



## **METHOD STATEMENT**

### **THE KIMPTON CLOCKTOWER HOTEL**

#### **MANCHESTER**

#### **CONTENTS PAGE**

1. Description of Works
2. Inductions
3. Resources
4. Access
5. Materials
6. Plant
7. P.P.E
8. Working Environment
9. Managing Services
10. Accidents & Emergency Procedure
11. Welfare
12. Methodology



## METHOD STATEMENT

<b>Project Name:</b>	The Kimpton Hotel Clocktower, Manchester	<b>Project Number:</b>	J1972
<b>Work Activity:</b>	Repairs at roof level	<b>Approved By:</b>	
<b>Date:</b>	15 January 2024 Rev (05.03.24)	<b>Site Foreman:</b>	Michael Lees
<b>Prepared By:</b>	Bryan Cooper	<b>First Aid:</b>	Max Eggleton
<b>1. DESCRIPTION OF WORKS:</b>			
<p>The scope of works includes repairs at high level to The Kimpton Clocktower Hotel. Refer to separate Task Briefing Sheets for the detailed method for each task listed below</p> <ul style="list-style-type: none"> <li>• Slate repairs</li> <li>• Roof repairs</li> <li>• Repointing of open masonry joints</li> <li>• Replacement of defective lead flashings</li> <li>• Timber window repairs.</li> <li>• Ironmongery repairs</li> </ul>			
<b>2. INDUCTIONS:</b>			
<p>All inductions are to be booked in prior to arrival on site. All must adhere to the main Fire alarm system from the Hotel. All inductions are to be at BCL site office. All parking to be agreed off site.</p>			
<b>3. RESOURCES</b>			
<b>Name (Role)</b>	<b>Qualifications &amp; Training</b>	<b>Induction carried out by</b>	<b>Date of Induction</b>
Steven Eccleshare (Contracts Director)	<ul style="list-style-type: none"> <li>• SMSTS</li> <li>• CSCS - Site Manager</li> <li>• NVQ level 6 - Construction Contracting Operations Management</li> <li>• Directing Safely</li> </ul>		
Michael Finney	<ul style="list-style-type: none"> <li>• CSCS</li> <li>• Manual handling</li> </ul>		
Michael Lees	<ul style="list-style-type: none"> <li>• CSCS-Construction Site Operative</li> <li>• Manual Handling</li> </ul>		
Matt Baron	<ul style="list-style-type: none"> <li>• CSCS</li> <li>• Manual handling</li> </ul>		
Bryan Cooper	<ul style="list-style-type: none"> <li>• SMSTS</li> </ul>		

- CSCS Black Site management
- NVQ 6 - Construction Contracting Operations Management
- First aider
- Asbestos awareness

### Plant Required

The following is a list of essential plant required to complete the specified works: -

All tools are to be tied by tool lanyards at all times when working at height.

All tools are to be distributed via hoists and tool bags provided within the hoist exclusion zone only.

- 110v hand drill
- 110v 5" angle grinders/cutting discs.
- 110v Multi tool
- 110v handheld mixing paddle
- 110v reciprocating saw.
- Dust vacuums/extractors
- Hand Tools

### Working Hours

Working hours are as follows: -

Works are based on a 39-hour week

Monday-Thursday 8.00am - 4.30pm

Fridays 8.00am - 3.30pm

### Water/Power

#### Power

Client to supply a 110v power supply to various locations on site, this to be agreed on site and power to be taken from the 4<sup>th</sup> floor.

#### Water

Client to supply water adjacent to mixing area agreed on site.

### Materials

The following materials are required to carry out repair works as described in scope of works.

- Sands for mortar mixes
- Natural Hydraulic Lime
- New slate

### 4. ACCESS:

BCL to supply all access equipment including a fully boarded tube and fitting access scaffold tower at the rear of the Hotel.

No access is available through the main reception of the Hotel at any time.  
Access to Bullen storage area is at the 4<sup>th</sup> floor level and access is available via the internal lift.

All work areas are to be fully handrailed unless specialist worktask requires harness and rope access (this to be covered in separate task briefing sheets).

## **5. MATERIALS HANDLING:**

A list of materials to be used on the project as listed below: -

All materials are to be loaded using the hoist provided within the exclusion zone at all times.

On no occasion must tools or materials be distributed via access ladders.

- Sharp aggregate sand
- Clay based binding sand.
- Natural hydraulic lime
- New slate
- Waste material - rubble
- Hessian protection sheeting
- Visqueen protection sheeting

## **COSHH Data Sheets**

All COSHH in attached appendix

## **Storage**

All sands/limes/etc are to be stored in a dry area agreed on site.

All waste to be removed to skips provided off site.

## **P.P.E:**

All correct P.P.E / lanyards to be worn whilst handling or working with the materials/plant as indicated on product data sheets in specific task sheets.

## **Waste Disposal**

All waste to be bagged and removed from site daily.

## **Mixing of Materials (Sand/Lime)**

All mixing must be carried out in a well-ventilated area with the relevant floor protection in place.

Correct P.P.E must be worn whilst handling lime.

## **Handling**

Operatives must be fully trained in manual handling.

All tools and plant MUST be distributed via loading area and NOT via access ladders

All materials delivered to site are to be under 25kg. If any materials are larger than 25kg then an individual lifting task must be carried out by BCL Supervisor.

## Delivery of Materials

All large deliveries of materials must be taken at main yard then distributed to individual work areas.

All deliveries must be booked in with Client prior to delivery.

All delivery drivers must wear full hi-visibility clothing whilst delivering materials.

## 6. PLANT:

Small plant to be fully PAT tested and visually inspected daily.

Hand arm vibration records to be completed daily and a copy handed to site Manager.

BCL supervisor to complete a plant reception form and pass over to Site Manager daily. The reception form is to include all test dates and when next test date is due.

All cutting and grinding plant must be always used by well wetting materials along with dust extraction units.

## 7. P.P.E:

Gloves	Hi-Vis cold grip/cut resistance level 2/resistance level 4/EN388
Filters	3M P3 filters (3125)
Respirators	3M 6300 respirator/clean shaven
Protective clothing	Full pulsarail orange hi-vis clothing
Safety glasses	Low light glasses/anti-fog/anti-scratch
Safety goggles	Ultrasonic goggle/anti-fog/anti-scratch/impact goggle - EN166-1B
Safety helmet	Comfort plus safety helmet - centurion reflex
Ear defenders	Port west PW40 - ear defenders - EN352
Boots	Steel sole plates (no rigger boots)

## 8. ENVIRONMENT:

All operatives to be aware that the Hotel is a public area and members of the public will be always walking around the site boundary.

When working directly above glass canopy's/ roof lights they MUST be completely covered with insulation board and ply before works commence.

All scaffolds directly above roof lights MUST be protected using debris netting to prevent falls of materials and plant.

All tools are to be secured on lanyards when working to nearby roof lights.

BCL are to work in zones agreed with Management team on site and to be coordinated with the Hotel Manager daily.

All dust to be always controlled via extractors

Correct P.P.E to be always worn and full welfare facilities provided to allow the washing of hands prior to meal breaks.

## 9. SERVICES:

Prior to BCL starting works on site Client to carry out a survey of all work areas and isolate any services which may affect the scope of works or the safety of the operatives.





## RISK ASSESSMENT

<b>Site:</b> The Kimpton Clocktower Hotel, Manchester	<b>Distribution:</b>
<b>Job No:</b> J1972	
<b>Prepared by:</b> Bryan Cooper Steve Eccleshare	B.C.L (Michael Lees)
<b>Date:</b> 15 January 2024 Rev 06.03.2024	B.C.L Site operatives

Process	Hazard	Risk	Level of Risk	Controls
Working at height	Falls of persons	Death or serious injury to employees or others	High	<p>All access scaffold to be erected by fully trained operatives and introduce a scafftag check system.</p> <p>Any platform is to be fitted with handrails and toe boards.</p> <p>A rescue plan to be in place in all works at height.</p> <p>Do not stand on guard rails or handrails.</p> <p>Do not overreach.</p> <p>Do not climb outside of the tower</p>
	Falling materials, flying particles etc	Death or serious injury to employees and other building users	High	<p>All plant and tools are to be securely leashed to prevent falling and causing injury below.</p> <p>An exclusion zone should be formed around the scaffold to prevent risk of falling tools / materials etc.</p> <p>Only materials and plant should be lifted via the hoist provided.</p> <p>All glass roof areas adjacent to work area are to be covered using 75mm insulation board and ply sheeting.</p>

				Debris netting to be fitted to the working scaffold lifts to prevent falling materials/plant/debris exiting the work zone. Holes in boarded lifts to be closed off using ply board sheets.
Manual Handling	Muscular/skeletal injuries	Injury to employees	Med/High	Manual Handling Must be avoided wherever possible. All operatives to have received Manual handling training. All bagged materials to be maximum 25 kgs. Delivery vehicles shall be unloaded in Triton compound. Correct gloves, footwear, clothing etc shall be worn. Two persons shall be instructed to lift no more than 33kgs in any one joint lift.
Control of substances hazardous to health	Contact with Hazardous substances.	Damage to health of employees and others around you.	Med/High	All hazardous substances hazardous to health should be completely removed and replaced using a safer alternative. As a last resort the correct P.P.E MUST be provided, worn, and maintained when handling hazardous substances. Manufactures information and Data sheets must be always readily available. All waste materials are to disposed of as the manufacturers recommendations at a licenced tip with written proof. COSHH assessments attached
Masonry Dust	Inhalation Flying fragments	Damage to lungs Damage to eyes	High High	Respirators to be face fit tested. Operatives to be clean shaven. Respirator filters to be changed on a regular basis. High impact goggles to be worn at all times of cutting/drilling masonry.



				<p>Dust extractors to be used alongside of dampening down masonry.</p> <p>Wet cutting saws to be used only when practicle.</p> <p>Grinders with vacuums to be used as an alternative to wet cutting.</p>
Drilling/cutting	Hand arm vibration	Injury to employees	Med	<p>Eliminate work process entirely.</p> <p>Use alternative methods.</p> <p>Carry out vibration records as guidance sheet.</p> <p>Provide P.P.E in the form of padded gloves.</p> <p>Train operatives in the correct use of power tools and ensure job/task rotation to reduce exposure to a minimum.</p> <p>Do not exceed trigger times (EAV) as per the assessments.</p> <p>Record usage time for monitoring purposes</p> <p>Always keep warm to ensure blood circulation.</p> <p>Do not overgrip tools</p>
Slips / Trips				<p>Keep working area clear of materials and debris</p>
Struck by moving vehicles				<p>Use designated pedestrian walking routes.</p> <p>Adhere to exclusion zones and do not enter unless authorised</p>



## Manual Handling Assessment Checklist

<b>Site:</b>	The Kimpton Clocktower Hotel, Manchester	<b>Date:</b> 15.1.2024
<b>Job Description:</b> Roof Repairs		
<b>Name:</b> Bryan Cooper		<b>Signature:</b>
<b><i>Is an assessment needed</i></b> – Is there a potential risk of injury to an employee during the work activity		Yes
Does the task involve lifting more than 25kg for a single person or 33kg for a two-man lift		Yes / No
If the answer is yes to either question then the assessment should be continued		
<b>Task</b>	<b>Can mechanical means be employed? Yes / No</b>	<b>If yes – control measures to be put in place</b>
Loading / Offloading		
Transporting to required location		
Lifting to position		
Manoeuvring into place		
If the answer is no to any of the activities, can alternative measures be put in place to effectively reduce the risk e.g. levers / rollers / jacks / multiple lifting (3 persons = 37.5kg max. 4 persons = 50kg max)		
<b><u>Task</u></b>	<b><u>Yes / No</u></b>	<b><u>Control Measures</u></b>
If the answer is no to the remaining tasks, can the environment be changed to allow control measures to be implemented, e.g. alter scaffold / increase access routes / alter programme to eliminate other trades nearby		
<b><u>Task</u></b>	<b><u>Yes / No</u></b>	<b><u>Control Measures</u></b>
If the answer is still no to any of the activities, then under the present conditions an effective means of eliminating the risks or reducing to an acceptable level cannot be achieved and advice should be sought from your supervisor before commencing this work activity.		