Method Statement

RTMS MES (issue 5)

Job No.	TBC	**Date:**	05/10/2026	**Duration:**	TBC
Client:	Earl Kendrick	**Site:**	Murray Mills		
Written By:	Paul Bentley	**Revision:**	1		
Approved By:	Sean Latham	**Signed:**			
Task: Repairs to 40metre brick chimney – Working in conjunction with the existing Rams (11300 rev.6) Undertake the replacement of the areas of the oversail stonework as detailed in the drawing RT-DWG-013-P					

(Once printed uncontrolled, always ensure you are working to the latest revision by contacting your line manager)

Site Details:		**Hours of Work**	
Site Contact:	TBC	**Start Time**	08:00
Contact Number:	TBC	**Break Time**	1 Hour
Nominated Supervisor:	Josh Tinker	**Finish Time**	17:00
Supervisor Number:	07414 490874	**Travel Time**	n/a
Address:	50 Bengal Street, Manchester, M4 6LR	Working hours are pre-agreed with the client but maybe adaptable by prior agreement with Rigg-Tech Ltd management.	

CDM Information	
What arrangements are there for toilets, washing, changing and rest facilities? Info to be confirmed on site	
How will you update everyone on site during the work? Site visits, phone and emails	
Is asbestos present? Check for register. Not made aware of any by client. If in doubt, ask for register on site	
Fire/Building Escape plan and First Aid Emergency Procedures: See building fire plan & First aid kit in site vehicles. Local Fire service – 999 / Local Ambulance service- 999	
Safety warnings and PPE requirements: Signage provided and adequate PPE provided to all Operatives to complete the task safely	
Site specific documents available: Site specific Risk & Method Statement and COSHH Assessments	
Services on site: Water and electricity supply	
Is the site secure? Adequate fencing and Groundsman	
Any other info, key locations, key codes etc. See site contact	
Notifiable project under CDM 2015: N/A	
Completion Date:	**Foreman's Signature:**
Any other info:	**Client's Signature:**

Team:

All tasks are to be carried out with a minimum of 2 no. trained and competent operatives for working at height.

All rope access operations are to be carried out with a minimum of 2 no. trained operatives who will hold a valid IRATA training certification and will be deemed competent for the work scope.

All steeplejack access will be installed by a minimum of 2 no. operatives, one of which will hold a valid NVQ level 2 Steeplejack card and will be trained and competent for the work scope.

Modular frame type steeplejack scaffolds including additional lifts are to be installed by NVQ L2 Steeplejacks. All powered access cradles must only be rigged, adjusted or moved by trained and competent steeplejack operatives.

All scaffolding operations are to be carried out by a minimum of 2 no. operatives; all scaffolding is to be is to comply with technical guidance TG20:21 Good Practice Guidance for Tube & Fitting Scaffolding.

Additional operatives may be required for more complex jobs or if a difficult rescue scenario is envisaged. General labour may also be required for non-working at height activities.

Daily operative briefings will be held by the site supervisor to discuss all work scopes, all members must take part, in addition Toolbox Talks are to be carried out prior to any work commencing and must be relevant to the tasks/activity, additional talks are required if the work scope/conditions change. Records of all toolbox talks are to be kept in a file on site.

Works Overview

1. Attend site safety induction
2. Obtain permits to work.
3. Set up exclusion zone and display men working overhead warning signs
4. Inspect the existing steeplejack access scaffold
5. Inspect the existing cradle and suspension points prior to use.

Preparation Works

6. Gain access using previously installed steeplejack ladders
7. Modify the steeplejack access platform to gain access to the over-sail.

Replace the Hanger Band

8. Remove existing new hanger band and store for re-use

Repair Sandstone Cornice

9. Cut out the existing damaged stonework highlighted in the RT-DWG-013-P
10. Remove all vegetation from the cornice
11. Treat all affected areas with weedkiller
12. Install new stonework as per the drawing.
13. New stonework bedded on Lime mortar.
14. Re-install the hanger band and bond the existing lightening conductor system.

Strike access equipment.

15. As details in the Rams 11300 rev.6
16. Clear site.

Materials

- New Stonework to be Cromwell
- Preparatory Weedkiller
- Eco mortar NHL 3.5 lime mix 1:2.5

Procedures relevant highlighted with a tick		
PRO-1001	Anchor testing procedure	N/A
PRO-1002	Use of mobile elevated work platform and rest platform	N/A
PRO-1003	Industrial Rope Access	N/A
PRO-1004	Steeplejack Laddering procedure	N/A
PRO-1005	Snatch Rescue from Ropes Procedure	N/A
PRO-1006	Asbestos Procedure	N/A
PRO-1035	Hot Work Procedure	N/A

Forms relevant highlighted with a tick		
FRM-2001	POWRA	✔
FRM-2002	Rope Access Rescue Plan	N/A
FRM-2003	MEWP Daily Pre-start Checklist	N/A
FRM-2004	Cradle Hand Over Certificate	✔
FRM-2005	Supervisors Daily Site Report	✔

Work Instructions:

1. Mobilise to site specialist labour plant and equipment. All operatives to attend site induction and familiarise themselves with site details including emergency numbers, fire escape routes and muster points etc.

2. Obtain all necessary permits from your site representative e.g. “Working at Height”, “Hot Work”, “Confined Space” etc. and brief all operatives on their tasks and responsibilities for the working shift.

3. Install an adequate exclusion zone at ground level and display “men working overhead” warning signs. Exclusion zone is to be agreed by the client; permission must be granted if access to pedestrian walkways or roads are to be affected.

4. Install a pedestrian protective tube and fitting scaffold at the base of the chimney covering the 2no. apartment accesses towards the rear of the chimney. (See **Image 1**)

Preparation Works

5. Gain access to the previously installed modular frame scaffold using the previously installed steeplejack access ladders, the ladders and fixings should be checked on the initial ascent and results logged.

6. At the modular frame deck install a handline or hoist to facilitate the raising and lowering of tools, materials and equipment.

7. Modify the existing scaffold with tube and fitting to facilitate access to the chimney over sail. This is to be logged on the scaffold register.

8. Scaffold platform to be fitted with debris netting and any gaps closed with plywood to contain debris at the work face.

9. All debris will be placed in 40kg SWL lifting bags and lowered under control to ground level.

10. Carefully remove the new hanger band and store safely ready for re-use.

11. Set up 110v angle grinder fitted with a diamond cutting disc. Operatives to wear P3 half mask respirators and safety goggles. Water sprayer to be used to aid dust suppression when cutting.

12. When the stone segments are removed, thoroughly clean all areas with soft brush to remove all loose and friable materials.

13. Utilising the angle grinder, proceed to cut the stone as follows:

14. Stonework to elevations A,C,F,G & H to be repaired as shown in RT-DWG-013-P

15. **Panels A, C, F & G**. Defective stonework to be cut out to a depth of 60mm and a new 50mm deep standstone inlay inserted.

16. **Panel H** to be cut out to the full depth of the upper 150mm deep stone course to enable removal of the bush primary and associated lateral roots. Replacement stone inlay panel H to be 140mm deep. Treat all vegetation with proprietary weedkiller.

17. New stone to be Cromwell Sandstone procured from Cromwell Quarry, Southowram, Halifax, West Yorkshire. HX3 9SY.

18. Surface profile to be aligned with the surrounding stones.

19. New sandstone inlays to be bedded with the following mix. 1 x Nosterfield, 2 x Leighton Buzzard, 1 x NHL3.5 lime to match previous pointed areas.

20. Prior to bedding the new stonework, damp down the area, If the stone is very dry you may start to damp done the area the day before.

21. Proceed to thoroughly mix the mortar to the required specification as list in paragraph 19 above.

22. Lay the new stones on a bed of mortar ensuring all edges are aligned with the surrounding stone.

23. Fill all voids and joints with mortar and allow to harden for several hours. Tamp the mortar with a hard bristled brush to simulate early weathering and to expose the aggregate.

24. Thoroughly clean the work area and allow the mortar to harden.

25. Re-install the new hanger band and tighten all bolts and bond to the existing Lightening conductor system.

26. Following the completion of the works, remove all access equipment in reverse order.

Removal of Access Equipment

27. On completion of all repairs at the modular frame scaffold remove the additional lift of scaffold and transport to grade to be stacked neatly ready for removal from site.

28. With the additional lift removed strip out the powered access cradle and lower the wires down to be grade and stack neatly.

29. Following removal of the access cradle working from the rope access equipment strip the modular frame scaffold in reverse order, transport to grade and stack neatly.

30. When the modular frames have been removed touch up the paint on the retaining bands as they will remain in place to support the brickwork directly below the chimney oversail and to be present for future access requirements.

31. With the frame deck removed strip down the steeplejack access ladders in reverse order, transport to grade and stack neatly. As the fixings are removed using a suitably dyed lime mortar point all holes in bricks where the fixings have been removed from to stop water ingress causing damage to the brick faces.

32. When all work at height is complete strip the pedestrian protective scaffold and remove all barriers and signage.

33. When all works are complete clear site leaving it clean and tidy to the client's satisfaction.

Exclusion Zones:

An adequate exclusion zone maybe required below the work area and "Men working overhead" signs will be clearly displayed; a company contact number will available. Where required a suitable pedestrian access will be provided. No Emergency exits are to be restricted without prior arrangement with the client, and a diversion plan is put in place. All vehicle movements need to be discussed prior to access/egress

Communications:

Good communication must always be maintained between operatives. A client and site contact must be established prior to commencing work. If for any reason communication is deemed unfit, work must stop immediately, and another source must be obtained e.g. 2 way, back 2 back radios.

Weather Conditions:

Daily weather reports are to be provided by Rigg Tech Ltd and conditions are to be monitored throughout the project. Adverse weather conditions including heavy rain, snow/frost, lightning and strong winds will increase risks and all work must be stopped and the risks can be reassessed.

C.O.S.H.H.

Does the Task Involve Hazardous Substances?	YES/NO
IF YES, IS A C.O.S.H.H ASSESSMENT AVAILABLE	YES
IF NO, REFER TO YOUR C.O.S.H.H ASSESSOR FOR ADIVCE	**COSHH NUMBER**
IF YES, REFER TO YOUR C.O.S.H.H MANUAL	
NHL 3.5 Lime	1069
St Astier One Stone	1199
Rooflock 1070 Liquid Coating	1100
Rooflock 1070 Cartridge Grade	1101
Dulux Trade Metalshield	1061
Dulux Trade Metalshield Zinc Phosphate Primer	1062

Tools and Equipment:

Whilst working at height all tools and equipment must be securely tethered; any loose items must be secured to prevent falling to grade. Housekeeping is essential within the exclusion zone and when working at height. Lifting bags and boxes will be made available for tools at high level to prevent objects falling to ground.

Tools (tick as appropriate)	✔				
110v Drill	✔	Anchor Pull Tester		Scrapers	✔
Battery Drill	✔	NDT Thickness Reader		Painting Brushes	✔
110v Grinder		L.C. Earth Resister		Wire Brushes	✔
Battery Grinder	✔	Gas Monitor		Gutter Getters	
110v Reciprocating Saw		R.F. Monitor		Masonry Tools	✔
Battery Reciprocating Saw	✔	Camera		Scaffolding Tools	✔
110v Jigsaw		Screwdrivers	✔	Measurement Tools	✔
Battery Jigsaw		Hammers	✔	Window Cleaning Tools	
110v Lights		Spanners	✔	Mobile Scaffold Tower	✔
Pressure Wash		Rope Access Equipment	✔	Powered Access Cradle	✔

Care must be taken when using any type of tool, ensure the correct tool is used for its intended purpose only. All power tools must be of 110v or battery operated. P.P.E must always to be worn when using tools and equipment.

P.P.E:

Rigg tech ltd will be responsible to provide all protective equipment throughout the project: the equipment selected for each task must be fit for purpose, used in the correct manner and in good working order.

If onsite conditions change a risk assessment must be carried out and where required P.P.E upgrades will be used.

P.P.E. Required	At all Times	✔	Task Specific	✔	Not Applicable	**n/a**
Full Body Coveralls	✔	Gloves	✔	Hearing Protection	✔	
Steel Toecap Safety footwear	✔	L.E.P. Glasses	✔	Full Body Harness	✔	
High Visibility Vest	✔	Goggles	✔			
Safety Helmet	✔	Respiratory Protection	✔			

Minimum PPE Standards	
Hearing Protection	SNR A rated
Cut 3 safety gloves	EN388 (3)
Safety glasses	EN166
Safety Goggles	EN166:2001 IB 3-4 KN
Industrial climbing helmets	EN 12492
FFP3 Dust Mask	EN 149

Task Risk Assessment

What are the Hazards	Who might be Harmed and How	Risk H/M/L	Existing Control Measures	Preventative Measures	Action by Whom	Action by When	Revised Risk H/M/L
Driving	Minor, severe and fatal injury to all operatives/ site personnel.	High	All drivers hold a valid UK driving license for the vehicle type they intend to drive.	Ensure all site speed limits are adhered too. A banksman maybe required when reversing.	All Rigg Tech operatives	At all times	Low
Manual Handling/moving Equipment	Any operative moving plant and equipment is at risk of strains, sprains etc.	Medium	Correct manual handling techniques adopted when handling any plant and equipment.	Where possible eliminate the need for manual handling by using other means. E.g. Forklift, pump truck etc. Share loads between operatives and ensure a clear direction for travel.	All Rigg Tech operatives	At all times	Low
Communication	Minor, severe and fatal injury to all operative's due to lack of communication.	High	All operatives to fully understand on going tasks and means of communication to be established prior to commencing work.	If required during higher risk activities back to back radios are to be used. A client contact is always to be available.	All Rigg Tech operatives	At all times	Low
Working at Height.	Minor, severe and fatal injury to all operatives when working at height	High	All operatives to be trained and competent at working at height. Safety harness to be worn and always attached when working outside a completed working platform or when at risk of a fall.	A nominated supervisor is to be present for all work at height activities. Good communication always maintained.	All Rigg Tech operatives	At all times	Low
Scaffolding	Minor, severe and fatal injury to all operatives.	High	Only trained and competent CISRS scaffolders to carry out scaffolding operations.	All scaffolding is to be planned before commencing works. Scaffolding is to be erected in accordance TG20:21 or with the design criteria.	All Rigg Tech operatives	At all times when working at height	Low
Steeplejack Scaffolding	Minor, severe and fatal injury to all operatives.	High	Only trained and competent NVQ level 2 steeplejacks to carry out scaffolding operations.	All scaffolding is to be planned before commencing works.	All Rigg Tech operatives	At all times when working at height	Low
Selection of Equipment	Incorrect equipment used could result in minor, severe or fatal injuries to operatives.	High	Equipment will be selected by a competent person and will be adequate for the task.	Only trained and competent persons to use equipment and additional	Supervisor	Assessed prior to work commencing	Low

			Pre-use check will be carried out prior to work commencing.	training given on unfamiliar equipment.			
Hand line	Dropped / freefalling objects could result in serious injury or fatality	High	Only trained and competent operatives to use hand line pulley system.	Only trained and competent operatives to use equipment, do not stand in the line of fire. Ensure exclusion zones are always maintained. Great care must be taken when slinging or removing loads from the line.	All Rigg Tech operatives	At all times	Low
Equipment failure / misuse	Incorrect / misused equipment could result in catastrophic failure and minor, severe or fatal injuries to operatives	High	Only trained and competent persons to use equipment and additional training given on unfamiliar equipment.	Selection of equipment to be carried out by a competent person. All equipment to be tested and follow manufacturer's instructions	All Rigg Tech operatives	At all times	Low
Rescue/Emergency	Any Rigg Tech operative that has succumbed to illness or injury that is incapable of self-recovery.	High	A rescue plan is to be discussed at the job face lead by the supervisor and recorded. All operatives will take part in this discussion and will be briefed on their roles and responsibilities.	On-going review of the rescue plan.	Supervisor	Assessed prior to work commencing	Low
Tools and Equipment/objects	Minor, severe or fatal injury to any Rigg Tech operative utilizing tools that could interfere with Rope Access equipment Minor, sever or fatal injury to any Rigg Tech operative or 3rd party person below.	Medium	All tools to be always tethered and placed in a bag when not being used.	Ensure adequate exclusion zone is in place and no unauthorized people can enter the area. Adequate protection is to be in place so not to interfere with rope access equipment.	All operatives	At all times.	Low

Weather Conditions Winds, Rain, Electrical storms	Minor, severe or fatal injury to operatives, should conditions put the operative in a situation they were out of control or in danger of electrocution from Lightning.	Medium	Daily weather forecasts to be obtained and the conditions monitored throughout the working shift. Care to be taken in wet conditions and correct PPE supplied Supervisor to oversee all works and stop if conditions compromise safety.	No work at height to be carried out if it is considered too dangerous or wind speeds exceeding 24mph (10.8mps). Wind speeds to be recorded using an anemometer. No works to take place if thunder is heard or a storm is forecast.	All operatives	Prior to and during works	Low
Inexperienced operatives	Fatally or serious injury to operatives at height	High	Operatives to read the RAMS and understand the tasks to be carried out. Operatives are encouraged to ask the supervisor any questions for any tasks they may not understand.	Operatives to be Supervised at all times by trained, competent and experienced operatives.	All trained, competent operatives	Duration of Work	Low
Rope Access	Falls from Height.	High	All operatives to be trained and competent at working at height. Safety harness to be worn and always attached when working outside a completed working platform or when at risk of a fall.	All anchor points must be approved before use by a competent operative. Care must be taken when selecting anchor substrate.	Rope Access Supervisor	At all times during work at height	Low
Sharp Object/material Protective sleeves	Sharp edges on loads may damage lifting accessories, severe or fatal injury could occur if loads fall to round.	High	Any sharp edges identified prior to lifting are to be packed out using protective sleeving.	Only trained and competent operatives to carry out slinging of loads.	Slinger/signaller	Each use	Low
240v cradles	Rigg-Tech operatives Electric shock Rigging	Medium Medium	All electrical equipment inspected, and PAT tested before use All cradle and rigging equipment inspected before use and in date test certificates available.	Power supply through an RCD Rigging and cradles to be undertaken by competent and experienced CSCS registered steeplejacks.	All Operatives	At all times	Low

	Falls Over-loading of the cradle	 Medium	All operatives working in the cradles to wear a safety harness attached to a secure anchor point 100% of the times. Cradle SWL to be displayed. Ensure the SWL of the cradle is not overloaded with men/materials.	Proof load test the cradles to the SWL +25% following installation Cradle to be inspected daily before use and the inspection to be recorded at least every 7 days.			
Hand Tools Drill, Grinder, Reciprocating Saw etc.	Cuts, bruises, sprains, strains, flying debris to all Rigg Tech operatives	Medium	Operators to be competent or given practical demonstration • Ensure grinding disc and guard are not damaged • Ensure power cord and motor are not damaged • Safety goggles, safety footwear and hearing protection to be worn while equipment is in operation • Grinding may require wearing a dust mask • No loose clothing • Keep other people clear of work area • Make sure work piece is secure • Equipment to be switched off before setting aside and immediately when blade jams • Make sure fingers, hands and power cord are well clear on grinding wheel • Always use two hands while unit is operating	Ensure correct tool for the intended purpose. • Always use safety gloves to prevent burns and hand injuries • Switch off unit before attempting to touch grinding wheel • Do not touch work face that has just been worked on • Unit to be switched off when there is a grinding wheel jam • Keep other people clear of work area • Stop other persons from operating the unit • Firm footwear to be worn and care taken to prevent slips and trips • Unit to be allowed to cool down before carrying out any adjustments • Operator and other persons in the vicinity to wear hearing protection.	All operatives	Each use	Low
Noise Forklift truck/mobile crane/traffic etc.	Hearing damage to all operatives exposed to high levels of noise for prolonged periods.	Medium	Ear protection to be worn always when working in close proximity to heavy plant.	Regular checks must be made to ensure correct PPE chosen and worn as per the manufacturer's recommendations.	All Operatives	At all times	Low

HAVS (Hand Arm Vibration)	Potential nerve damage to all operatives using vibrating power tools. Risk of HAVS	Medium	A Toolbox is to take places before work commences. Equipment is checked before use; high vibration levels and faults are reported and fixed.	See manufactures guidelines to monitor trigger times. All operatives to self-assess before, during and after using power tools.	Users of equipment/supervisor	At all times	Low
Dust & Debris	Rigg Tech operatives	Medium	Point of Work Risk Assessment to be carried out. Work areas are to be kept clean and tidy to minimize dust release.	Dust masks to be worn when the equipment being used, or the task requires it. Use water sprayers to dampen and suppress the dust.	All Rigg Tech operatives	When required by task	Low
WHAT PERMITS WILL BE USED FOR THIS JOB? **GENERAL WORK**, PERSONAL PROTECTIVE EQUIPMENT IN ADDITION TO MINIMUM OF BOOTS, GLOVES AND SAFETY HELMET MUST BE SPECIFIED. (CONSIDER: EYES, FACE HEAD HANDS, LIMBS, BODY, FEET, FALL ARREST, RESPIRATORY, HEARING.) MANUAL HANDLING RISKS NEEDS SPECIAL ATTENTION --- SEE THE TASK RISK ASSESSMENT MANUAL.							

EXAMPLES OF HAZARDS

MANUAL HANDLING

Moving heavy loads by lifting, pulling or pushing.
Moving awkwardly shaped or uneven loads.
Awkward body position while moving loads.
Repetitive movement of loads.
Twisting the body to move the load.
Difficult conditions e.g. uneven surfaces.
Considerable force required to operate stationary equipment.

WORK WITH TOOLS, EQUIPMENT OR MACHINERY

Use of hand tools.
Use of portable power tools.
(Electrical, pneumatic, hydraulic).
Use of fixed power tools / machines.
Use of mobile powered machinery.

RELEASE OF ENERGY

Potential drop of heavy weights.
Potential to release hot / cold substances.
Potential to release substances at pressure.
Potential to release flammable substances.
Potential for electric shock.
Potential for electric shock >120v
Potential to produce projectiles and particles.
Potential to release stored energy (springs etc.)
Vibration.
Potential for sudden movement of tools or equipment.

WORK IN HAZARDOUS CONDITIONS

Uneven surfaces.
Sharp edges.
Abrasive surfaces.
Hot / cold conditions.
Hot / cold / wet surfaces.
Excessive noise.
operation required even in severe weather conditions.
Exposure to vehicle movements.

MANUAL HANDLING

Work at height (on platforms with handrails).
Work at height (other).
Work in confined spaces.
Work where access is poor.

ALL OPERATIVES MUST SIGN THIS DOCUMENT TO ACKNOWLEDGE THEY HAVE READ AND UNDERSTOOD THE RAMS, POWRA AND ASSOCIATED COSHH

Supervisor/Foreman responsible for leading the team. I have taken the team through this document before work commences.			
Job no.		**Site**	
Print:		**Sign:**	

Operatives Working on Site (Print Names)	Induction Attended				Method Statement, Risk Assessment Read & Understood	
	Yes	No	Time Spent	Date	Signed	Equipment Pre-use Check
Work Complete: (foreman's comments if any, list any defected equipment, delays etc..)						

Point of Work Risk Assessment

Before you Start	Yes	No	N/A
Are you at the correct site, item of plant or location?			
Do you have the right documentation for the job?			
Do you have the right PPE for the job?			
Are power tools and leads and plant tested?			
Are scaffolds and ladders inspected (access safe)?			
Is lifting equipment inspected?			
If required, you must have a rescue plan in place. (this may be a separately attached document)			

If you have answered 'No' to any of the above, take the required action or report to your supervisor. If in doubt always ask!

Safety and health assessment (If the hazard is present tick the box)					
Falls from height		Entry into a confined space		Poor lighting	
Falling or flying objects		Dust		Temperature (high/low)	
Chemicals or harmful substances		Fumes		Adverse weather	
Heat, fire or explosion		Noise		Uncertified equipment	
Asphyxiation or drowning		Vibration		Risk to you from your work	
Risk to plant		Electricity		Risk to others from your work	
Contact with stationary object		Residues		Stored energy or insecure load	
Object overturning or collapsing		Underground services		Traffic or moving vehicles	
Slips, trips or falls on the same level		Manual handling		Other (state)	

Additional safety assessment

Hazard (identified overleaf)	Control measures or precautions	Remaining risk		
		High	Medium	Low

Lessons learnt and future site or location visit advice (list here any information that would make the next visit safer and include contact details if appropriate)