



**METHOD STATEMENT
FAÇADE REPAIRS & BRICKWORK ALTERATIONS**

**HORNSEY TOWN HALL
THE BROADWAY
LONDON
N8 9JJ**

Doc 3 - Rev 2

**Shields Stonework & Restoration Ltd
13 Woodmansterne Street
Banstead
SM7 3NW
T: 01737 354 814**

**Akeva Safety Solutions Ltd.
Safety Consultants
Unit 5 E Space North, 181 Wisbech Rd, Littleport
Cambs
Tel: 0845 890 2511 F: 01737 350 092**

CONTRACT DETAILS

Contract: Façade Repairs & Brickwork Alterations

Address: Hornsey Town Hall
The Broadway
London
N8 9JJ

Principal Contractor: Ardmore
Head Office
6 Wharf Studios
28 Wharf Road
London
N1 7GR

Contact: Trevor Upright
Tel: 07951 067090

Director: Philip Priest
T: 01737 354 814
F: 01737 350 092
M: 07713 565001

No of Operatives: 5 - 6 No

Start Date: 30th September 2019

Duration of Works: TBA

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SECTION A

1 Method of Work

Access to working area will be provided by Site Management.

ACCESS & EGRESS

1. Access to the site for plant & vehicles (if required) for Front Elevation Works is via the gated entrance in Hatherley Gardens, for all other elevations is via the Rear Site Entrance off Haringey Park.
2. All operatives are to sign in prior to commencing work and must sign out at the end of the day.
3. Access to the works will be via fully boarded and sheeted scaffolding in 2m lifts provided by Ardmore.
4. All vertical hoisting for materials will be supplied by Ardmore. Shields to then distribute from there.
5. Operatives are to follow site rules and procedures from the site induction by the MC.
6. Access to Mains Water Supply will be provided by ARDMORE – external tap near the work areas to each elevation or otherwise nominated.
7. Power is to be supplied by ARDMORE – 110v transformer (for single and 3 phase) near the work area to each elevation or otherwise nominated.
8. All operatives to sign out at the end of each day and completed the end of shift checklist.

FAÇADE BRICK & STONE/CONCRETE REPAIRS:

1. All Façade Masonry Repairs are shown and based on the H&R Façade Masonry Condition Report & Drawings

POINTING/POINTING SAMPLES

1. The operatives will begin by doing some pointing samples for approval.
2. The operatives will pick an area on the building that several samples can be viewed.
3. The operatives will begin by setting up a lead and a grinder.
4. They will then use the grinder to cut through the joints.
5. If there is too much airborne dust the operatives will ensure that a dust extraction hoover is set up to minimise the dust as much as possible. This is how the pointing will be cut on throughout the job.
6. Once this is completed the operative will make up several mixes using a bucket and hand trowel.
7. The colour will be made to match the existing, but the mix ratios and types of sands will be taken from the specification provided.
8. The operative will then apply the mortar into the joint using a hawk and a small tool. The mortar is pushed into the joint using the small tool and then cut off to match the existing lines and profiles.
9. Once completed and left to dry, the architect and MC will be called in to approve the samples they wish to use on the building.
10. Once approved photos and notes will be taken to ensure the correct mix ratios and sands are used through the entire job.

BRICK REPLACEMENTS

1. There will be several bricks that will need to be cut out and replaced. The operatives are to use the schedule of works and drawings to ensure the correct bricks have been removed.
2. Once the bricks that require cutting out have been identified the operatives can begin cutting out.
3. They will set up leads and drills with chisel attachments.
4. The operative will use the drill with the hammer setting to cut each of the brick out. They will do this carefully to ensure they don't disturb any of the surround bricks.
5. Once the brick has been removed the rubbish will be placed into rubble bags to ensure that the area has been left clean and tidy.
6. Once this has been completed the bricks can then be re-installed. Either bricks that have been saved will be used for the replacements or new approved bricks will be inserted.
7. The bricks are inserted and bedded on a sand and lime mortar. The mix will be made either using a cement mixer or a bucks and hand trowel.
8. The mix is applied onto the brick using the trowel and then inserted into the gap by hand.
9. The brick is then made level and then left to dry ready to receive a pointing mix.
10. The operatives will then prepare a pointing mix as per the agreed samples. The pointing mix is then applied to the joint using a hawk and trowel. The mix is pushed into the joint using the small tool and then cut off to match the existing lines and profiles.
11. Once the area is completed the area will be left clean and tidy ready for inspection.

BRICK STITCHING:

1. There are number of cracks that require stitching.
2. The operative will determine where the cracks are as per the report and survey as mentioned above.
3. The operative will set up a lead and grinder with a diamond blade.
4. They will then cut through the joint 500mm each side of the crack to a depth of 25 – 40mm. This will be done at every 3rd course of bricks where the crack has formed.
5. Once the joints have been cut out the operative will then insert a stainless-steel bar which will be held in place using a Heli-fix grout.
6. The grout will be mixed up by hand using a bucket and trowel and then inserted into the joint using a hawk and small tool. The grout is pushed into the joint using the small tool ensuring that there is approx. 20mm of space left for the finishing pointing.
7. Once the Heli-fix grout has dried the operatives can then proceed to pointing the open joint to the approved mortar as per the above samples.
8. The pointing is applied using a hawk and small tool. The mortar is pushed into the joint using the small tool and then cut off to match the existing lines and profiles.
9. The area will be left clean and tidy once the operative has finished.

STONE/CONCRETE FRACTURE REPAIRS TO HEADS & CILLS:

1. Where there are fractures in heads and cills the operatives will need to carry out repairs.
2. The operatives will refer to the condition survey and report as mentioned above.
3. Firstly, the operatives will begin by removing the loose and friable material. They will do this carefully using hammer and chisels.
4. The repairs will then be cut square using a 5" grinder and diamond blade.

5. Once the loose material has been removed, the operatives will treat the steel where necessary. The steels will be rubbed back to remove the loose rust and then painted with a red oxide.
6. If required, the operatives may have to insert a Heli-bar into the fracture. They will do this by cutting a slot approx. 500mm each side of the fracture at approx. 40mm depth and insert the Heli-bar. The Heli-bar is held in place using the Heli-fix grout.
7. Once this is completed the operative can then carry out the repair. They will do this by mixing up a mortar as per the specification. The concrete mix will be a sand and cement and the stone repair mix will be sand and lime to match the colour of the stone.
8. The mortar is applied to the repair using a trowel. The repair is then float finished to match the existing lines and profiles.
9. Once completed the area will be left clean and tidy ready for sign off.

GENERAL INSITU STONE & CONCRETE REPAIRS:

1. The operative will determine where the repairs are but the condition survey and report as mentioned above.
2. Once the repairs have been determined the operative will either set up a lead and 5" grinder with a diamond blade, or they will use a hammer and chisel and cut the repairs out by hand.
3. The operative will then use one of the above options to carefully cut out the repairs. The operative will ensure that the repairs have been cut square.
4. Once cut out the operative will mix up a mortar. For the concrete repairs they will use a sand and cement mix and for the stone repairs they will use a sand and lime. All mixes will be as per the specification provided.
5. The operative will apply the mortar to the repairs using a hawk and trowel. The repair is then float finished to match the existing lines and profiles.
6. Once finished the operative will ensure that the area is left clean and tidy ready for inspection.

BRICKWORK DEMOLITIONS & ALTERATIONS:

1. The works as described below are located on the Shields "Brick Demo Alterations Quote – Mark Ups – Dwgs Demo Elevations" pdf and Shields "Brick Demo Alterations Quote – Mark Ups – Dwgs A2204 & A2257" pdf

FORMING OPENINGS

1. Once operatives have received induction, they will begin with creating the new door openings.
2. The operatives will firstly set up their leads and drills ensuring that the leads are not trailing to avoid trips.
3. The operatives will then drill into the mortar joint and then move the drill from side to side to remove the mortar to the desired depth.
4. Once completed the operatives will then set up the Acro with the strong boys. The strong boy is inserted into the opened joint and held up using the Acro.
5. Once the strong boy has been inserted the Acro will be tightened up and this will hold the brickwork above until the alteration has been completed.
6. Operatives will ensure that other trades are aware that the Acro must not be touched or moved in anyway whilst the works are being carried out.
7. Once the Acro and strong boy are in place the operatives can then begin removing the brickwork.

8. The operatives will remove the brickwork carefully starting from the top of the opening and working downwards. The operatives may have to use a drill with a chisel piece and hammer option to remove the bricks. They will also ensure they try and save as many bricks as possible which can be used on other areas where repairs or replacement are required.
9. On the reveal the brickwork may be toothed out to allow for new bricks to be inserted once the opening has been completed.
10. Once the bricks have been removed, they will be placed into rubble bags and placed in the rubbish disposal facilities that have been provided.
11. Once the opening has been fully formed the operatives will then insert concrete lintels. The amount of lintel will depend on the size of the opening.
12. Bricks will be checked out on either side of the opening and the lintel is then inserted on a sand and cement mortar.
13. The mortar will be mixed up either by hand using a bucket and a trowel or it will be mixed up using a cement mixer.
14. The mix used will be as per the specification.
15. Once the lintels have been installed the Acro can be removed.
16. The area will be left clean and tidy at the end of each working day.

NEW VENT GRILL OPENINGS

1. The grill openings will not require support as per the above as these will only be small openings.
2. The operatives will set up their leads and drill with chisel and hammer setting.
3. The marked-out grill position will be marked up by Ardmore prior to any removals.
4. The operatives will then use the drill to remove the bricks one by one until the opening for the grill has been formed.
5. As each brick is removed the operative will attempt to save as many bricks as possible. These will be used for repairs or piecing in on other areas.
6. Once the opening has been made the operatives may need to tooth out the reveals ready to receive new bricks to create the new clean edge.
7. The operative will use a cement mixer or a trowel and bucket to make a mix for the bedding of the bricks.
8. Once the bricks have been installed the operatives will then need to carry out the pointing. The mix that will be used for the pointing will be as per the agreed sample as described above.
9. Once completed the area will be left clean and tidy ready for other to install their grills.

INVESTIGATION WORKS OFF CHERRY PICKER

1. Shields have been requested to do some investigation works to elevation 5, the section outside of the courtyard. This is to view the steel beams behind.
2. These works will need to be carried out on a cherry picker that will be supplied by Shields.
3. Ardmore will ensure that there is a clear route available from the gate entrance to work area. The company the machine is being hired from will be sending a driver to operate the machine.
4. The driver will drive the machine from the delivery entrance over to the workface. An Ardmore banksman will follow the machine to ensure that the route is clear.
5. Once the machine is in position, the Shields operative will put on their harness and put their tool into the machine.

6. The Shields operative will ensure that the area below is clear of all parties and an exclusion zone is in place as debris is likely to fall to the ground.
7. Once all the above is in place the Driver will take the Shields operative up in the cherry picker to each of the areas that require cutting out.
8. Once at the area required for cutting out, the Shields operative will plug a breaker into the cherry picker socket for power.
9. The Shields operative will ensure that both the driver and they are wearing the correct PPE. (Mask, ear defenders and glasses etc.)
10. The Shields operative will then use the breaker to break out a small patch of brickwork approx. 500mm x 500mm. If the steel behind is not encased in concrete the operative will move onto the next section. Please note that Shields are not doing any treatment work. This is only for investigation.
11. If, however the steel is encased in concrete, the Shields operative will go ahead and break the concrete away. Not all the concrete will be broken off. An area of approx. 500mm x 500mm will be exposed. Again, please note no treatment works are being carried out. This is only for investigation.
12. Once all the holes have been opened, the engineer will be called, and they will be taken up in the Cherry picker to view the steel and make their comments.
13. When the investigation pockets require patching up the operatives will follow the same process as the "brick replacements" ensuring the exclusion zone is still in place.
14. The area will be left clean and tidy at the end of each working day.

2 On Site Monitoring & Supervision

Philip Priest will be the Director with overall site safety responsibility, the site foreman will be Charlie Pritchard under the direct control of our Supervisor Ricky Mitchell. Ricky will have responsibility for day-to-day site safety. Site management will monitor, review and sign off the works at the end of the completed works.

3 PPE Requirements

- Hi-viz jacket – worn at all times;
- Steel-toe capped footwear – worn at all times;
- Hard hat – worn at all times.
- Protective gloves – worn when necessary at all times
- Protective Mask – worn when necessary at all times

4 Site Rules & Emergency Procedures

All Shields operatives and sub-contractors will comply with the Emergency Procedures & Site Rules laid down by Ardmore in the Site Safety Induction.

5 To whom the information has been submitted.

Ardmore
 Head Office
 6 Wharf Studios
 28 Wharf Road
 London
 N1 7GR

Contact: Trevor Upright
 Tel: 07951 067090

6 Health & Safety Executive Contact

The Health & Safety Executive
 Rose Court
 2 Southwark Bridge
 London
 SE1 9HS

7 Emergency Contact Numbers/Plan

Shields Stonework	Head Office	01737 354 814
Philip Priest	Director	07713 565001
Daniel Ferguson	Contracts Manager	07824 195473
Ricky Mitchell	Contracts Supervisor	07521 502980

8 Method Statement Preparation and Approval

Prepared By: Daniel Ferguson

Position: Contract Manager

Date: 26th September 2019

Signature:

