



**Cordery Build Ltd  
Unit 5**

**Riverwey Industrial Park**

**Newman Lane**

**Alton**

**GU34 2QL**


**Method Statements**

***For works at:***

Town House  
107 Clapham High Street  
London  
SW4 7TB

**Document Created: 21/08/2024**

**DOCUMENT PREPARATION AND REVIEW**

Prepared/Reviewed by:	Position	Signature	Date
A Hutcheson	H&S Manager		21/03/2024
Site Manager Review	Position	Signature	Date

*The Method Statements included within this document cover the day-to-day details of carrying out work for the above project. However, if the site conditions change then the type of work and materials to be used will be reviewed. If the site-specific risks are different to those included in this Statement, a supplement to the Method Statement will be added.*

## CHANGE CONTROL

All changes to this document must be listed and recorded in the following table. Authority for amendment or alteration of this document is to be obtained from the Project/Site Manager/Contracts/Health and Safety Manager.

Change no.	Details	Date	Auth. By. (signature)

## METHOD STATEMENT

This Method Statement package provides information for Cordery Build Ltd conducting works at:

**Town House, Putney**

### DESCRIPTION OF WORK

**The project comprises of the creation of a new Townhouse store in an existing high street unit.**

The scope of work will be as described on the drawings and bills of quantities and will include but not be limited to the following:

- Tape and joint works.
- Flooring Works
- Minor joinery
- Decoration
- Electrical works
- Plumbing works
- New Shopfront

*The following method statements and risk assessments are for the works being carried out by Cordery Build Ltd directly, all other works being carried out for this project will be done by sub-contractors – see site RAMS file for full details of all sub-contractor's safe systems of works.*

### Duration of RAMS

- These RAMS are to be open for the duration of the works as per the project program – see site file for full details.

### Site contact numbers

- Site Manager: Stuart Howells – 07971 584507
- Contracts Manager: Alex Neal – 07966 060576
- H&S Manager: Alex Hutcheson – 07387 261462
- Cordery Build Head Office – 01420 567678

## **SUPERVISION, CONTROLS AND MONITORING**

All employees and self-employed labour will comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant Health and Safety Regulations, our own Safety Policy, Risk Assessments and Method Statement, together with any specific site rules and requirements from the Safety Policy and Construction Phase Plan.

All work by Sub-Contractors will be directly controlled by the Foreman, who will ensure that the safe means of working is complied with, as given in the Method Statement. The Supervisor is expected to liaise with the clients' Site Manager for any overlapping issues with the client or other Sub- Contractors.

All work will be undertaken to comply with the specific requirements of the following legislation, approved codes of practice and / or guidance:

- Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- Construction Design Management Regulations 2015.
- Manual Handling Operations Regulations 1992.
- Personal Protective Equipment at Work Regulations 1992.
- The Noise at Work Regulations 2005.
- RIDDOR 2013.
- Cordery Build Ltd Health and Safety Policy.
- The Principle Contractor's Construction Phase Plan.
- The Work at Height Regulations 2005.

## **OPERATORS TRAINING AND PLANT**

All operatives will be required to comply with the requirements of any site induction training given by the client. Only trained operators will use cartridge-operated tools, if required, they will also be responsible for safe storage of equipment and cartridges. Power tools will be checked at regular intervals and a visual inspection will be carried out before use. All power tools will operative on a voltage of 110 volts or lower. Only trained operatives will be allowed to erect and inspect any temporary work Towers.

### **Training**

All relevant information for training & competence of the workforce will have been made available to all contractors at tender stage will be included in the induction. Any changes in the information will be communicated to all contractors as soon as it becomes available. All Contractors as part of their assessment will be required to prove the training of all employees. On-going training and job-specific training will be undertaken throughout the project if required. Specific awareness training and toolbox talks will be used where necessary. All Statutory Notices will be on display at all times throughout the project.

### **Training Standards** - *Not Exhaustive*

- Site Managers - will be SMSTS (Site Managers Safety Training Scheme) trained
- Site Supervisors - will be SSSTS (Site Supervisors Safety Training Scheme) trained
- Operatives - Shall be Asbestos (UKATA) trained, should they disturb the fabric of the building - In conjunction with Control of Asbestos Regulations 2012 - regulation 10
- Tradesmen -Will be trained and competent to carry out their daily tasks
- Apprentices/Juniors - Will always work with competent/trained persons.
- Plant Operators - Will be competent and either IPAF/NPORS standard trained
- Scaffold Erectors - Shall be CISRS trained to the correct level for scaffold erected
- Mobile Tower Erector's - Shall be PASMA standard trained
- Grinding works – Abrasive wheel training (IIRSM & CPD approved)

## **OCCUPATIONAL HEALTH ASSESSMENTS**

- RISK ASSESSMENTS for work associated with Cordery Build Ltd are included in the separate Risk Assessment pack.
- COSHH ASSESSMENTS for materials that are to be used on this contract please see the Site Safety File. This includes all COSHH assessments for all products which will be used throughout the project.
- MANUAL HANDLING where possible, all loads more than 25kg will be handled by mechanical means. See Site Safety File for full manual handling risk assessments.
- WELFARE will be provided on site as per requirements, these will include hot and cold running water, toilets and canteen area with food preparation facilities.

## **SAFETY OF THIRD PARTY**

All employees and Sub-Contractors will be made aware during site induction of any risks their work can impose on others in the vicinity. Work will only be undertaken in such a way as to minimise these risks or when adequate protection is in place.

## **ENVIRONMENTAL CONTROLS**

Every effort will be made to keep noise, dust and waste levels to a minimum and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed via waste collection.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE), FIRST AID & EMERGENCY PROCEDURES**

**PPE** - All employees and Sub-Contractors will wear protective footwear and high visibility jackets. Safety helmets when there is a risk of head injury only. Other PPE such as gloves, eye protection, hearing protection, respiratory protection and protective clothing will be provided and be used as required by the task being carried out.

**Site Induction** - All operatives will be made aware of First Aid and emergency procedures on their first arrival on site at the Cordery Build Site Induction. All operatives are required to sign in and out of site daily using the site register provided.

## **NON-STANDARD ACTIVITIES**

Should any work be of a non-standard nature either in regard to the materials to be used or the type of activity to be carried out then an Appendix to this Method Statement will be added. This will include necessary Risk and/or COSHH Assessments and changes to the Method Statement to ensure that the work is safely carried out in accordance with the Construction Phase Plan and any site rules.

## **SITE ACCESS + EGRESS / TRAFFIC MANAGEMENT PLAN**

Traffic Management plan will be displayed on the Site Manager desk/site notice board and explained during the site induction.

## **EQUIPMENT / PLANT USED**

Hand tools and portable electric power tools

## **COVID-19/Influenza Illness**

The site management will ensure that proper hand washing facilities and wipe down materials are available on site at all times. Proper ventilation will be maintained throughout and any personnel complaining of or

exhibiting signs/symptoms of any influenza related illness will be recommended to stay at home. The site management will ensure all personnel adhere to the site rules and CLC Site Operating Procedures/Guidance.

## Method Statement

Unit 5, Riverway Industrial Park  
Newman Lane  
Alton  
Hants  
GU34 2QL

**Task/Process:** Site Set Up

**Author:** Alex Hutcheson

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### **Controlled Access**

- Site signage will be erected with site contact numbers for site manager.
- Entrance area checked for hand wash station.
- Fire action plan and fire trolley to be set up in the location required.
- First aid station to be set up by the Site Manager
- Welfare facilities to be prepared with hand sanitizing equipment in the food area and toilet.
- Disposable PPE storage to be put in place for anyone needing additional equipment.
- There will be a signing in and out register so all operatives will be known to site.
- All visitors / operatives will be inducted prior to commencing works by the Site Manager.

### **PPE**

All personnel are required to wear safety footwear and high viz vest as standard. All other PPE to be task specific as and when required.

**The Site Logistics:** will be controlled and organised by the Site Manager on a day-to-day basis, they include:

1. Logistics Operatives
2. PPE/RPE and management.
3. First Aid Provision
4. Welfare Services / Management
5. Security and Access Control Management / Systems
6. Fire Marshalling
7. Provision and maintenance of fire extinguishers and associated Equipment
8. Site safety and warning signage
9. Waste Management and clearance
10. Personnel Protective Equipment
11. Liaison / coordinating between the client and Trade Contractors

**Task/Process:** Joinery Works

Put on all your personnel protective equipment (safety boots, high visibility vest, & gloves) additional PPE should be worn for specific tasks IE: ear defenders for noisy works such as drilling or shot firing tracks. FFP3

### **Install Counter**

1. Check all units for sign of damage.
2. Heavy or awkward items should be tandem lifted.
3. Fix the units in place with the appropriate fixings, ensure units are levelled up correctly.
4. Measure and cut (if required) the worktop.
5. Dry fit and adjust where necessary.
6. Fix the worktop using the appropriate fixings.
7. Fix any additional accessories (if required)
8. Remove all tools and equipment from site.
9. All rubbish and waste to be removed and place in the proper receptacle.

**Stud wall installation.**

- Set out location of stud walls.
- Hearing protection to be worn for all operatives carrying out noisy works.
- FFP3 dust masks to be worn where dust is created. Masks to be face fitted prior to operative's arrival on site.
- Mechanical extraction will also be utilized to minimise dust where needed.
- Cut metal studs and tracks to size using tin snips.
- Fix tracks/studs to floor/ceiling using 12mm chemical fixings.
- Cut, using a retractable bladed Stanley knife, and fit plasterboard as required. (minimize waste by using off cuts where possible)
- Fit any skirting required.
- Clean and tidy work area and segregate waste into 1-ton bags ready for removal.

**Fitting Skirting Boards.**

1. Measure the lengths of architrave required
2. Check to ensure lengths are not bowed or twisted
3. Cut to size with a mitre using the chop saw
4. Fix the architrave to the door frame using the nail gun
5. Check mitre joints ensure top molding is level
6. Dry test fit and cut/plane to size if required
7. Fix to the wall by nail gun / screw & plug or instant grip adhesive as required
8. Cut scribed joint or mitred joint as required
9. Check all joints and fixings

**Tape and Jointing.**

- Put on the correct PPE safety boots, hi-vis and gloves, ensure intensity and direction of lighting is suitable to enable a satisfactory finish. Task lighting to be used where required.
- Operative will ensure that all boards are securely fixed with no steps between adjacent boards.
- Ensure boards have no protruding screws or broken paper as this can create an uneven finish. Contact the Cordery Build site manager in the event of this occurring. Do not continue with works until surfaces are fit for purpose
- Pre-fill gaps between boards greater than 3 mm.
- Fix the appropriate specified beads to the plasterboard using a Stanley staple gun. Do not continue with beading until these have been rectified.
- Scrim tape must be applied to vertical plasterboard butt joints and paper tape applied to internal corners. All beads also to receive fibre scrim tape
- 2 applications of jointing compound and 1 finish coat will be applied to all joints, screw holes and internal/external corners to a uniformed thickness.
- Each coat will be given a suitable time to dry before the next one is applied, feathering each out beyond the previous application.
- Remove excess jointing compound with a trowel and allow to dry.
- All surfaces to be sanded to a smooth finish. The use of sanding machines must be utilised where possible to reduce dust pollution, when sanding clean up at each stage before moving on to the next area. FFP3 dust masks must be worn for this operation.

**Task/Process:** Internal Mastic Sealing

**Applying the Sealant – SOLO TASK**

1. Put on your personal protective equipment
2. Site Manager and Site Operatives of work commencing and cordon off work area if practical to do so.
3. Ensure that exit points are clear of obstruction and that safe access and egress is maintained.
4. Do not leave tools and equipment unattended at any time.
5. Ensure the areas to be sealed are clean and free from dust, use a clean paintbrush to remove any fine debris.
6. Pre-fill any oversize gaps with polyurethane backing foam.
7. Cut the seal on the tip of the cartridge above the screw thread with a sharp knife and screw the nozzle until secure.
8. Remove the nozzle over cap and cut off the tapered end of the nozzle at a 45° angle to a width matching the gap to be sealed.
9. Insert the cartridge into the gun applicator.
10. Squeeze the gun trigger and push forward to ensure an even pressure along the gap to be sealed.



11. Smooth sealant with a wet rounded spatula within 5 minutes of application.
12. Remove any excess sealant with white spirit.

### Plumbing works

- Install cold water pipework from landlord water connections, all joints to be crimped or use threaded joints.
- Install sink unit, two operatives to lift sink into position.
- Install pump beneath sink in pre-built cabinet
- Install water heater for sink and connect cold water outlet tap.
- Install drain connection pipework to nearest soil pipe using solvent weld adhesive.
- All connections will be crimped fittings - **NO Hot Works will be carried out.**
- Pressure test to be carried out, area to be barriered off during test and pipework connected to a hand-held compressor. Pipework will then be pressurized to 1.5 times the normal working pressure for 1 hour.
- All pipework will be flushed.
- Warning signs to be posted to warn of chlorination.
- Pipework will then be chlorinated by use of chlorination solution this will be injected via the dosing point adjacent to the incoming valve.
- The outlets will be tested to confirm chlorine at 50ppm, the chlorine will remain in the system for 1 hour and will then be flushed using cold water.
- The outlets will then be retested to confirm all chlorine has been flushed.
- Chlorination certification will then be issued.

### Electrical Works – Zero Electrical

#### Installing Temporary Board:

- All electrical work is to be installed by competent engineers working in teams.
- All tools will be 110v or battery operated. Engineers will use general hand tools in good condition.
- Use podium steps or erect tower scaffold to reach height where required.
- Cordon off work area – exclusion zone to be utilised at all times during work at height.
- Locate point of origin – landlords switch fuse within the unit demise.
- Supply and fit a temporary fuse board which will include temporary sockets to be used during the project.
- Once install is complete the board will be tested, and a full NIC inspection certificate will be provided.
- At the point in the project the permanent power is ready for connection, the temporary board will be decommissioned, and the tail transferred across for connection to the main board.
- Temporary power board will be removed and cleared away from site.

#### Electrical installation (data, containment, cabling, distribution boards, lighting and power)

- All electrical work is to be installed by competent engineers working in teams.
- All tools will be 110v or battery operated. Engineers will use general hand tools in good condition.
- Use podium steps or erect tower scaffold to reach height where required.
- Cordon off work area if practical to do so.
- Prove the system is dead by electrical test meter.
- Additional tray supports to be drilled into roof using 100v or battery-operated hammer drill with Tungsten carbide type drill bit (masonry) as specified on the approved construction drawings. If steel is struck, hole is to be relocated to a suitable position.
- Installation of containment to include trunking, cable tray and suitable/appropriate fixings to accommodate the building fabric. Materials for this will be:
  - 41x41 Unistrut on M10 threaded rod – Unitrunk.
  - 150mm for low voltage, separate 50mm for fire alarm and a 3<sup>rd</sup> separate run of 50mm for Data. – Unitrunk.
  - Socket entry - metal copex, which will gland into the sockets – Niglon.
- The introduction of appropriate cables drawn through containment or fixed to new tray work, cables terminated within suitable boxed to carry out all dead tests to BS7671.
- Second fixing works, including the installation of all appropriate accessories for cable terminations and switches. The installation of lights as specified, connections via direct connection or plug in type roses via flex lights to be fixed as per specification.
- The connection of appropriate cables into consumer unit/distribution boards and circuit protection.
- To carry out any further testing as required to BS7671 and as per NICEIC Current edition schedule certification to be issued upon completion and after QS review.
- To include:

- Continuity of protective conductors, including main and supplementary bonding.
- Continuity of ring final circuit conductors.
- Insulation resistance.
- Site applied insulation.
- Protection of separation of circuits.
- Protection by barriers or enclosures provided during erection.
- Insulation of non-conducting floors and walls.
- Polarity.
- Earth electrode resistance.
- Earth fault loop impedance.
- Prospective fault current.
- Functional testing.
- All cable ends to be tidied and tied off to prevent entanglement or damage.
- Small drums to be used to control manual handling operations.
- Energize system and issue NIC certificate.

**Electrical isolation if required:**

*The electrical contractor will follow their electrical isolation procedure as follows:*

1. This is the safe isolation procedure to be applied when working on electrical systems and equipment.
2. Isolation means the cutting off of the electrical supply to an electrical installation for safety reasons. This is carried out by operating devices that have been provided within the electrical installation for isolation to make the electrical system, or part of it, DEAD.
3. Once the electrical supply has been isolated, the means of isolation must then be secured so that the system/equipment cannot be inadvertently made live.
4. It is important that all sources of electrical supply are isolated, and the system/ equipment proved to be DEAD before work is carried out.
5. The Electricity at Work Regulations requires the isolation of electrical equipment and systems to prevent danger. All electrical systems or equipment must be DEAD before installation or maintenance is carried out. A system is any part of an electrical installation from the source of supply to the equipment installed. The regulations also state that no person shall take part in any work activity unless they possess the necessary technical knowledge and experience in order to prevent danger or is under suitable supervision.
  - i. Obtain permission to start work (a Permit may be required in some situations)
  - ii. Identify the source(s) of supply using an approved voltage indicator or test lamp
  - iii. Prove that the approved voltage indicator or test lamp is functioning correctly
  - iv. Isolate the supply(s)
  - v. Secure the isolation
  - vi. Prove the system/equipment is DEAD using an approved voltage indicator or test lamp
  - vii. Prove that the approved voltage indicator or test lamp is functioning correctly
  - viii. Put up warning signs to tell other people that the electrical installation has been isolated
  - ix. Once the system/equipment is proved DEAD, work can begin
6. An approved voltage indicator or test lamp must comply with the Health and Safety Executive's guidance note GS38. The approved voltage indicator or test lamp must be "proved" using a known live supply or proving unit before and after use to show it is working correctly.

**Air Conditioning Works****Installation of new ventilation systems**

- Put on personal protective equipment.
- Cordon off work area if practical to do so, otherwise deploy banksman to keep work area clear of staff.
- Ensure the area to be worked in and exit point are clear of obstructions and that clear access and egress is maintained.
- Working at height using fibre glass tower Scaffolds
- Install fixing brackets to wall using fixing bolts, battery powered tools and hand tools
- Once brackets are fixed using Geni lifter hoist new fans and ductwork into position.
- Place new fans and ductwork in position. And fix using bolts to fixing brackets.

**Installation of containment, interconnecting control cables**

- Put on personal protective equipment.

- Cordon off work area if practical to do so, otherwise deploy banksman to keep work area clear of staff.
- Ensure the area to be worked in and exit point are clear of obstructions and that clear access and egress is maintained.
- Working at height using fibre glass tower Scaffolds
- Install fixing brackets to fabric of building using fixing bolts, battery powered tools and hand tools.
- Once fixing brackets are installed lay on medium duty cable tray and bolt through to fixing brackets.
- Once cable tray is installed Roll out interconnecting controls cable at low level and cut to length.
- Once cable has been cut to length it can then be laid on cable tray and all can then be fixed to the cable tray using plastic tie wraps.

## **Floor Laying**

### **Resilient Flooring**

- Ensure the sub floor is level, prepared & sealed to accept new flooring post existing flooring removal.
- Check tiles or planks for colour, quantity and batch numbers against order.
- Use specified adhesive.
- Spread adhesive with appropriate notched trowel. Work from centre of room ensuring true alignment and abutment.
- Leave the adhesive to cure, prior to inserting the flooring depending on the adhesive being used.
- Lay tiles as per markings, press firmly with handheld roller. Ensure correct alignment.
- Cut edge tiles to size.
- Ensure ALL excess adhesive is removed immediately.
- Clear all waste and remove to designated waste storage area ready for collection.

### **Signage**

- **HOLD POINT** – tower scaffold to be built by PASMA operative and be tagged using scaffolding tag and marked as safe to use.
- Chapter 8 barriers and warning /signage will be placed at ground level to provide security and ensure members of the public do not stray into the worksite. An operative will be on standby at this location at all times.
- Signage to be installed on existing mountings, no new mountings required.
- Isolate electrical supply for external signage from the unit distribution board, lock out using circuit locking kit and confirm the circuit is dead using a test meter – **Electrical contractor.**
- Unpack new signage from packaging and check for any defects or damage caused during transport.
- Lift signage to existing mounting bracket to working height by passing from operative at ground level to operative working at tower level – no overstretching or over leaning to take place during this operation.
- Connect new mounting bracket and sign back to wall and secure in place with supplied fixing bolts and tightened using hand operated wrench.
- Connect power cable to the new illumination connection within the sign back and connect using small hand operated screwdriver as per the manufacturer’s instructions.
- Energize electrical supply to signage and function test – **Electrical Contractor.**
- Wipe down signage with cloth to ensure it is free from dust.

### **Installation of Intruder Alarm, CCTV and access control**

- **HOLD POINT** – tower scaffold to be built by PASMA trained operative and be tagged using a scaffold tag and marked as safe to use.
- Cable runs to be agreed with client to minimize any problems for the client.
- Engineer will be working from either mobile tower or podium steps for short term works.
- The detectors are to be wall mounted to an approximate height of 2.3 to 2.5m. The detectors shall be secured to the walls via screws and rawl plugs.
- The internal warning device will be mounted, at a suitable height to be decided at time of installation and secured via screws and plugs.
- The cables will be run from each device location back to the control equipment location.
- Cables may be run using the following methods:
  - Trunking
  - Cable tray (provided by others)
  - Surface clipped
  - Run above false ceilings and secured with suitable fixings
  - Run within the fabric of the building
  - Run within plastic conduit

- The door contacts shall be flush or surface fitting in the opening edge of the door. The device shall be secured to the door and frame via screws. The flush contacts shall be mounted via a 20mm hole in the door and frame.
- The push to set button will be fitted in the external vertical section of the doorframe. A 20mm hole will be formed in the doorframe to house this device. The button shall be secured to the doorframe.
- The control equipment will wall mounted at a suitable height to be decided at the time of installation and secured via screws and plugs.
- The boxed power supply units are to be wall mounted at a suitable height to be decided at the time of installation and secured via screws and plugs. Access to the local zone expansion points shall be from floor level.
- The external sounder is to be wall mounted at a suitable height and secured using screws and plugs.
- The cameras will be wall/ceiling mounted and secured suitable fixings.
- The systems power supply will be mounted in a suitable location, at a suitable height and secured via suitable fixings.
- Book commissioning and final customer demonstration.

**Task/Process:** Painting and Decorating

- The work area to be surveyed to plan the work including any requirements to avoid working at height where practicable. Where painting at height is unavoidable then a suitable method of access is to be used and discussed with Site Manager.
- All tools and equipment to be brought to site and stored in a secure place.
- Dust sheets to be placed to protect fixtures and fittings that cannot be removed.
- Painter's tape (not masking tape) to be used to attach plastic drops to the floor and woodwork and drops to be covered with newspapers.
- Painter's tape to be used to protect door and window frames and mouldings etc. Small plastic bags to be used to cover doorknobs.
- Loose paintwork to be removed using a scraper.
- All cracks and holes to be filled using paste filler applied with a putty knife and to be sanded down after the filler paste is dry.
- Corners and edges of walls and ceilings to be cut-in using an angled 2" trim brush applying paint in a series of short strokes away from the edges where walls or ceiling and wall meet.
- Walls to be painted using a roller and tray. Paint to be applied in a vertical motion working horizontally across a room from side to side.
- On completion of the work all brushes and rollers to be washed and put away. Dust sheets and painters' tape to be removed and taken away.
- The site is to be cleared of all equipment and left clean and tidy.

**Care of painting and decorating equipment**

1. All items must be thoroughly cleaned in either water or the relevant solvent at the end of each working day
2. Items such as brushes and rollers should be air dried and stored
3. Wash buckets, wipe inside and out and store upside down
4. All items should be stored in a safe and secure location, ideally removed from site each working day

**Finishing - Vinyl Covering, Skirting etc**

1. Mix heavy duty paper paste as per supplier instructions
2. Apply paste to vinyl coverings
3. Apply vinyl covering to plasterboard and smooth out from the centre to ensure no air bubbles remain
4. Check all applications of vinyl
5. Fit all external and internal corner trims
6. Fit plastic skirting boards to base of partitions

**Task/Process:** Work at Height

***The following Method Statement is designed to cover all aspects of working at height which may be encountered during the project, Site Manager will assess each aspect of the works as they occur and decide with the Operatives involved the most appropriate item of access equipment to use at that time.***

**Ladders**

- Works on ladders will only be carried out for short duration tasks – 20mins maximum followed by a 5min break.
- Work at height will not begin unless the correct ladders are available to use.

- 3 Points of contact to be maintained at all times.
- Where materials are stored on the roof or a high elevation they will be carefully stacked and stored in a manner that will not cause any risk of the materials falling from the roof or presenting a trip hazard.
- When transporting items to and from height, load sizes are to be kept to a manageable level to avoid risk of injury or items falling from height. Correct technique is to be observed in cases of manual handling.
- Works to be suspended during periods of adverse weather – *external works only*
- Only fully trained and experienced operatives are to carry out work at height.
- All efforts must be taken to ensure that nothing falls from height, including materials, tools and plant. Items stored at height are to be neatly and carefully stacked in a safe manner. All tools will be secured using lanyards.
- Exclusion zones to be created and monitored where necessary
- All Contractors instructed to clear up their waste materials within a reasonable time of it being created and before it becomes a hazard.

#### **Mobile Tower Scaffold**

- Work at height will not begin until the required tower scaffold has been erected and inspected by a PASMA qualified operative, including temporary edge protection where necessary.
- Where materials are stored at height they will be carefully stacked and stored in a manner that will not cause any risk of the materials falling or presenting a trip hazard.
- When transporting items to and from height, load sizes are to be kept to a manageable level to avoid risk of injury or items falling from height. Correct technique is to be observed in cases of manual handling.
- Only fully trained and experienced operatives are to carry out work at height – See training standards above for full details of required certification.
- All efforts must be taken to ensure that nothing falls from height, including materials, tools and plant. Items stored at height are to be neatly and carefully stacked in a safe manner. All tools will be secured using lanyards.
- All Contractors instructed to clear up their waste materials within a reasonable time of it being created and before it becomes a hazard.
- Works to be suspended during periods of adverse weather – external works only

#### **Erection of Tower Scaffold Preparation**

1. Put on your personal protective equipment
2. Ensure you have the appropriate instruction manual for the type of scaffold used
3. Ensure that all towers have edge protection around the working platform that extends a minimum 950mm and has intermediate rails so that the unprotected gap does not exceed 470mm.
4. Toe guards should be fitted to prevent falling materials.
5. All tower scaffold will be erected in accordance with the HSE information sheet Tower Scaffolds what you need to do and the manufacturer's instructions.
6. Ensure you are working to a method Recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) as detailed below.

#### **Advanced Guard Method**

1. Put on your personal protective equipment.
2. Ensure you are working on a firm stable level base.
3. Set up the base frames complete with castors locked in position.
4. Clip horizontal bracing frame to bottom of one frame and rest on the floor.
5. Clip horizontal brace to other base frame to set width.
6. Fit diagonal bracings to both base frames to ensure stability.
7. Fit further horizontal bracings.
8. Fit outrigger legs to each corner and secure with the pad firmly on the floor, this will ensure stability whilst erecting the rest of the tower.
9. Fit the first level platform from below.
10. Fit internal stairway to underside of trap door.
11. Fit the temporary guard rails to the level above ensuring that no one enters an unguarded platform.
12. Once the guard rails are in place ascend to the platform and fit the permanent bracings and next level platform.
13. Carry on in this manner until the required height is achieved.

#### **Through the Trap Method**

1. Put on your personal protective equipment.
2. Ensure you are working on a firm stable level base.

3. Set up the base frames complete with castors locked in position.
4. Clip horizontal bracing frame to bottom of one frame and rest on the floor.
5. Clip horizontal brace to other base frame to set width.
6. Fit diagonal bracings to both base frames to ensure stability.
7. Fit further horizontal bracings.
8. Fit outrigger legs to each corner and secure with the pad firmly on the floor, this will ensure stability whilst erecting the rest of the tower.
9. Fit the first level platform complete with trapdoor from below.
10. Fit internal stairway to underside of trap door.
11. Working through the trap door fit the required guard rails and bracings to the next level.

***Dismantling Tower Scaffold' Advanced Guard Rail Method***

1. To dismantle a tower using the advance guard rail method, the operator starts from the top and reinstates the advance guard rail unit before removing the permanent guard rails and toe boards and descending to the lower level.
2. The advance guard rail units are then relocated to the level below and the process is repeated, with collective fall prevention measures being maintained throughout.

***Dismantling Tower Scaffold' Through the Trap Method***

1. To dismantle a tower using the 3T method, after removing the toe boards, the operator disengages the guard rail hooks furthest from the trap.
2. Guard rail components are then removed with the operator positioned through the trap before descending to the lower level, from where the upper platform and end frames are removed.

**Task/Process:** Waste Removal – SOLO TASK

***Waste will be removed by wait and load removal service, see Site Program for full details.***

- Small waste and the like will be placed inside rubble bags and taken to the designated waste storage area ready for collection. Site Manager will cover the location during the Site Induction and/or the daily site briefings.
- Rubbish is to be cleared regularly so it does not build up and create any obstructions.
- All access and egress routes are to be kept clear of rubbish at all times.
- Damp down waste to prevent dust
- Vehicles delivering and removing waste are to only drive and park in arranged locations.
- Operatives moving rubbish are to be trained in manual handling.

**Task/Process:** Builders Clean – 2-person task.

***Personnel to wash their hands upon arrival and when leaving the unit.***

***Step by step procedure***

1. Ensure and maintain ventilation throughout the task.
2. Remove all paint spots and plaster spill from surfaces using a hand scraper Remove all scuff marks from walls/paintwork.
3. Wipe down all walls to remove dust using a feather duster working from top to bottom.
4. Sweep all floors (other than carpeted areas) ensuring that all dust is kept at ground level and regularly cleared away.
5. Sweep the landings and stairs from top to bottom, paying attention to edges and corners.
6. Pick up spoil and place into refuse sack and remove to the disposal point.
7. Use a dustpan and brush in all corners.
8. Vacuum all floor areas taking extra care on stairs, paying attention to corners.
9. Vacuum skirting boards and windowsills.
10. Ensure all light fittings are dusted down and cleaned.
11. Wipe down, dry and polish all skirting boards, ledges and surfaces.
12. Thoroughly clean all fixture and fittings, removing all paint spots.
13. Wipe down, dry and polish all wardrobes and cupboards, inside and outside.

***Damp Wiping***

1. Prepare cleaning solution according to the manufacturer's instructions.

2. Using a damp cloth, wrung almost dry, wipe the surface from top to bottom using smooth fluent strokes.
3. Rinse the cloth regularly in clean water and recharge the cleaning solution as required.
4. Mop floor areas using cleaning solution in a bucket as per manufacturer's instructions.
5. Apply the solution to the floor using figure of eight strokes with each pass overlapping.
6. Clean adjacent to the skirting by cutting in parallel to it.
7. Keep the bucket behind your line of work.
8. When wringing out the mop stand in front of the wringer and press down firmly.
9. Rinse the mop frequently, change the solution when necessary.
10. Wipe skirting board by hand with a color-coded cloth to remove splashes.
11. Pay attention to the edges, corners and risers.
12. Use the minimum amount of liquid (especially on open stairways) and leave the floor as dry as possible and place warning signs until the area is dry.

#### ***Door and Window Cleaning***

1. Remove any protective film from windows, sills and doors.
2. Remove all paint spots, (within reason), from metal fixtures and windows.
3. Wipe down all doors, windowsills and skirting boards to remove dust using a feather duster working from top to bottom.
4. Polish all doors, windowsills and skirting boards. Apply polish sparingly, taking care not to apply polish to adjacent surfaces. When using aerosol polish, apply to the duster to prevent overspray onto floor areas to prevent creating slippery conditions.
5. Using a duster, buff to the required finish.
6. Clean the inside of the windows using a well wrung out leather or scrim, start at the sides and top of the frame followed by a zigzag pattern over all the window.
7. Wipe the sides and top of the frame using the leather.
8. Wipe the blade of the squeegee with an absorbent cloth after each pass.
9. Finish with a straight vertical stroke down each edge of the pane.
10. Clean small windowpanes by applying cleaning solution with an applicator to the top row of panes.
11. Squeegee across the upper part of the windows working down to the bottom of the glass. Make a second pass with the squeegee to remove the remaining solution.
12. Wipe down using Diamond cleaning solution, to make windows smear free.
14. Prior to leaving the property, remove all cleaning materials and equipment and carry out an inspection to ensure that the work has been carried out satisfactorily.

#### **Task/Process:** Delivery and collection

##### ***Delivery and collection of materials to site.***

- Drivers instructed of the traffic/public roadway system and any parking restrictions and/or local schools etc. in the vicinity. There will be a trained banks man in attendance throughout the process.
- Drivers met at the site entrance by the gate man where instructions will be provided to the lay down area. The site traffic system explained, and a map/layout of the site provided to the driver.
- Driver to park in the designated area and banked on site by a trained banks man.
- Driver will be asked to wear the necessary Hi-Vis tabard.
- Drivers to remain in their cabs if they have no need to get out for unloading. If they do need to get out of their cabs for smaller deliveries, they must wash / clean their hands before and after unloading goods and materials. All materials will be dropped at a designated location within the site and only once the driver/banksman have left the area will site staff move in and take control of the items. All site staff will be required to wash their hands before and after any delivery handling.
- Where possible all materials and items needed for the project will be delivered to Head Office and then transported to site by the company delivery team to minimise external parties attending site.
- Materials will be delivered as early as possible in the project and stored on site. See site diagram below for storage location.
- The driver will be informed that no jumping out of the cab of the vehicle is allowed/the driver will be informed that no jumping from the bed of the lorry will be allowed.
- The driver will ensure that any guard rail system provided is installed at the edge of the bed of the lorry prior to unloading.
- The driver will use a pallet truck to bring loads to the tail of the vehicle where they will then be transported by forklift or manually handled to the lay down area.
- A banks man will be on hand at all times to supervise the unloading and stacking procedure.
- Trained (manual handling) persons will be requested to unload the vehicle and ensure that the delivery has been stored in the lay down area or close to the area of work.

**Noise Assessment**

This table below show the DB values of the standard tools which may be used during the works. Not all units may be used during the project, consult the Site Manager for full details of items used.

Type of machine	Name of machine	DB (A) Max at source	Ear protection Recommendation
<b>Cartridge Guns</b>	Hilti DX450 Cartridge Gun	114	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
<b>Drills</b>	AEG B4 32	86	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Makita Cordless Drill	88	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Hilti Hammer Drill	110	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Black & Decker 2 speed Hammer Drill	92	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Ordinary Drill – Unknown Make	85	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	AEG Cordless Drill	64	No Action Necessary.
	AEG PH 26 Heavy Duty Hammer Drill	79	No Action Necessary.
	Bosch Hammer Drill 19.2RE	96	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Hitachi DH VB	96	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
<b>Grinding and Cutting Tools</b>	4” Angle Grinder	82	Ear protection may be necessary and should be available on request. Inform and train operatives.
	Wood Plane	89	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Bosch Electric 9” Disc Cutter	104	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
<b>Pipe Threading Machines</b>	Static Threading Machine	62	No Action necessary.



<b>Rollers</b>	Benford TV 100 F2L	89	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Ingersoll Rand DD25	99	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Bomag BW80AD	84	Ear protection may be necessary and should be available on request. Inform and train operatives.
<b>Saws</b>	Jigsaws	89	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	Circular Saws	89	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.
	ELU Cross Cut 110v	89	Ear protectors must be worn. Identify area and equipment with appropriate signs. Where possible reduce noise level or exposure time. Inform and train operatives. Monitor if regular occurrence.