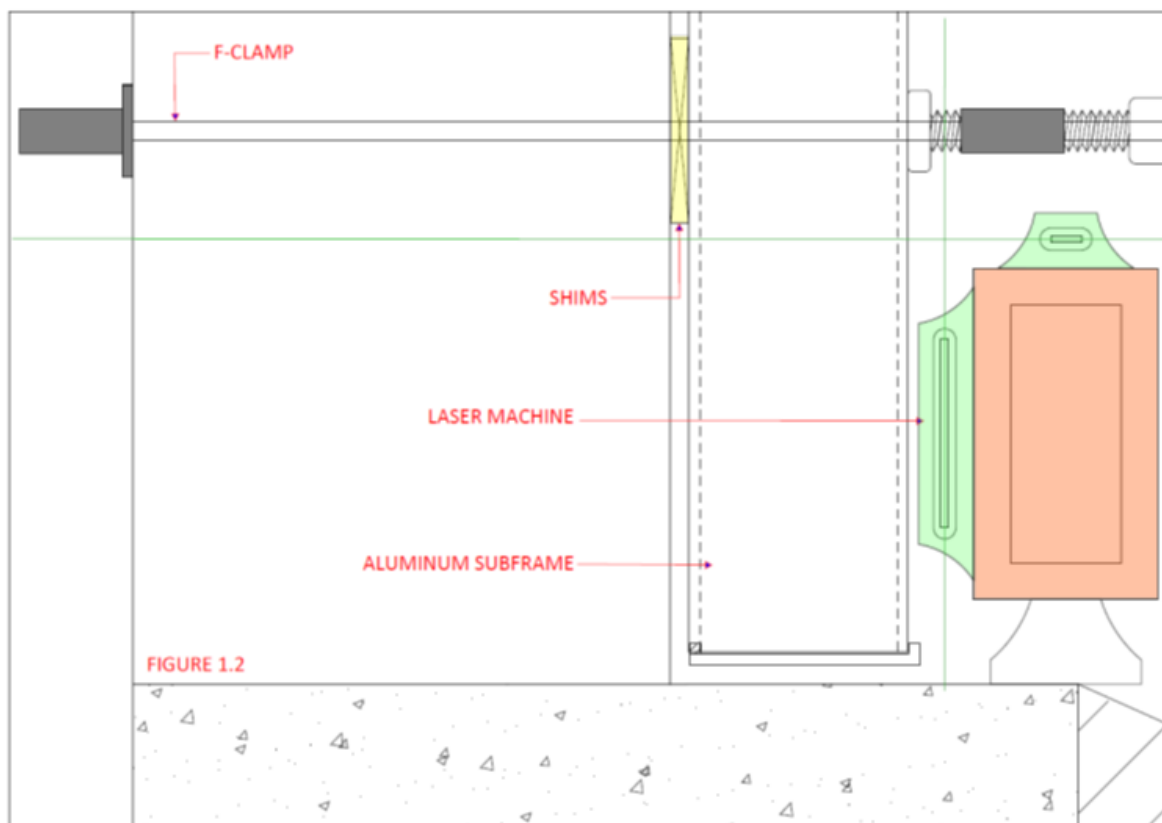
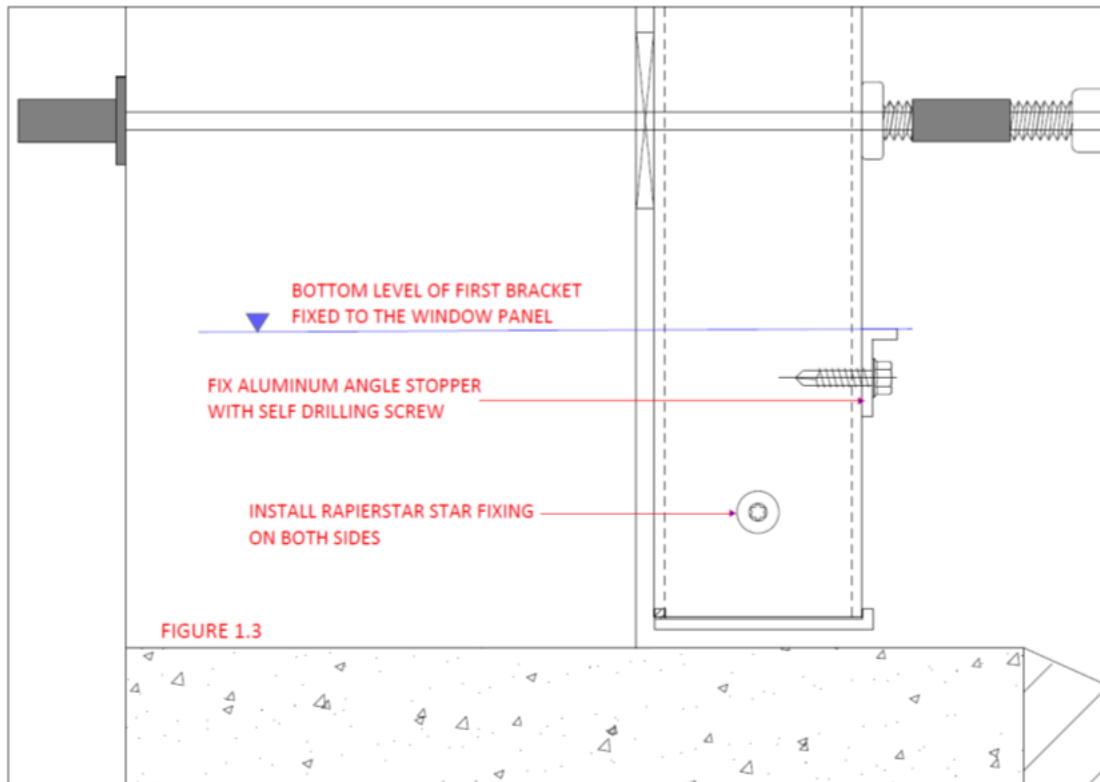
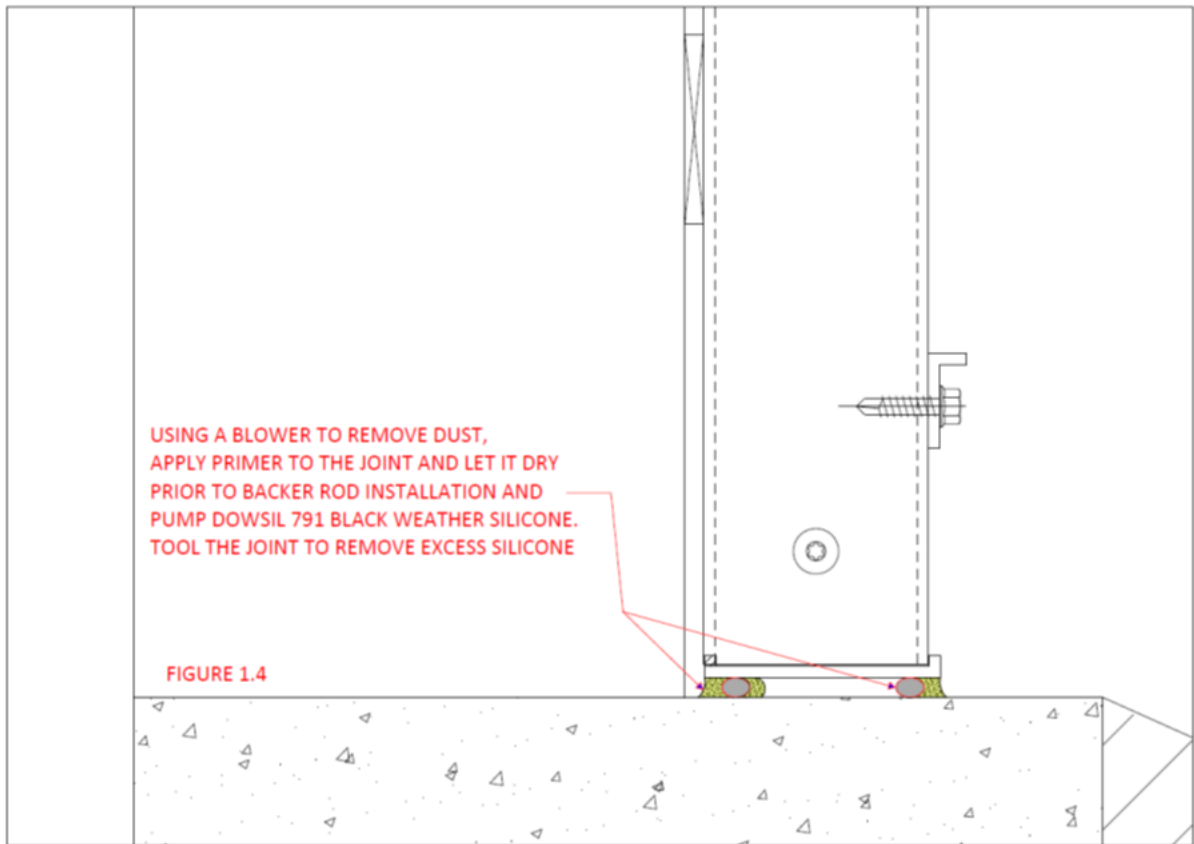
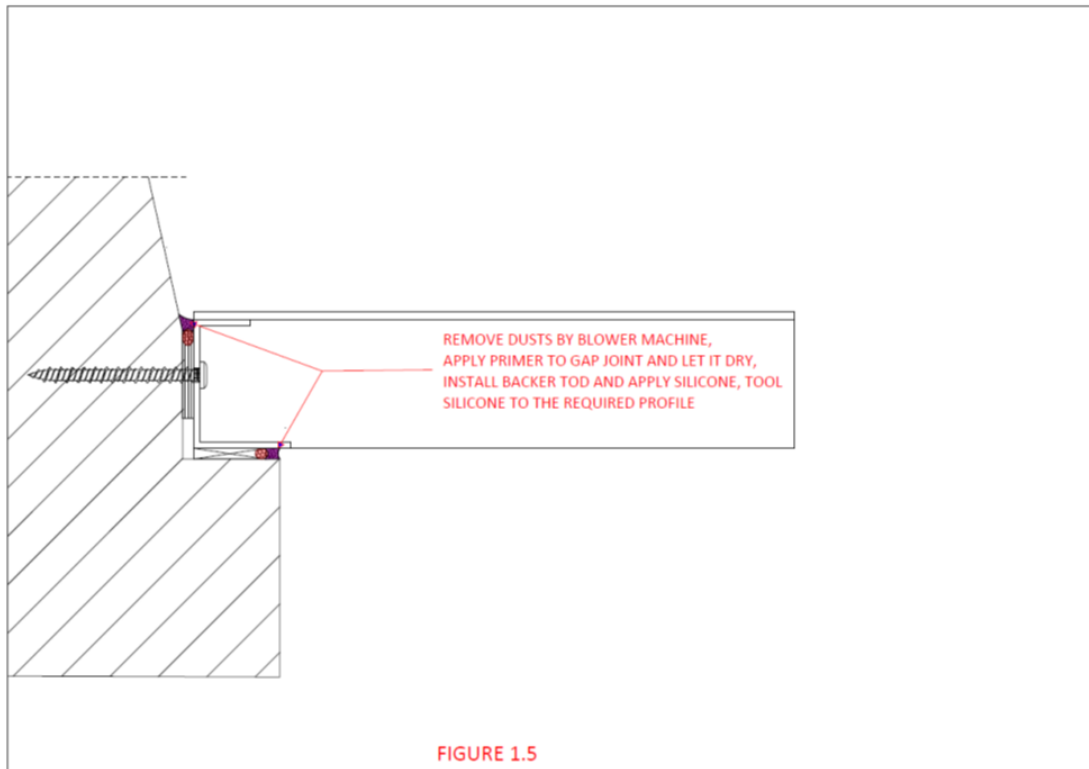


FIGURE 1.2

70. Install rapierstar star fixing PFT 7.5 x 122 self tapping masonry screw to both sides of the window following spacing shown in the approved shop drawing. Install angle stoppers to both sides of the frame where the bottom of the first bracket fitted to the panel rest. This can be pre-fitted in the factory, refer to figure 1.3 below.



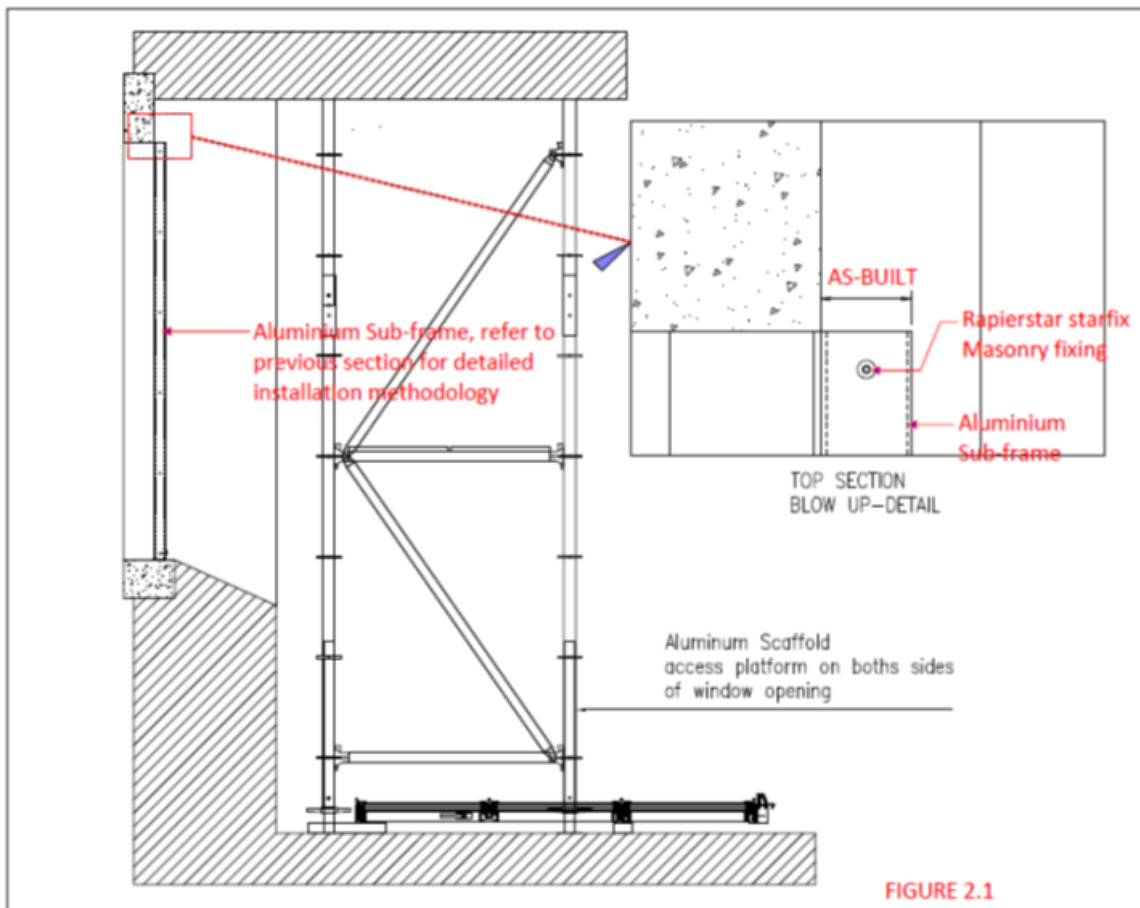
71. Remove dust using a blower and apply primer or equivalent chemical to the joint and let it dry prior to installation of backer rod.
72. Pump Dowsil silicone DC 791 weather sealant and to the required profile to remove excess silicone, see figures 1.4 and 1.5 below.



73. This now completes the installation of the sub-frame and following sections will describe in step by step detailed installation of the window panel.

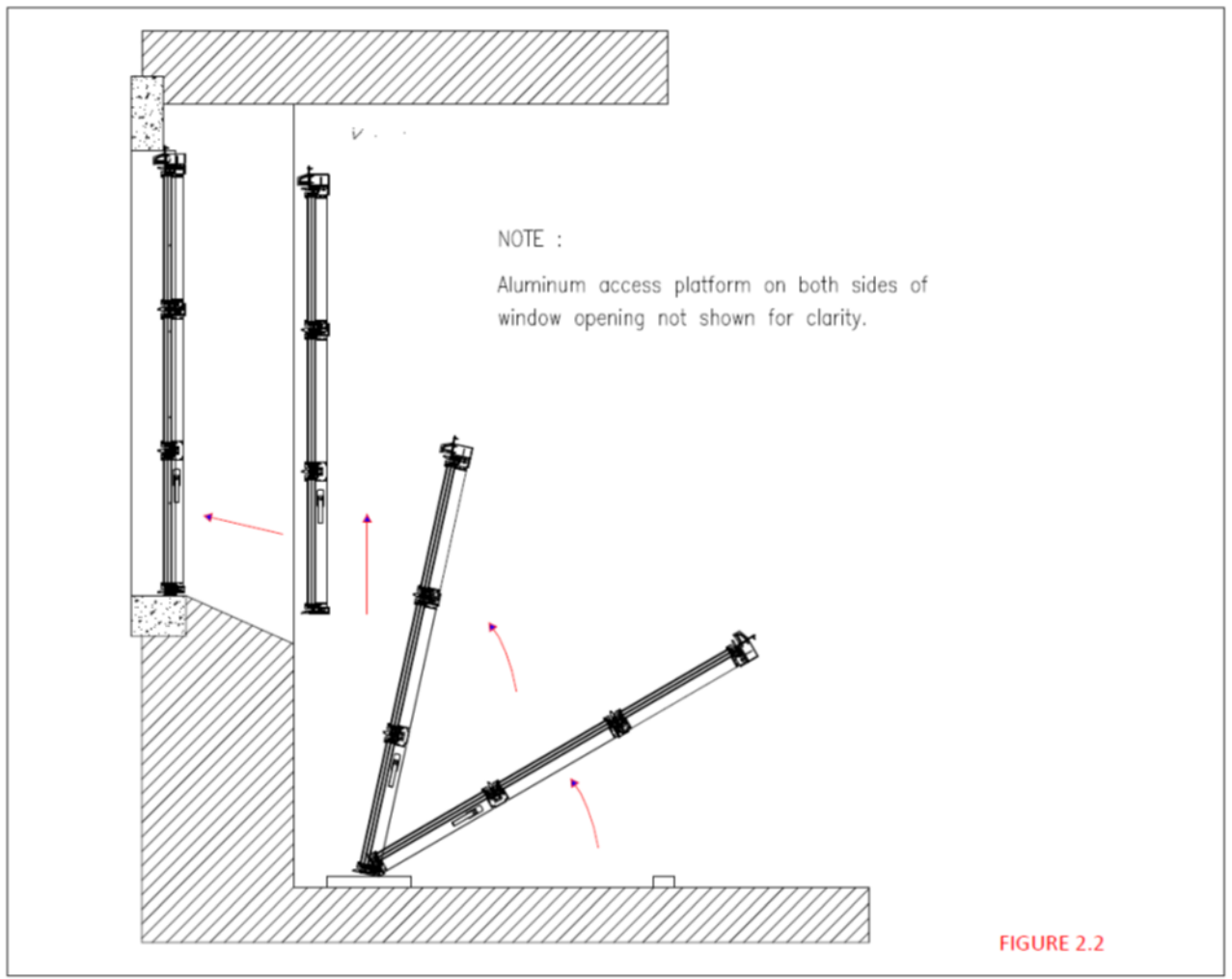
INSTALLATION OF WINDOW UNITS

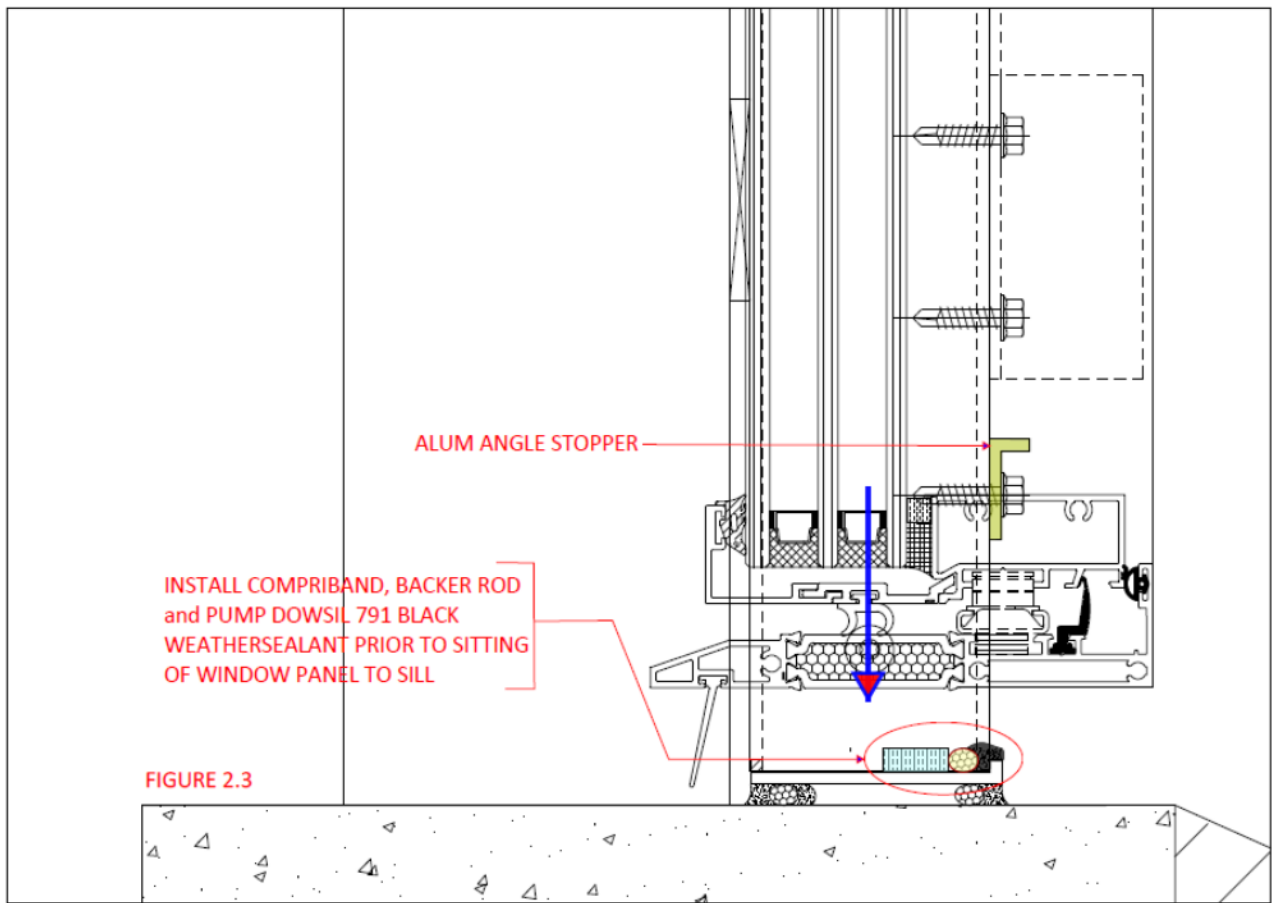
74. This section of installation method statement will address the detailed step by step procedure for the installation of window panel.
75. The window panels were distributed and laid down on the floor in front of the window opening where they will be installed.
76. Aluminum Metal scaffold access platform shall be built on each side of the opening as shown in figure 2.1 below.



77. Prior to the window panel installation, as-built dimension from inside surface of U-subframe to the inside surface of the brickwall must be measure, see figure 2.1 above. This will determine the gap between the window and existing wall. For an as built dimension of 65mm, compriband thickness is 5mm.

78. With a 4-man crew, manually lift up the top portion of the window unit whilst two workers are counter acting the bottom part from sliding. Slowly lift the panel until the bracket sits on the pre-installed angle stopper, see figure 2.2.
79. IMPORTANT : Compriband, Backer rod and silicone application MUST be carried out before sitting the panel to the bottom sill. This will ensure that the gap between the bottom sill and the window panel is sealed properly, see figure 2.3 below.
80. Set the laser leveling instrument and countercheck levels before proceeding to the next step.





81. With the window panel, sitting on pre-installed aluminium angle stopper, levels and alignment counterchecked, lock the window panel with 4 nos . Vice C-Clamp with the location as shown in figure 3 and 3.1 below.

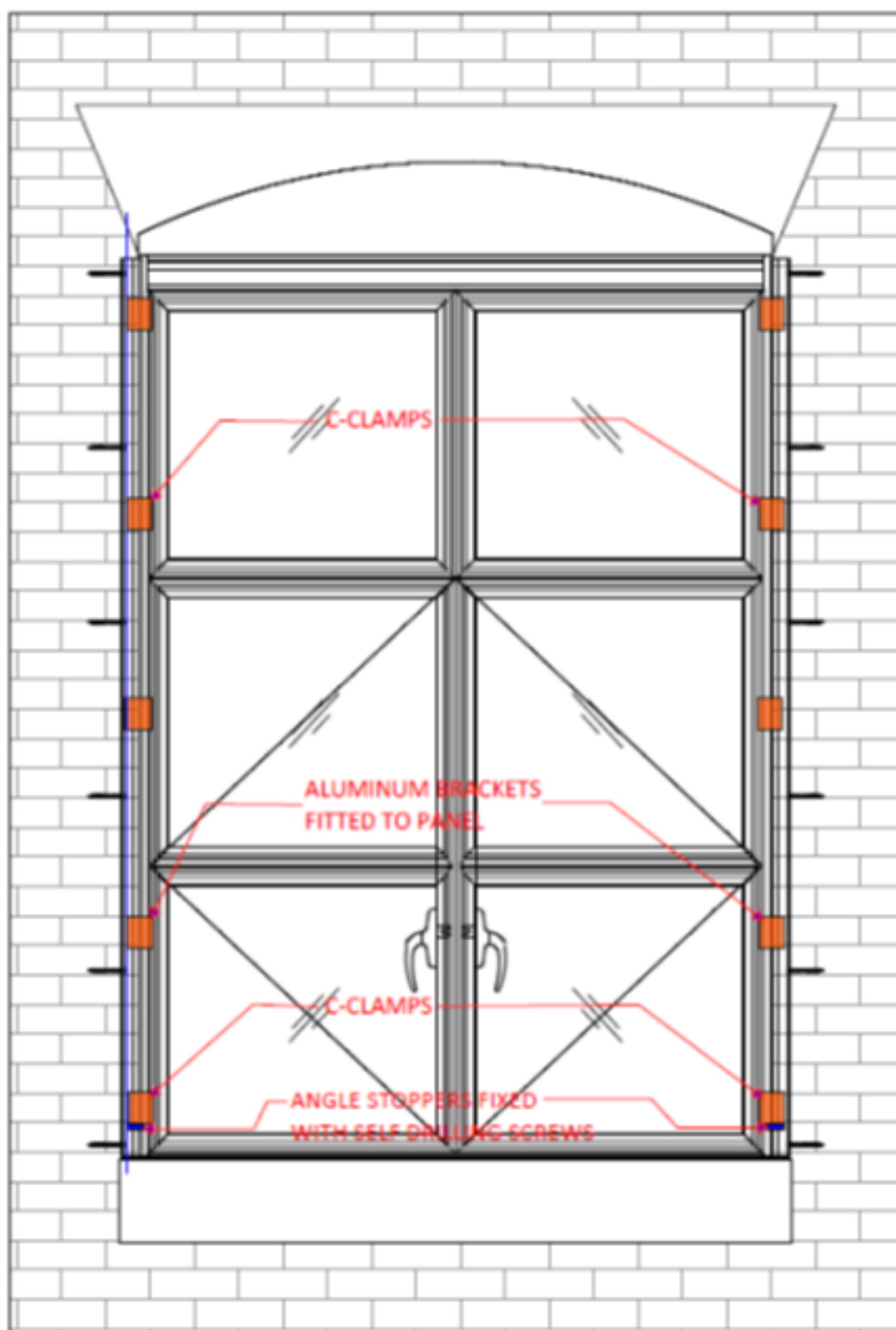
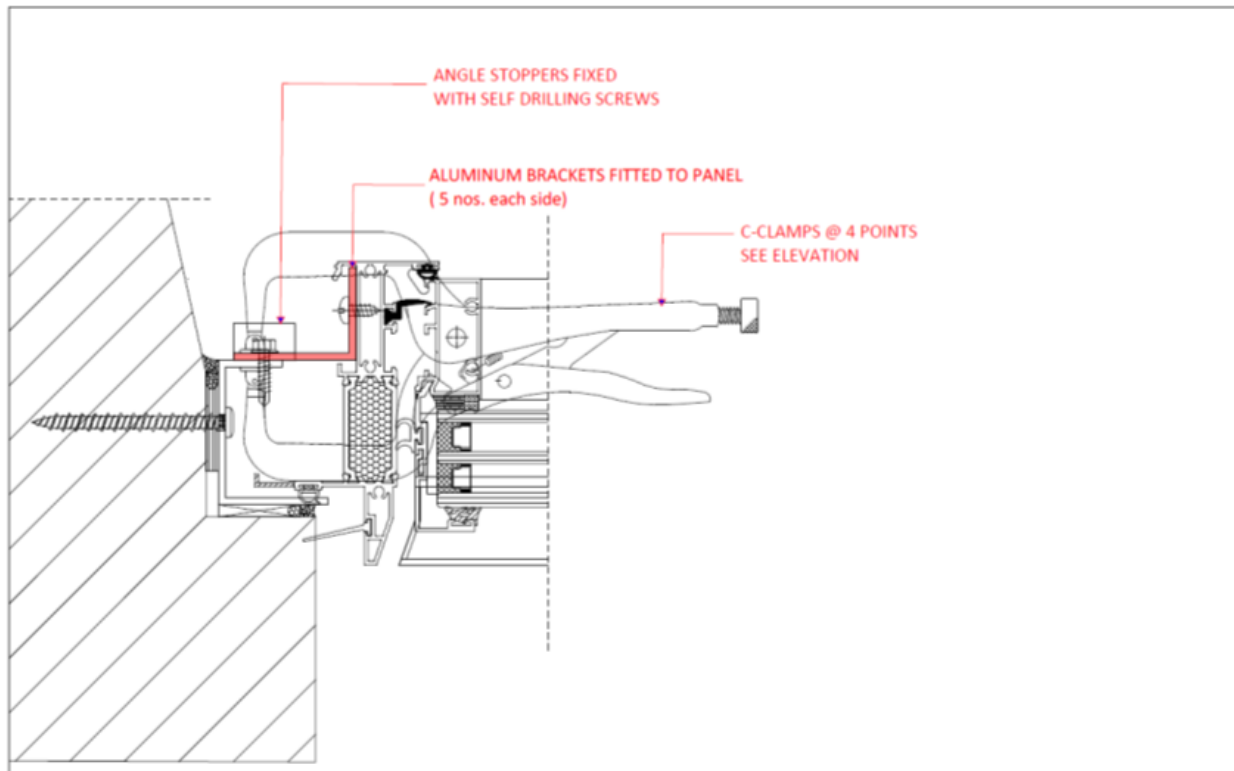
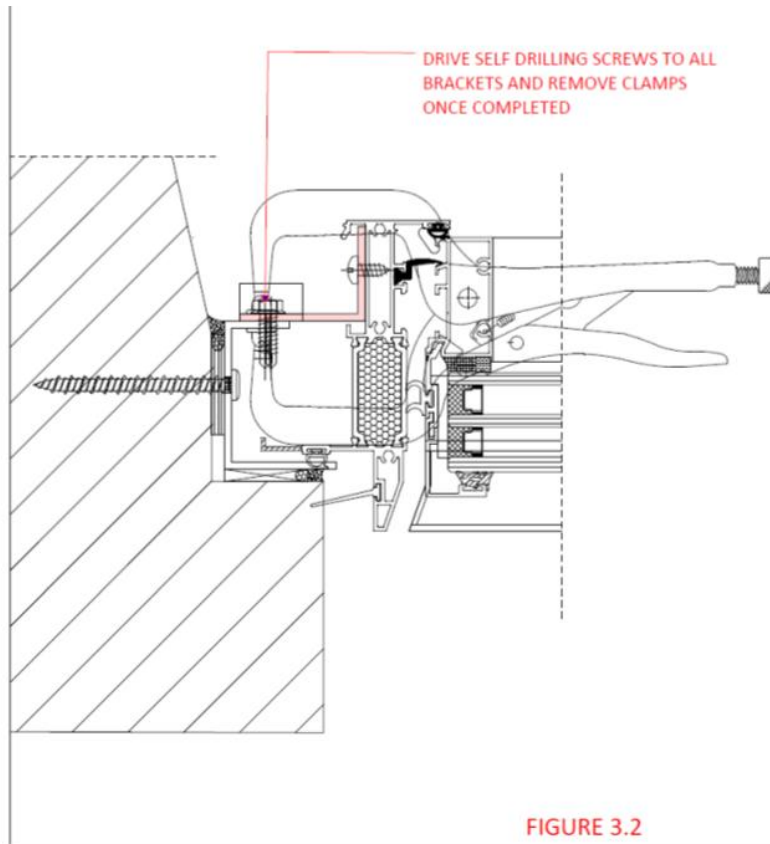


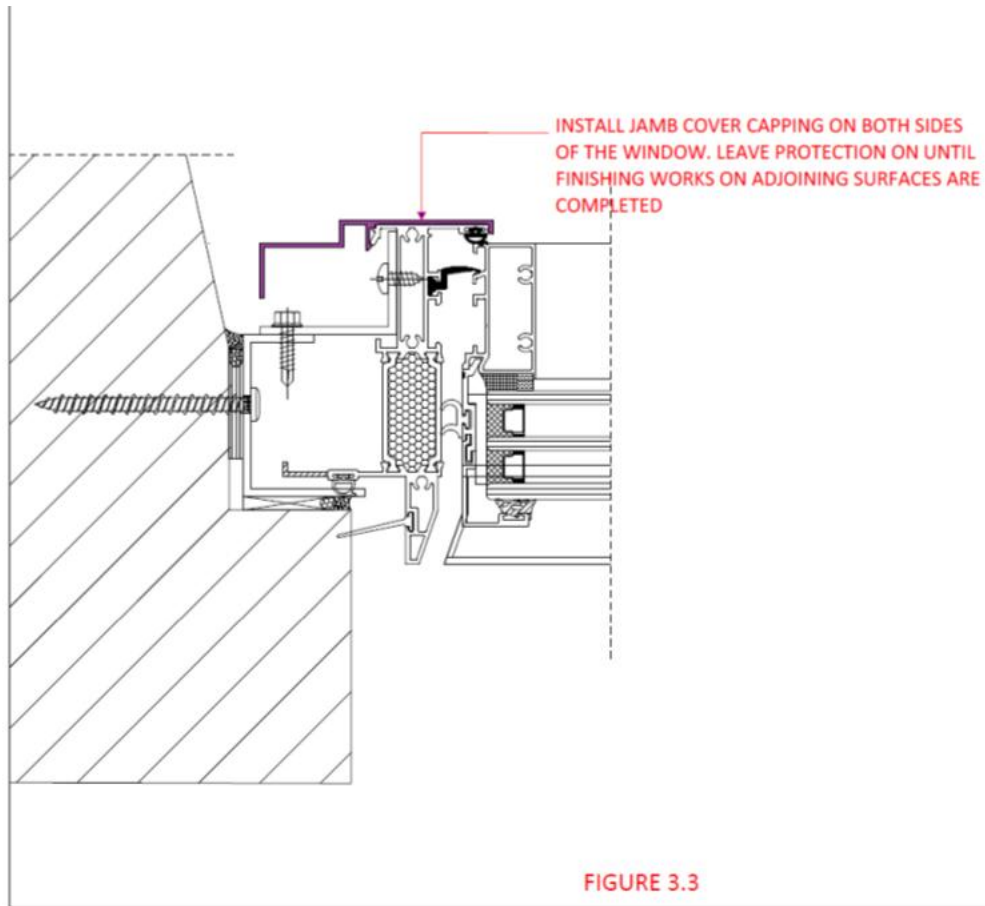
FIGURE 3



82. With the window panel securely locked at 4 points, Install 5.5mm dia x 22mm long Self drilling screws on all 10 brackets in accordance to the approved shop drawing and to figure 3.2 below. Remove Vise C-Clamps once screw fixing is completed.



83. Install vertical Jamb covers on both sides of the window panel as shown on figure 3.3 below.



84. Insulation, aluminium flashing and inside trickle vent shall be installed following the sequence as detailed in figure 3.4 below.

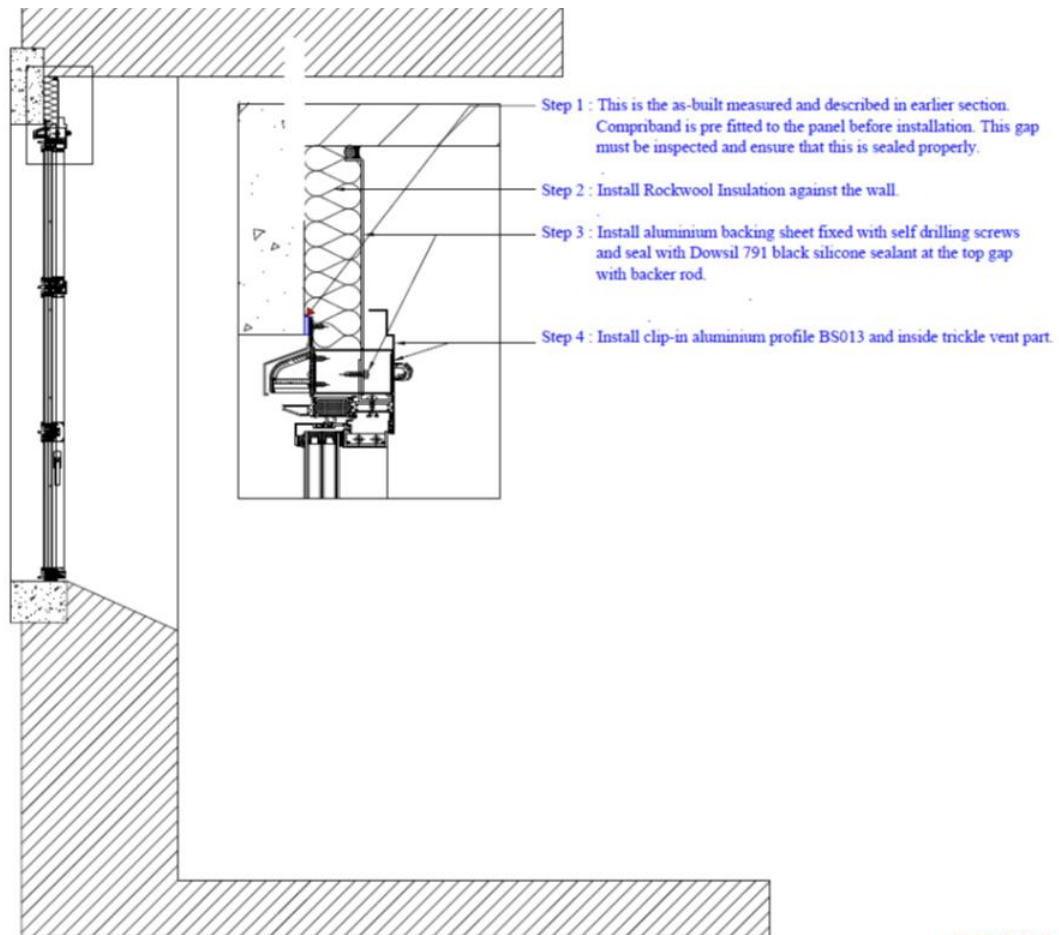
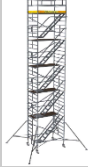


FIGURE 3.4

85. Summary of Plant and Equipment to be used

Plant and Equipment to be utilized for installation and delivery.

No .	Installation and Access Plant	Quantity & Duration	Image	Installation and access	Delivery	Supplied by CFT
2	Lorry Crane	1 no as request		X	✓	X
3	Lorry trailers for transportation	1 no Per delivery		X	✓	✓

5	Scaffolding (Indoor)	n/a		✓	X	X
6	Task Mobile Scaffolding local to work areas	2 sets as request		✓	X	X
8	Scissor Platform	If required		✓	X	X
9	Boom Lifts/Scissor Platform	If required		✓	X	X

Quality Control

Document and Drawing Control

Will have Document and Drawing Control server and will provide updated drawing and documents to Site team once drawing is issued.

Control of IMTE

All Equipment will be calibrated according to requirement

Control of NC

Will issue NCR (Non- Conformant Report) to supplier/ fabricator/ internal department if manufacturing defects/ wrong fabrication method and/or incorrect design drawing was found

Manufacturing Control

- Internal QA/QC department will visit manufacturing plant for monitoring materials quality
- Internal QA/QC department will also have full inspection before panel shipment during panel assembly



- Joint inspection (with Client) can be arranged by request

Record Control

Internal record for documents and drawings

Emergency/Adverse Weather

Emergency Procedure

All operatives will be briefed on the emergency layout plans and muster points for the site, in accordance with the site emergency procedures.

Rain

Do not suggest outdoor working

Wind

If typhoon No.8 signals or black rainstorm warning is hoisted, all installation work would be stopped and before labour leave their working environment, all moveable objects/ stuff must be tied up properly

Lightning

Do not suggest outdoor working

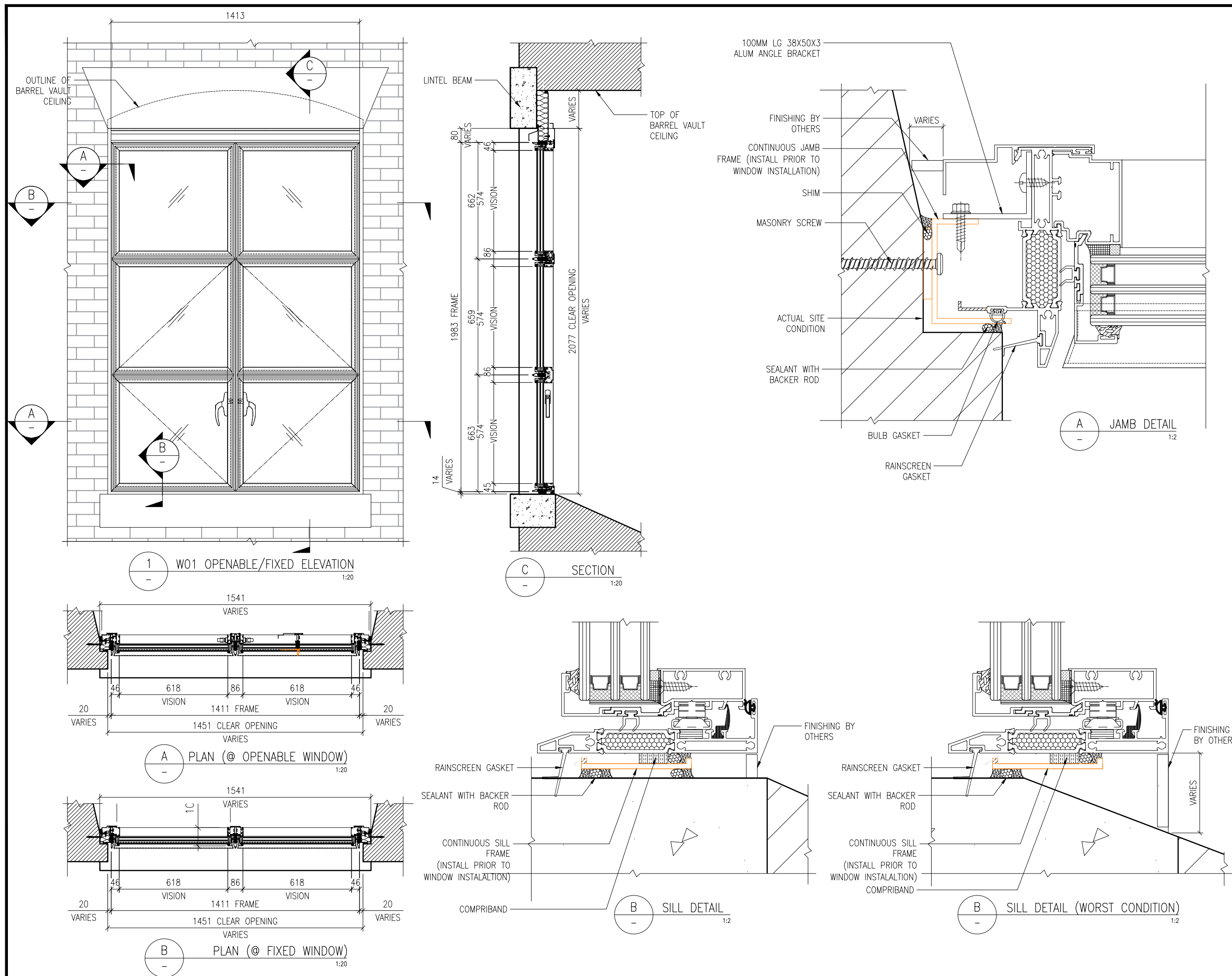


APPENDIX A – PROJECT ORGANISATION CHART

To be provided on separate submission



APPENDIX B – DRAWINGS



REVISIONS		INITIAL AND DESIGNATION	
REV	DATE	DESCRIPTION	DWN CKD AUTH
A	11/09/25	FOR INFORMATION	RT RT -
ALL MEASUREMENTS MUST BE CHECKED AT THE WORK BY THE CONTRACTOR. DO NOT SCALE DRAWINGS.			
	NAME AND DESIGNATION	INITIAL	DATE
AUTHORIZED	REGISTERED STRUCTURE ENGINEER		
CHECKED	SENIOR ENGINEER MANAGER		
DRAWN	DESIGN & ENGINEER TEAM LEADER		
CLIENT			
			
ARCHITECT			
			
STRUCTURAL CONSULTANT			
			
PRINCIPAL CONTRACTOR			
			
FACADE CONTRACTOR			
			
CRAFT CONTRACTING LIMITED			
JOB TITLE			
BRUNSWICK MILL EXISTING BUILDING			
DRAWING TITLE			
W01 OPENABLE/FIXED WINDOW PLANS, ELEVATIONS AND SECTION JAMB AND SILL FRAMING SK			
CONTRACT NO.		E3659	
DATE		21 FEB 2025	
SCALE		1:20	
DWG. NO.		E3659-CFT-SK-6001	
REV.		A	



APPENDIX C – INSPECTION & TEST PLAN

APPENDIX D – SAFETY RISK ASSESSMENT

How Do I Carry Out a Risk Assessment?

- Before the risk assessment process is considered, it is essential to ensure those undertaking the risk assessments have a clear understanding of the key terms. These are summarised below:
 - **HAZARD** Something with the potential to cause harm,
 - **LIKELIHOOD** The probability of a hazard being realized,
 - **SEVERITY** A measure of the harm caused by the hazard, and
 - **RISK** This is a combined assessment of the likelihood & severity of any given hazard
- When assessing the likelihood and severity, the following tables can be used for guidance:

LIKELIHOOD			SEVERITY		
Title	Description	Score	Title	Description	Score
Probable	Likely to occur several times in the relevant period.	3	Catastrophic	Death or total systems loss	5
			Critical	"Major" injury or illness. Major damage Major environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	Serious	Loss of time/injury Illness or damage Environmental impact	3
			Marginal	First Aid Accident Routine maintenance repair	2
Remote	Unlikely to occur in the relevant period	1	Negligible	Very minor Little Consequence	1

3. From the above, the risk can be assessed, and the following table can then be used to determine the risk score/rating:

	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
Score	Actions (All risks must be eliminated or reduced as far as practicable)				
10+	Very High Risk - Not acceptable. Apply mitigation to eliminate or to further reduce the risk.				
5-9	High Risk - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards.				
1-4	Low Risk - May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.				

4. The steps to be taken during the risk assessment process are summarized below:
- Review the task and activities which are to be carried out and identify the hazards associated with each task,
 - Where possible modify or redefine the tasks so as to eliminate the identified hazards, and where the hazards cannot be eliminated, assess the likelihood and severity of the hazards to give a risk score or risk rating,
 - Give consideration to the management and control of the high and very high Risks,
 - Identify the persons affected by the hazards and wherever possible restrict access to those persons carrying out the task, so that others are not affected
 - Develop a safe system of work and ensure the appropriate control measures are identified,
 - Personal Protective Equipment (PPE) should always be provided as the last line of defence,
 - Ensure information about the hazards, risks and control measures are communicated to those undertaking the work (keep a record of all briefing sessions held with staff – see attached briefing record),
 - Ensure a safe system of work is implemented in accordance with the risk assessment and any method statements and permits to work etc, and
 - Ensure adequate supervision is provided to enforce and monitor the effectiveness of the control measures.

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/001							
Task/Activity:	Delivery/Storage of Materials	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falling materials (as a result of poorly stacked materials)		X			X				8
2	Injury to unauthorized persons, i.e. general public		X			X				8
3	Manual handling	X					X			9
4	Mechanical handling		X					X		4
5	Overturning of lorry crane when loading and unloading material		X			X				8
6	Operative or third party being struck by load		X			X				8
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	X
Others	X				

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Site operatives should be instructed of the need for good housekeeping standards and in maintaining a tidy well organized storage area ➤ Operatives should be informed that all chemicals are potentially hazardous and should be handled with care – reference should also be made to the appropriate government legislation before use ➤ Safety helmet with reflective tape must be worn on site at all times ➤ Chin Strap must be worn on site at all times ➤ Only trained workers can be work for special manual handling operation ➤ Only competent trained operator shall operate lorry crane ➤ All lifting operations will be co-ordinated by an Approved Person as required by Government legislation. ➤ A competent and trained rigger shall ensure all loads are correctly slung prior to lifting 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Sufficient space should be provided for the safe storage of all materials ➤ All areas to be regularly inspected to ensure the stability and safety of such areas ➤ Manual handling assessment to be undertaken and communicated. ➤ All lifting operations should have a lifting plan which details the safe working procedures, nominated persons and details of the lifting strategy ➤ All lorry crane should be checked by Central Plaza Management safety department ➤ All lorry crane shall be checked and inspected prior to use by operator with checklist ➤ All LALG shall be examined / Inspected by competent examiner / competent person and possession of valid statutory forms prior to operate ➤ Deploy designated banks man for lifting operation
Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Perishable goods should be stored within lockable containers ➤ Follow manufacturers/suppliers storage recommendations in all cases ➤ Avoid stacking any materials more than 2m high ➤ Prefer to use mechanical aids for delivery or transfer material ➤ Use manual handling as a last resort when it is either not possible to move a load by mechanical means or if mechanical means are not available ➤ All equipment shall be checked and inspected for damage prior to use by competent operator/rigger ➤ All LALG shall be checked and sprayed with appropriate colour code by rigger ➤ Packing shall be used to protect slings from sharp edges & tag lines shall be used to help control and direct loads during lifting operations, particularly on large items which may be subject to wind effects 	<ul style="list-style-type: none"> ➤ Ensure adequate routine inspections are conducted to ensure the stability and safety of such areas. ➤ Conduct adequate inspections to ensure that special manual handling operation is complied with risk assessment. ➤ All equipment and accessories are to be individually identified and carefully stored to prevent damage ➤ Lifting operations are a potentially high hazard activity which can affect many persons, as such they should always be carefully planned and coordinated ➤ Ensure fence off lifting zone prior to loading and unloading material ➤ No loading materials are allowed to lift over across the head of worker

Physical Controls	Procedural Controls
➤ Outrigger of lorry crane shall be fully extended and supported on solid ground	

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL /002							
Task/Activity:	Traffic Management	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood		Severity					Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Operatives being struck by traffic			X	X					5
2	Traffic colliding with stationary plant, materials or equipment		X			X				8
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED						PPE REQUIREMENTS					
Operatives	X	Members of Public	X	Site Visitors		Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Other Workers	X	Managers		Young Persons		Hearing Protection		Eye Protection		Head Protection	X
Others						Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives to be informed and instructed of the risk and hazards of working adjacent to live traffic ➤ Appropriately qualified site supervisor trained to be on site at all times ➤ Safety helmet with reflective tape must be worn on site at all times ➤ Chin Strap must be worn on site at all times 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
➤ During the setting up of the traffic management systems, men at work signs shall be used to provide protection to the	➤ All traffic management proposals should be carefully planned in advance where applicable with the emergency services

Physical Controls	Procedural Controls
<p>operatives setting out the cones, barriers and signage etc</p> <ul style="list-style-type: none"> ➤ Advance warning signs will be erected on the approaches to the works area to warn motorists of the impending works ➤ All staff will wear high visibility clothing ➤ Sufficient road width will be provided to enable buses, cars and lorries etc to pass safely 	<ul style="list-style-type: none"> ➤ Operatives will always face the traffic when setting out cones, barriers and signs etc ➤ Regular inspection and checking of signs and other elements of the traffic management proposals will be carried out to ensure they remain in the correct position etc

Project Title:		Brunswick Square Phase I				Assess. No.:			CCL/003					
Task/Activity:		Electrical Hand Tools/Equipment				Project No.:								
						Date Prepared:								
HAZARDS						Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.					Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:					3	2	1	5	4	3	2	1	
1	Electrocution							X	X					5
2	Noise/vibration						X				X			6
3	Flying particles from the material being worked						X					X		4
4	Flying particles from damaged tools							X			X			3
5	Trailing cables						X					X		4
6	Entanglement with moving parts							X			X			3
7	Sudden/unexpected movement of the tool						X					X		4
Risk Assessment Scores:		10+ Very High Risk				5-9 High Risk				1-4 Low Risk				

PERSONS AFFECTED						PPE REQUIREMENTS					
Operatives	X	Members of Public		Site Visitors		Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Other Workers		Managers		Young Persons	X	Hearing Protection	X	Eye Protection	X	Head Protection	X
Others						Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives and others in the area should be advised when noise, dust and other flying particles are likely to be present ➤ All operatives should be instructed in how to inspect and check the equipment prior to use ➤ All operatives to be trained in the use, selection and storage of the tools they use ➤ At least one person on site shall have received training in electric shock treatment 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Daily hot work permit shall be issued for hot work
Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Power sockets shall not be overloaded ➤ The supply voltage shall always be within the operating range of the selected tool ➤ Trailing cables shall be managed to reduce the risk of slips, trips and falls ➤ All tools shall be earthed or double insulated ➤ Temporary and impromptu repairs shall not be allowed ➤ All power tools must be checked by Central Plaza Management Electrician before first time use on site ➤ All tools and cables shall be inspected for damage prior to use ➤ Transformers shall be centre tapped to earth ➤ When not in use, all tools shall be disconnected from its electrical supply ➤ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective ➤ Wrist strap should be equipped with portable tools or equipment when using at height 	<ul style="list-style-type: none"> ➤ A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/004							
Task/Activity:	Lifting Equipment	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Failure of equipment/accessories			X	X					5
2	Movement of load		X				X			6
3	Dropping of load			X	X					5
4	Weather conditions (e.g.: high wind)		X				X			6
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED						PPE REQUIREMENTS					
Operatives	X	Members of Public	X	Site Visitors	X	Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Other Workers	X	Managers	X	Young Persons		Hearing Protection		Eye Protection		Head Protection	X
Others						Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Only competent trained operators shall operate any crane ➤ All lifting operations will be co-ordinated by an Approved Person as required by Government legislation. ➤ A competent and trained rigger shall ensure all loads are correctly slung prior to lifting 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of work ➤ All lifting operations should have a lifting plan which details the safe working procedures, nominated persons and details of the lifting strategy ➤ All lorry crane should be checked by Central Plaza Management safety department ➤ All lorry crane shall be checked and inspected prior to use by operator with checklist

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ All equipment shall be checked and inspected for damage prior to use by competent operator/rigger ➤ All LALG shall be checked and sprayed with appropriate colour code by rigger ➤ Packing shall be used to protect slings from sharp edges & tag lines shall be used to help control and direct loads during lifting operations, particularly on large items which may be subject to wind effects 	<ul style="list-style-type: none"> ➤ All equipment and accessories are to be individually identified and carefully stored to prevent damage ➤ Lifting operations are a potentially high hazard activity which can affect many persons, as such they should always be carefully planned and coordinated

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/005							
Task/Activity:	Other Hand Tools/Equipment	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Splintering/shattering tools			X			X			3
2	Sharp blades/edges		X				X			6
3	Manual handling		X				X			6
4	Damaged tools		X					X		4
5	Incorrect tool for the job			X			X			3
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED						PPE REQUIREMENTS					
Operatives	X	Members of Public		Site Visitors		Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Other Workers	X	Managers		Young Persons		Hearing Protection		Eye Protection	X	Head Protection	X
Others						Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ General awareness training required, together with specific training for any unusual tools ➤ Operatives should be trained to clean, store and maintain all tools 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Appropriate PPE to be worn such as gloves, safety goggles...etc. ➤ Damage tools to be returned to the supervisor ➤ All tools shall be regularly inspected & serviced ➤ Tools should only be used for their intended purpose ➤ Wrist strap shall be equipped with hand 	

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
tools and equipment when using at height	

Project Title:		Brunswick Square Phase I				Assess. No.:		CCL/006						
Task/Activity:		Slinging of Loads				Project No.:								
						Date Prepared:								
HAZARDS						Likelihood		Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity.					Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:					3	2	1	5	4	3	2	1	
1	Failure of lifting accessories/slings							X	X					5
2	Dropping of load/Falling objects							X	X					5
3	Load/lifting accessories snagging on another fixed object						X				X			6
4	Personnel becoming entangled with load/lifting accessories							X		X				4
5	Contact with/arcing from overhead power cables							X		X				4
6	Incorrectly slung load							X	X					5
Risk Assessment Scores:		10+ Very High Risk				5-9 High Risk				1-4 Low Risk				

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Only competent trained operator shall operate any crane ➤ All lifting operations will be co-ordinated by a Competent Person ➤ A competent and appropriately trained slinger shall ensure all loads are correctly slung prior to lifting 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ All lifting operations should have a lifting plan which details the safe working procedures, nominated persons and details of the lifting strategy

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Only competent trained signaller and rigger shall communicate with any crane operator ➤ Orange safety helmet should be worn to identify competent trained rigger 	<ul style="list-style-type: none"> ➤ All lifting equipment and accessories shall subject to statutory inspections ➤ All lorry crane should be checked by Central Plaza Management safety department ➤ All lorry crane shall be checked and inspected prior to use by operator with checklist
Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ All equipment shall be checked and inspected for damage prior to use ➤ All LALG shall be checked and sprayed with appropriate colour code by rigger ➤ Packing shall be used to protect slings from sharp edges ➤ Taglines shall be used to help control and direct loads during lifting operations, particularly on large items which may be subject to wind effects ➤ Every load should be carefully assessed to establish its center of gravity and to determine the most applicable method of slinging 	<ul style="list-style-type: none"> ➤ All equipment and accessories are to be individually identified and carefully stored to prevent damage ➤ Lifting operations are a potentially high hazard activity which can affect many persons, as such they should always be carefully planned and coordinated

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/007							
Task/Activity:	Manual Handling	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Muscle injury/Strains/Collision by objects/lacerations to fingers, hands, arms/Objects falling onto feet, legs		X				X			6
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X	Insulation Gloves	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Manual handling tool box talk shall be provided to workforce ➤ 	<ul style="list-style-type: none"> ➤ Ensure adequate planning and supervision of the work. ➤ Manual handling assessment to be undertaken and communicated for all specific manual handling operations.

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Gloves worn at all times to protect hands against cuts, scratches or puncture wounds, high dexterity gloves to be available to personnel carry out manual handling ➤ Safety shoes worn at all times to protect feet from falling or dropped objects ➤ manual handling as a last resort when it is either not possible to move a load by mechanical means or if mechanical means are not available ➤ Mechanical means prioritized ➤ No personnel to undertake signification manual handling alone. ➤ Weight of load to be determined. ➤ Good communication between parties with information on loads (weights) to be assessed, route to be assessed & environment to be assessed. ➤ Proper PPE and gloves to be worn. 	<ul style="list-style-type: none"> ➤ Ensure adequate workers and all workers are physical fit for manual handling works

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/010							
Task/Activity:	Scaffold Working Platform (SWP)	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falls from height			X	X					5
2	Falling objects			X			X			3
3	Overturning			X		X				4
4	Collision with other plant or structures		X				X			6
5	Impact with overhead cables or other obstructions			X		X				4
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Operatives		Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All workers to be trained in the safe use of SWP being used ➤ All persons using a SWP should be provided with training for working at height ➤ All persons using a SWP shall be provided with training in the use safety harnesses ➤ Safety harness with double lanyard shall be worn and anchor to security point when working on SWP 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Checks shall be made by competent person prior to use to ensure that all SWP's are in safe working order and are accompanied by a valid Form 5

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ The working area beneath the SWP will be fenced off to safeguard any persons below from falling objects and from the risk of collision with the SWP ➤ The area in which it is anticipated the SWP will get pass shall be cleared of all materials, debris and other obstructions ➤ If necessary, outriggers shall be extended prior to use of the SWP to ensure that the height to the least base dimension ratio are not be greater than 3 ➤ Castors should normally be kept locked except when the tower is being relocated ➤ Guard-rails and toe-boards shall be installed at edges where persons are liable to fall from height. ➤ The height of a top guard-rail shall be between 900mm and 1 150mm above the platform. The height of an intermediate guard-rail shall be between 450mm and 600mm above the platform. ➤ The height of a toe-board shall be not less than 200mm 	<ul style="list-style-type: none"> ➤ SWP's will only be used on firm level ground / certified main working platform scaffold

Project Title:	Brunswick Square Phase I	Assess. No.:	CCL/011							
Task/Activity:	Working at Height	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
1	Falls from height			X	X					5
2	Falling objects		X			X				8
Risk Assessment Scores:		10+ Very High Risk			5-9 High Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement ➤ All staff to be trained in the use and inspection of their harnesses and lanyards ➤ All workers to be provided with training in safe manual handling techniques ➤ Safety harness with double lanyard shall be worn and anchor to security point when working at height 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Secure guardrail shall be provided prior to work at floor/roof edge

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ A safe system of access and egress to the working area shall be provided, for short duration work this may involve the use of a securely footed ladder with approval by Central Plaza Management, though the use of mobile scaffold towers and full access scaffolds shall be given consideration ➤ The working area shall provide protection from and to pedestrians and other road users where applicable 	<ul style="list-style-type: none"> ➤ No materials or debris shall be allowed to be thrown from the roof ➤ A full method statement and safe system of work shall be prepared prior to the commencement of any works ➤ Warning signs shall be erected stating "men working overhead" ➤ Works shall not be permitted during periods of adverse weather i.e. in strong winds or wet weather

APPENDIX E – ENVIRONMENTAL ASPECTS, IMPACTS AND MITIGATIONS

- Reference should be made to the Environmental Control Plans for each environmental aspect contained in the Environmental Management Plan.

Aspects	Sources	Level of significance	Mitigation Plan	Resp.
Noise	Diesel Boom Lifts	Level 3	Not applicable to this project	Foreman
Waste	Packaging	Level 3	Waste to be moved to central waste control area as designated by landlord.	All CCL employees
Hazard to Life	Lifting	Level 2	Refer to Risk Assessment	All CCL employees
	Tower Crane	Level 1	Refer to Risk Assessment	
Environmental	Diesel & paint	Level 2	Not applicable to this project.	All CCL employees

Prepared by: _____ Signature: _____ Date: _____

Approved by: _____ Signature: _____ Date: _____



Key: Level of Significance:

Level 1 (High Severity)	An impact that could cause pollution or degradation that may have irreversible detrimental effects on the environment and / or community.
Level 2 (Medium Severity)	An impact that could cause pollution or degradation that may have persistent but reversible detrimental effects on the environment and / or community.
Level 3 (Low Severity)	An impact that could cause pollution or degradation that may have short term and reversible detrimental effects on the environment and / or community.

APPENDIX E – ENVIRONMENTAL ASPECTS, IMPACTS AND MITIGATIONS

- Reference should be made to the Environmental Control Plans for each environmental aspect contained in the Environmental Management Plan.

Aspects	Sources	Level of significance	Mitigation Plan	Resp.
Noise	Diesel Boom Lifts	Level 3	Use as required out of normal working hours	Foreman
Waste	Packaging	Level 3	Waste to be moved to central waste control area as designated by the MC	All CRAFT employees
Hazard to Life	Lifting	Level 2	Refer to Risk Assessment	All CRAFT employees
	Tower Crane	Level 1	Refer to Risk Assessment	
Environmental	Diesel & paint	Level 2	Not applicable to this project.	All CRAFT employees

Prepared by: _____ Signature: _____ Date: _____

Approved by: _____ Signature: _____ Date: _____

Key: Level of Significance:

Level 1 (High Severity)	An impact that could cause pollution or degradation that may have irreversible detrimental effects on the environment and / or community.
Level 2 (Medium Severity)	An impact that could cause pollution or degradation that may have persistent but reversible detrimental effects on the environment and / or community.
Level 3 (Low Severity)	An impact that could cause pollution or degradation that may have short term and reversible detrimental effects on the environment and / or community.



APPENDIX F – PROGRAM

To be provided on separate submission