OUR TOWN HALL PROJECT

NG Bailey

Title:	Method Statement - Installing Lighting on the Albert Memorial
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Issue History:

Revision No.	Details	Date	Created By	Checked By
P01	Initial Issue	27/06/2024	Malcolm Waters	Ged Cowell

NG Bailey

Combined Risk Assessment and Method Statement

Contract Name:	Our Town Hall Manchester	Contract Number:	25704	RAMS Number:	MS 0121

Site Address:	Manchester Town Hall, Albert Square, Manchester, M2 5DB	Location:	Albert Square.

Activity:	Installing lighting on the Albert Memorial.

Companies / Trades engaged in the work	NGB

Rev	Produced by:		Date	Checked by:		Date	Approved by:		Date
	Name Printed	Signed		Name Printed	Signed		Name Printed	Signed	
A	M Waters		27/06/2024	G Cowell		27/06/2024			
B									
C									
D									

REVISION	DETAILS OF CHANGES
A	Initial Issue
B	
C	

No	Description of Hazard and Expected Consequence	Potential for harm Likelihood x Severity = Risk Level						Task Specific Control measures	Residual Risk Likelihood x Severity = Risk Level					
		L	S	Risk Level	H	M	L		L	S	Risk Level	H	M	L
1	Slips trips and falls due to uneven surfaces and obstacles in the work area.	3	3	9		M		Supervisor & operatives to ensure the area is clear and suitable to commence the work, Any redundant material to be removed. Regular housekeeping activities to be undertaken to maintain clear and tidy work area.	1	3	3			L
2	Hazards from working at height, using access equipment.	3	5	15	H			All this works will take place on the fixed scaffold provide except the low level linear lighting that will be installed when the fixed scaffold has been removed. A new hand rail system will be provided by the main contractor for this part of the works. Keep the scaffold clean and tidy during the install. The works need to be co-ordinated with other trades so no one is working directly above or below the work area.	1	5	5		5	
3	Manual Handling.	2	3	6		M		Care to be taken when any manual handling is being under taken. Cable drum to be lifted correctly when being put on the cable jacks.	1	3	3			L

4	Faulty / damaged hand tools & small plant equipment.	2	3	6	M	Inspect all hand tools / plant or equipment before use. Any equipment found to be faulty should be reported to the supervisor and retuned to plant dept straight away. All correct PPE to be used at all times during this operation including gloves, glasses, boots, hard hats and high vis vests.	1	3	3	L
5	Vehicles / plant on site and access and egress	3	4	12	H	Inspect workface and fixed scaffold for any changes before start of each shift. Use only the pedestrian routes provided by Lendlease.	1	4	4	L
6	Dust and noise	3	4	12	H	Dust collectors on the drills must be used when the 6mm holes are being drilled for the rawl plugs. This drilling is being done in an external environment. No hammer drilling on this activity.	1	4	4	L

Additional information	
Specific PPE	Hard hat , safety boots , hi-viz vest , gloves – arc resistant , safety glasses – arc resistant , any PPE specified in manufactures instructions for plant / material.
Training required	CSCS, site induction,
Other:	Daily task briefings to be undertaken daily.Toolbox talks to be completed weekly.
NB: This assessment must be explained to all those affected by the activity and the briefing recorded.	

SEVERITY		
CATEGORY	DEGREE	DESCRIPTION
1	INSIGNIFICANT	Minor injury to personnel Minor damage to equipment
2	MINOR	Injury to personnel Damage to equipment
3	REPORTABLE	Injury resulting in loss of time Moderate damage to
4	MAJOR	Serious injury to personnel Major damage to equipment
5	CATASTROPHIC	Fatal /disability injury to personnel Total equipment loss

LIKELIHOOD LEVEL		
LEVEL	DESCRIPTION	INDIVIDUAL FAILURE MODE
1	REMOTE	So unlikely that occurrence may not be experienced
2	UNLIKELY	Unlikely, but possible to occur during project
3	OCCASIONAL	Likely to occur sometime during project
4	PROBABLY	Will occur several times during project
5	FREQUENTLY	Likely to occur frequently during project

	LIKELIHOOD LEVEL				
SEVERITY CATEGORY	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

ACTION CRITERIA	
12 - 25	**High –** Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
5 – 10	**Medium-** Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
1-4	**Low-** Acceptable – Adequate safeguards are in place

List of common hazards to consider when preparing the RAMS:- ***Hazards not limited to the list below and all other hazards must be identified and considered during the RAMS preparation.***

HAZARD	Consider – YES / NO	HAZARD	Consider – YES / NO
Poor housekeeping;	Yes	Inadequate lighting;	Yes
Excessive noise;	Yes	Poor access/egress;	Yes
Extremes of temperature;	No	High fume / silica dust levels;	Yes
Poor ventilation;	No	Asbestos	Possible
Wet/slippery/insecure floors;	Yes	Working at Height	Yes
Obstructed walkways;	No	Falling objects;	Yes
Holes/trenches/excavations;	No	Missing guardrails/edge protection;	No
Unsecured ladders;	No	Incorrectly built scaffold;	No
Working above/below ground;	Yes	Confined spaces;	No
Hazardous atmospheres;	No	Live services;	No
Rotating plant/equipment;	Yes	Damaged/unsuitable tools;	Yes
Hot work;	No	Other trades and people.	Yes
Stored material;	Yes	Exposure to discarded syringes	No
Electricity;	Yes	Other trades and people.	Yes
Commissioning/testing;	Yes	Substances;	No
Other trades and people.	Yes	Fibre Optics	No

Method Statement

1. Description of Activity

Installing lighting on the Albert Memorial.

2. Location of Activity

Albert Memorial in Albert Square

Duration of Activity

As Initially two weeks then when the programme allows for the lower linear lighting.

4 Plant and Equipment

- Insullation resistance test meter for testing MICC cables when being glanded.
- All instruments used shall have either a calibration or conformity certificate available.
- Instruments shall not be used after the re-calibration date on the PAT certificate has expired.
- Small drill.
- Electricians tool kit.
- MICC terminating tools.
- MICC 2L1.5.
- MICC general earth tail pots and seals, glands, P clips and fixings.
- Light fittings.
- Junction boxes.
- Light fittings

5 Temporary Lighting & Power

Task lighting will be utilised as necessary.

6 Personnel / Training

- CSCS cards for all operatives.

- All operatives to have UKATA asbestos training.
- All operatives to have IIF training.
- All operatives to attend dailey smart starts before work commences.
- RAMS to be read and signed before work commences.
- All operatives to have a Lendlease induction.

7 Sequence of Operations

- All holes are to be pre marked and agreed with the design team before any drilling of the stone work is done for the cable clips and fittings.
- Holes are to be drilled carefully with a 6mm masonry drill only using hammer only if needed. Dust extraction to be fitted to the drill.
- Materials are to be brought from the stores on site as and when needed.
- The MICC cable is to be neatly clipped in place with copper P clips and screwed in place with small brass round head slotted screws.
- When all MICC is in place, the cables will then be glanded off with the correct earth tail pots and seals.
- These ends will then be tested with one at a time with a insulation resistance meter to check for clear before the corresponding other end of the cable is made off.
- As each end is made off, each one will be tested for clear.
- These then will be terminated into a small black joint boxes at each light fitting position.
- Polarity will then be proven so the phasing is correct.
- The cables will then be terminated into the correct joint box terminals ready for the fitting flexes to be connected when the fittings are ready to go in.
- This install will take part in two sections. First will be the high level spot light fittings and the second will be the linear fittings at the bottom of the statue when the fixed scaffolding has been removed.
- The feed cable will be installed at a later date when the ducting infrastructure is in place.
- All care will be taken to protect the statue and the fabric of the memorial. Any extra protection will be discussed with Lendlease.
- Advise will be taken from the stone renovation team prior to drilling the ledge that the high level fittings are to be fixed to.

Testing Procedures

This circuit will be tested in accordance with the NGB testing Rams MS0110

Relevant Documentation

RAMS to be read and signed before work starts.

Smart starts to be attended and signed

On Completion of each day:

- Clear the working area.
- Check all waste has been removed to segregated skips.

8 Inspection and Testing

- All inspection and testing to be done by appropriatly qualified person.

9 Access Arrangements

- All access arrangements to be booked through Lendlease.
- Check with other trades before any works starts so no one is working above or below our works.

10 Asbestos Management and Control

- Supervisor to check for asbestos before any works undertaken

11 Manual Handling Activities

- All manual handling activites to be appropraity assessed.

12 Personal Protective Equipment

- PPE to be worn at all times including boots, high vis vest, gloves, hard hat, eye protection. Task specific PPE to be worn.

13 Communications

- Daily Safety Briefings and weekly toolbox talks to be done.

14 Human Factors

- All operatives to report to a designated Supervisor and site safety rules followed.

- Supervision will be Ollie Rodgers, Dave Clarke, Jason Hegg and Shack Ramsdan.

15 Emergency / First Aid Arrangements

- Any first aid incident to be reported to site management.
- Operatives to follow emergency escape detailed in site induction.
- First aiders on site is Ollie Rodgers

16 Procedure for changes to planned activities

- Any changes to planned activites to be discussed with site supervisor and noted on daily task briefing. Any changes to RAMS needed must be ran through NGB management.

17 Reporting of Accidents Incidents and Near Misses

- Report to NGB Management.

18 Safety documentation / Permits Required

Smart start required each day.

DWB system to be used where applicable.

19 Waste Management and Housekeeping

- All waste to be removed from site / work area at end of each shift.

Appendices: - [append as required]

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