



Method Statement

Method Statement Details

Method Statement Number	02
Method Statement Date	28/04/2021
Method Statement Author	Lee Marden
Project/Contract	HORNSEY TOWN HALL
Start Date	03/05/2021
Expected job duration	TBC
Client Contact	ARDMORE GROUP
Description	Refurbishment of rooflights
Site Address	HORNSEY TOWN HALL HORNSEY LONDON N8

Signatures

	Name	Title	Signature	Date
Document Author	Jack Poulton	Director		28/04/2021

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

Emergency Contact Details

Name	Jack Poulton	Jack poulton	Lee Marden	
Telephone Number	0203 5896812	07584671037	07799244275	

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Access/Egress

Access/Egress

The principle contractor is responsible for providing safe access and egress to site, Jack Arnold staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in, good standards of housekeeping will be maintained by all staff.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid - HORNSEY TOWN HALL

Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person may be provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

All First aid treatment need to be reported to Ardmore, who will also provide competent First aiders

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where possible. Staff and contractors will not lift materials, tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Working at Height and on Ardmore scaffold

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

Before entering on to scaffold all permits if required will be issued by Ardmore and understood and signed by all JAU operative working in that location.

All scaffold to be suitable for task in hand if any issues JAUk to stop work and resolve with Ardmore manager

Working with Lead & Lead based products

All Operatives will be trained in the safe handling and working with lead.

Operatives will be provided with appropriate PPE for the nature of the works. If the exposure cannot be kept below the occupational exposure limit the operative will be issued with respiratory protective equipment (RPE). In any significant exposure areas where there is a risk of inhalation or ingestion ventilation extraction units will be used.

Washing and changing facilities free from lead contamination will be provided for operatives where they will practice a high standard of personal hygiene including washing hands, face and scrubbing nails. Work areas will be kept and tidy cleaning up any lead waste at the end of the day.

Scope of works

To strip away all lead to existing rooflights and remove from site, carefully remove existing glass and store any good condition glass in a safe place until ready to re-install. Preparation of steel frame and structural repairs to rooflight if required. Supply and installation of new GWC glazing as required to match existing and to finish with new leadwork moulded into shape of existing. (AOV's to be completed by others)

Rooflight refurbishment method of works

All operatives will be competent and trained and had a full site induction.

ASBESTOS REMOVAL TO ROOFLIGHTS TO BE CARRIED OUT BY OTHERS.

Before work commencing a JAUK supervisor will inspect area to check the work area is safe to begin works, the area will be barrier/cordoned off and warning signage will be installed stating the works being carried out to prevent unauthorised access to anyone other than JAUK operatives.

Existing leadwork will be stripped away and removed from site using JAUK vehicles and disposed of correctly.

Existing georgian wire cast will then be removed section by section using glazing tools such as knives and rubber mallets. goggles, cut proof gloves and wrist protectors will be worn at all times during this process. Each section will be installed and waterproofed at the end of each day.

Any damaged/broken glass will be removed from site using JAUK vehicles and disposed of correctly. This will be carried through site internally where possible. goggles, cut-proof gloves and wrist protectors will be worn at all times during this process.

Any glass deemed in good condition will be stored in a designated area within site (decided by ardmore management) until ready to be re-installed. (Crash deck of rooflight)

Timber rooflight structure to be prepared using 110v sanders, filled where necessary before applying undercoat and topcoat.

New glazing (georgian wire cast) will be delivered to site and stored in a designated area (decided by ardmore management) until ready to be installed.

Glass will be carried to work area through site internally where possible.

Glazing will be bedded onto a bead of glazing putty and secured in place using glass clips.

Leadwork will then be installed and moulded into position.

There will be a minimum of 2 operatives at all times whilst these works are being carried out.

Areas to be inspected at the end of each day to ensure it is clear, safe and secure.

On completion of works, a JAUK supervisor will carry out an inspection before being passed onto Ardmore management for sign off.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]