



Title and Reference Number:

THE KIMPTON CLOCKTOWER HOTEL
MANCHESTER
- J1972

Task Briefing For:
Protection of Gym Roof Lantern

Task Briefing Number:
0003

Rev	Prepared by:	Approved by:	Date:
1.0	Steve Eccleshare		11.09.2023
2.0	Bryan Cooper		15.1.2024
3.0	Max Eggleton		06.03.2024

	Signature	Contact:
SHE Team		
Bullen Conservation Ltd Appointed person	Michael Lees	07481911307

Contact	Contact Name	Tel: Number
Manchester Royal Infirmary	A&E	0161 276 4147

Scope of works:

To carry protection works to the gym roof lantern. Providing adequate protection to anybody working/passing below the roof.

Permits required:

Permit to access roof work area.

Working hours and resource levels:

Working hours: Weekdays 8am-4.30 pm.

Supervision:

Michael Lees

Operatives:

Michael Finney
Matt Baron
Max Eggleton

Plant

Small hand tools
Sweeping brush
Shovel
Rubble sacks

Materials

Insulation board (75mm)
Kingspan
Plyboard

PPE

Safety Harnesses
Goggles
Glasses
Gloves
Hi Vis protective clothing/Hats /boots
Tool Lanyards

Other pre-start activities:

BCL to have received a full set of working instructions prior to works commencing on site. All plant to be delivered to work area by BCL.

Ensure with Kimpton manager a room is available to access required lantern for the needed time to complete the job. Arrange with a Kimpton manager that on the day of works will be completed, the room below the gym lantern will be clear of people for the allocated time needed until the task is complete.

Environmental

All waste to be removed from site to Holroyd's licensed Tip Oldham

Sequence and methodology:

BCL operatives to receive full on site briefing by BCL Site manager, Michael Lees.

BCL to report to site office for Pre site safety briefing.

BCL operatives to be fully aware of methods of work and associated Risks.

Proceed to work scope.

GYM LANTERN PROTECTION.

1. Deliver materials (plyboard/insulation) to site via the rear entrance of the hotel.
2. Store all materials in site storage area.
3. Use the material lifts and areas best suited for the hotel to transport materials from the storage area to the agreed room.
4. Once all materials are loaded into the specified room, Unscrew the window that will allow best access onto the roof.
5. One operative to gain access onto the roof via the window.
6. Operatives still inside to pass cleaning materials to the operative on the roof.
7. Once one operative has gained safe access to the roof, the operative will have to clean any moss or slipping hazards from around the roof in a safe manner before allowing all other operatives onto the roof.
8. Once the operative has cleaned and bagged any potential slip hazards (moss/bird guano) from the roof, pass any materials/bags back into the allocated room.
9. Other operatives to pass remaining materials onto the roof.
10. In a safe manner, cover all fragile parts of the roof lantern with both the plyboard and insulation board supplied.
11. Once the areas have been protected, clear roof area of any spare materials.
12. Remove any materials from the room allocated and screw the window shut as was before the opening of it.
13. Clear any spare materials back into site storage area via same lifts used before.
14. Inform Kimpton manager that the works have been completed and both the room under the lantern and

the room used to access the roof can be back inaction.

A rescue plan to be in place in all works at height.
All tools to be attached via lanyards.

Control of Task specific Risks

Significant Activity Hazards	Controls
Working at Heights	A rescue plan to be in place in all works at height. Do not overreach. All tools that are being used to be fastened to operative via lanyards supplied. Adequate pedestrian and public protection to be in placed. Clear area underneath working area to stop anybody from being underneath working at height area.
Manual Handling	Manual Handling Must be avoided wherever possible. All operatives to have received Manual handling training. All bagged materials to be maximum 25 kgs. 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 hazardous substances. Dust. Bird guano.	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, as identified on the COSHH sheet, 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 be disposed of as the manufacturers

	recommendations at a licenced tip with written proof.
Slips/entrapment Moss	Keep working area clear of materials and debris. Always use designated walking routes. Always clean walking areas down free off moss before proceeding to do the works.
Struck by moving Plant/vehicles.	Use designated pedestrian walking routes. Adhere to exclusion zones and do not enter unless authorised

Emergency Arrangements:

The nearest hospital with an Accident & Emergency Unit is located on Upper Brook Street, Manchester, M13 9NZ

In The likelihood of a fall or emergency on a access platform Michael Lees to sound the Emergency air horn to notify nearby walkers by of an accident and inform first Aider.

Details of the Operative.

Male/Female

Age –approximate

Weight-approximate

Known problems from the fall/broken leg. Conscious,

Unconscious....

Equipment damage

Amount of time fallen/accident

In this situation no ropes or rescue equipment can be adopted from overhead rails and a rescue should not put any other operatives at risk.

The injured party should be kept warm and still until the emergency services arrive.

Site Identified Hazards	Controls

