



STAINED GLASS PANEL AND BORROWED LIGHTS REMOVAL AND RESTORATION

IKC Manchester – Browns Hotel
1–3 York Street, Manchester, M2 2AW

Prepared for submission to Manchester City Council

This document has been prepared in order to demonstrate our intentions for the removal of stained glass panels required for the above project.

1. Project Information

Item	Details
Client	Mitchells & Butlers plc
Principal Contractor	Charles Evans Shopfitters Ltd
Project	Conversion of existing upper floors above Browns Restaurant into a 45-bedroom hotel
Site Address	1–3 York Street, Manchester, M2 2AW
Construction Start	03/08/2026
Construction Completion	10/05/2027
Construction Duration	40 weeks

2. Method Statement – Stained Glass Panels

1. Scope

This method covers the careful removal of stained glass panels secured to metal support bars by copper wire ties. Operatives will access the rear of the panels, release the ties, lift and reorientate each panel as required to pass through its ceiling opening, and lower it to a protected working area. The panels and associated historic fabric are to be retained and protected.

2. Pre-start checks and hold points

- Confirm that the removal is included within the approved scope of works and that any required listed building consent and conservation instructions are in place.
- A competent stained glass specialist/conservator shall inspect the panels, leadwork, perimeter frames, fixings and metal bars.
- Measure each panel and the clear opening, including the space needed to lift, turn and lower it. Establish its weight or a conservative handling weight. Agree the number of handlers and a panel-specific removal sequence.
- Confirm safe access to both sides. Working platforms must be suitable for the loads and positions required, with edge protection around the opening. **No operative is to stand, kneel or place equipment on the glass or unverified ceiling fabric.**
- Establish a rigid exclusion zone below the opening and a protected landing area. Coordinate with the occupied areas of the building so that no other person can enter below the works.
- Check the asbestos information for the precise work area before disturbing surrounding building fabric. Locate and isolate any electrical services or fittings affected by the work.
- Brief the operatives on the first panel as a trial removal. If its construction, restraint or movement differs from the survey, stop and revise the method before proceeding.

Hold point: The supervisor and stained glass specialist shall confirm the access, support arrangement, opening clearance and lowering method before the first tie is released.

3. Plant, equipment and PPE

- Suitable inspected access platforms/scaffold below the ceiling, with edge protection.
- Hand tools for carefully untwisting ties; small cutters only where release without cutting is impracticable.
- Panel identification labels, camera, clean protective interleaving, rigid transport frames/crates and packing materials.
- Task-appropriate gloves for glass handling, eye protection, safety footwear and hard hats..

Suction devices must not be assumed suitable for historic, uneven or painted glass. Any proposed lifting device and its attachment points must be assessed and approved for the particular panel.

4. Sequence of work

4.1 Set up and protection

- Deliver a task briefing and inspect access platforms, edge protection, exclusion barriers and communication between the upper and lower teams.
- Prepare a clear route for the removed panel. Have its labelled storage frame or crate ready before starting.
- Check condition and photograph all panels in situ (including panels intended to remain in place).

4.2 Support and release

- Position operatives on secure platforms on both sides of the ceiling. Establish a single supervisor to direct the movement.
- An operative below shall be ready to guide the panel, but shall not rely on hand support alone where the panel's weight or condition requires a mechanical or framed support.
- Confirm that the panel remains stable when a small amount of load is transferred to the temporary support.
- Working progressively, carefully untwist the accessible copper ties from the metal bars. Retain representative ties if requested for the conservation record. Do not pull ties through the leadwork or lever against glass, bars or surrounding plaster.
- Maintain positive control of the panel throughout. Release the final ties only on the supervisor's instruction, once all handlers confirm they are ready. Check for concealed ties, bedding, catches or other restraints; do not force the panel if it does not move freely.
- If any movement, cracking or deformation of the retained glass panels is detected then works will stop and method of working will be assessed.

4.3 Lift, reorientate and lower

- Lift the released panel only enough to clear its seating and adjacent fabric. Keep the panel supported across its frame and minimise bending or twisting.
- Following the agreed panel-specific movement, carefully reorientate it within the available space so that it can pass through the opening. Use a controlled, slow movement with clear verbal commands; keep hands away from pinch points.
- Lower the panel through the opening to the receiving team using the agreed support and lowering arrangement. **No person shall stand directly beneath a suspended panel.** Where lifting equipment is used, the lift must be planned by a competent person, supervised and carried out with suitable equipment.
- Place the panel onto padded supports. Do not rest its weight on unprotected glass edges, projecting leadwork or decorative elements.

4.4 Recording and storage

- Check and photograph the panel immediately after removal. Record any change in condition and notify the supervisor and conservator of damage. This is also to be completed for the retained panels.
- After packing each panel, operatives shall remove contaminated gloves without touching their skin, clean their hands before handling clean equipment or records, and wash their hands and face before taking a break or leaving the work area.
- Attach its identification to the frame or protective packaging, not to historic glass or painted surfaces. Pack each panel in its approved rigid frame or crate, with suitable non-abrasive separation and restraint.

5. Principal risks and controls

Risk	Control
Fall through the ceiling opening or fragile fabric	Independent working platforms, edge protection, controlled access and a guarded/covered opening between operations. No loading of glass or unverified ceiling areas.
Panel falling during tie release or lowering	Independent support before release; panel-specific handling assessment; controlled sequence, one supervisor and an exclusion zone below.
Breakage of glass or failure of leadwork/frame	Specialist condition assessment, slow movement and stop if deterioration becomes apparent.
Damage to listed fabric	Photographic record, hand release of ties and no unnecessary cutting, drilling or alterations to support bars or finishes.
Cuts and manual handling injuries	Suitable gloves, assessed panel weights, adequate handlers and a clear route; use an engineered lowering arrangement where manual handling cannot be controlled.
Falling tools or fragments	Tool control, protected work area and exclusion of all persons beneath the operation.
Exposure to lead from historic lead comes, surface deposits or debris during handling	Avoid unnecessary contact with the leadwork and do not scrape, sand, brush or otherwise disturb it. Wear suitable protective gloves and task-appropriate protective clothing; cover cuts. Keep food, drinks and smoking materials out of the work area. Wash hands and face thoroughly before breaks and on leaving the work area, and remove contaminated gloves/clothing before entering clean areas. Collect any debris carefully using an appropriate controlled cleaning method; do not dry sweep or use compressed air. Bag and dispose of contaminated consumables in accordance with the site waste assessment. If damaged leadwork or visible dust changes the expected exposure, stop and reassess controls.

6. Stop-work conditions

Stop immediately, keep the panel supported and refer the matter to the supervisor and stained glass specialist if a panel is heavier or less stable than anticipated; the frame or leadwork begins to deform; additional fixings are found; the panel cannot be reorientated within the opening without contact; access or exclusion arrangements fail; or any historic fabric is damaged. Revise the RAMS and obtain the relevant design/conservation approval before restarting.

7. Completion records

Retain the pre-removal and post-removal photographs and numbered panel schedule. Review condition of panels once removed so that scope of restoration can be determined for review.

3. Method Statement – Borrowed Lights

1. Scope and proposed method

This method covers the careful removal of rectangular leaded glass window panels. It is assumed that each panel is retained by four glazing beads fixed to one side of the window frame. The beads will be released using hand tools, without pneumatic tools, and each glazing panel will be removed intact as a single piece where possible.

2. Pre-start checks

1. Photograph each window from both sides, showing existing damage and any decorative or historic glass.
2. Identify bowed, cracked or loose sections that may need temporary support before removal.
3. Inspect the first window to confirm which side carries the removable beads and whether any putty, sealant, pins, screws, clips, security fixings or other restraints are present.
4. Assess panel size, likely weight, access, handling route and the number of operatives required. Prepare a rigid support for carrying frame where the panel cannot safely support its own weight during handling.
5. Provide safe working access to the beaded side and, where needed, the opposite side. Prepare a labelled storage frame before removal starts.

Hold point: After inspecting the first window, the supervisor and specialist shall confirm the fixing arrangement, panel condition and safe means of support. Stop and revise the method if the construction differs from the assumption above.

3. Equipment and PPE

Suitable inspected access equipment; hand tools for easing and removing beads; protective padding; carrying frame where required; rigid panel storage frames; and suitable protective sheeting.

Operatives shall wear safety footwear, eye protection, suitable cut-resistant gloves for handling glass, and task-appropriate protective clothing. Gloves must also be suitable for limiting contact with lead contamination.

4. Sequence of works

Set-up and recording

1. Brief the team on the window-specific sequence. Confirm one operative is directing the removal and that the receiving position and route are clear.
2. Install the required access equipment and exclusion barriers.
3. Position operatives to support the glazing from the opposite side **before the final retaining bead or fixing is released**.

Remove glazing beads

5. Locate bead joints and visible fixings. Release fixings by hand where practicable. Carefully ease each bead away using suitable hand tools and a protective packer against the frame; do not lever directly against the glass, lead comes, historic frame or surrounding finishes.

6. Remove beads progressively, retaining positive support to the glazing. Keep the bottom bead or other necessary restraint in place until the panel is securely supported and the supervisor directs its release.
7. Check for remaining putty, sealant or concealed restraints. Release these only by the agreed hand method. Do not force or bend the panel to free it.

Remove and store the panel

9. Once fully released, transfer the panel's weight to the operatives and/or carrying frame. Lift it clear of the rebate without twisting or loading individual pieces of glass or leadwork.
10. Move the panel intact to the prepared landing area. Maintain a controlled grip on its supported perimeter. Do not use suction cups on historic or uneven glass unless the specialist has specifically approved them for that panel.
11. Inspect and photograph the panel after removal. Note any change in condition and report damage immediately.
12. Label and secure the panel in a suitable rigid storage frame, with non-abrasive padding and protection against movement. Transport it along the agreed route to secure storage; record its storage location.

5. Principal risks and controls

Risk	Control
Glass panel falling when beads are removed	Support the panel independently before its final restraint is removed; use sufficient operatives; maintain a suitable exclusion zone.
Glass breakage, cuts or damage to leadwork	Condition check; cut-resistant gloves; padded support; slow, controlled removal without twisting, point loading or levering against the panel.
Fall from height or dropped materials	Suitable inspected access equipment and edge protection; secured work area on both sides; controlled storage of tools and beads.
Damage to listed window frames and finishes	Photograph components; use hand tools and protective packers; retain beads and fixings; stop if release requires force or an unapproved alteration.
Exposure to lead from historic comes, coatings or deposits	Assess potential lead exposure; avoid scraping, sanding and dust generation; wear suitable gloves and protective clothing; keep food and drink out of the work area; wash hands and face before breaks and on leaving; remove contaminated gloves and clothing before entering clean areas. Collect debris by a controlled cleaning method, without dry sweeping or compressed air. Reassess controls if visible dust or deteriorated leadwork is encountered.
Manual handling injury	Assess the size, weight and route of each panel; use sufficient handlers and an appropriate carrying frame; avoid unsupported or awkward reaches.

6. Stop-work conditions

Stop, retain support to the pane and refer to the supervisor and specialist if the panel is bonded or fixed differently than expected; leadwork or the frame starts to deform; glass becomes loose; a bead cannot be removed without damaging historic fabric; the panel is too heavy or large for the planned handling arrangement; or the work creates unexpected dust or debris. Revise the method before continuing.

7. Records

Keep before-and-after photographs with the project records.

4. Restoration & Future Use – Stained Glass Panels & Borrowed Lights

All stained glass ceiling panels and leaded glazed borrowed lights removed under this method statement are to be retained for specialist assessment and restoration. The detailed restoration scope has not yet been determined and will be agreed following removal and a condition survey of each panel. No repair or replacement work is authorised by this removal method statement.

The borrowed lights are intended for reuse. The specialist's assessment shall identify broken panes, damaged or weakened leadwork, and any other defects affecting their condition. The agreed restoration works may include replacing broken glass and defective leadwork so that the completed panels are suitable for their proposed reinstallation and supporting arrangement.

The stained glass panels are intended for restoration and display as a decorative ceiling feature in the hotel reception area. The restoration scope shall take account of their future display position, with the method of support and fixing developed and approved separately before installation.