

MS nr.	Cxxxx/1	Rev.	A
Date	11/04/2024	Review Due	11/04/2024
Palace Green Library, Durham University			

## METHOD STATEMENT

<b>Client</b>	Durham University		
<b>Site</b>	Palace Green Library, Durham University		
<b>Activity</b>	Access Scaffolds / Loading Bays / Haki Stair Towers / Temporary Roof		
<b>Prepared</b>	David Dale	<b>Position</b>	Director
<b>Checked</b>	John Barber	<b>Position</b>	Estimating Manager

<b>Section 1</b>	<b>Guidance for Users of Scaffolding</b>
<p>Users of the scaffold are directly responsible for ensuring it is used only for its intended purpose and within its specified loading limits.</p> <p>Users must ensure the scaffold is not interfered with, e.g., removal of ties, guardrails, boards, etc. or modified, e.g., by sheeting a scaffold that is not designed for the extra wind loading.</p> <p>Any modifications to the scaffold must be carried out only by ISL competent trained scaffolders.</p> <p>Daily pre-use checks of the scaffold must be carried out by every User of the scaffold.</p> <p>Users of the scaffold must ensure that the statutory weekly inspection is carried out and recorded.</p> <p>Any queries or concerns relating to use of this scaffold should be raised with ISL management / supervision.</p>	

<b>Section 2</b>	<b>Scope of Works</b>
<p>This method statement is to cover the erection, modification and dismantle of scaffolding for repair works at Palace Green Library, Durham University.</p> <p>The buildings are grade 1 listed and are of great historical significance.</p> <p>All scaffolding will be erected in accordance with applicable legislation, regulations, and guidance, including the following –</p> <ul style="list-style-type: none"> <li>Construction (Design and Management) Regulations 2015</li> <li>Work at Height Regulations 2005</li> <li>NASC Technical Guidance TG20:21</li> <li>Manufacturer's instructions</li> </ul>	

<b>Section 3</b>	<b>Site Specific Hazards and Environmental Considerations</b>
<p>Hazards or environmental considerations have been identified specific to this site, and the following control measures will be taken to reduce the risk to ISL personnel and/or others –</p>	

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Public Protection – care must be taken while working in public areas, exclusion zones and signs must be placed. Work may also need to be stopped in some cases to allow movement of pedestrians.

Gas flues – care should be taken to avoid any contact with gas flues when working near them. If fumes begin to affect you, or if any damages occur, or flues appear blocked or previously damaged, then stop work and report to site management immediately.

Bats and nesting birds – should ISL personnel encounter any bats, nesting birds, etc, then stop work immediately and inform site management who will advise on how to proceed.

Sloping ground – ISL to take extreme care whilst walking up or down the sloping ground.

In the event of any unexpected hazard being found, e.g., exposed cables, or circumstances changing which create a risk, e.g., high winds, then work will be suspended, and the work area made safe. ISL supervision / management will be informed as soon as possible so that the risk can be assessed with the Contractor and additional control measures taken if required.

**Section 4      Emergencies, Accidents and Incidents**

After contacting the Emergency Services if required, all accidents and incidents must be reported to both the Contractors site management and ISL management as soon as possible so that investigation and reporting can be carried out.

Fire and evacuation plans will be notified during the site induction. First aid provision will be provided by the Contractor. The nearest hospital with accident and emergency facilities is –

University Hospital of North Durham, North Road, Durham, DH1 5TW

Contact details for ISL supervision / management are as follows –

Position	Name	Mobile nr.
Contracts Manager	Steven Maratty	
Safety Manager	Michael Lightfoot	
Managing Director	Darren Maratty	
Director	Mark Eddy	
Director	David Dale	

In the event of a scaffolder being suspended in a harness following a fall from height, a rescue by site personnel should only be attempted if it will not endanger the safety of the casualty or rescuers, otherwise the emergency services should be contacted immediately, or if the casualty is unconscious or badly injured. In accordance with the NASC Safety Guidance Note SG19:17, if a rescue is possible the following procedure should be followed to ensure the suspension time is kept to a minimum –

If the casualty is conscious and able to do so, they should assist in their own rescue by climbing back onto the scaffold or support themselves on it if possible, to aid blood circulation and not be supported solely by their harness.

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The rescuers should go to the lift below the suspension point and manoeuvre the fallen scaffolder onto the adjacent scaffold, releasing the pressure on the harness.

If the scaffold is not decked, the rescuers should ‘clip on’ and use boards from another lift to form a temporary platform adjacent to the fallen scaffolder. They should not unclip themselves or the casualty until the temporary platform is made safe with guardrails and means of access and egress.

If the casualty is conscious and either self-rescued or was rescued promptly, and no injuries or illness were sustained before, during or after the fall, then they should be kept seated, with their knees bent, for 30 minutes to allow blood circulation to return to normal.

If the casualty is unconscious, they should be seen by a first aider to ensure the patient is breathing before placing them in the recovery position until attended to by the emergency services.

If working on a cantilevered / suspended scaffold or any other structure where there is no access adjacent to the suspended person, then the following rescue plan should be in place –

If the casualty is conscious and able to do so, they should assist in their own rescue by climbing back onto the scaffold or support themselves on it if possible, to aid blood circulation and not be supported solely by their harness.

If the scaffolder is unable to climb back onto the scaffold platform, colleagues facilitate the rescue using remote equipment, in accordance with the manufactures instruction and training received.

They will first clip themselves to an appropriate anchor point.

A retrievable type inertia reel will be secured to the scaffold generally above the platform from which they were working.

The retrievable inertia reel incorporates a winch mechanism that enables colleagues to recover the suspended scaffolder should a fall occur.

If the scaffolder is conscious, they will attach the karabiner to their harness. The scaffolder will be winched to the platform and assisted back onto a safe scaffold platform.

If the casualty is conscious and either self-rescued or was rescued promptly, and no injuries or illness were sustained before, during or after the fall, then they should be kept seated, with their knees bent, for 30 minutes to allow blood circulation to return to normal.

If the scaffolder is unconscious, then an assisted recover will be required.

The rescuer will be attached to the rescue equipment and lowered into position as per the manufacturer’s instructions.

The rescuer will fix the equipment to the suspended persons harness, the rescuers then take the suspended persons’ weight. The suspended persons karabiner can either be unclipped or the lanyard cut from the anchor point to which is attached.

The rescuer and suspended person will be winched back to a safe scaffold platform.

The casualty should be seen by a first aider to ensure the patient is breathing before placing them in the recovery position until attended to by the emergency services.

<b>Section 5</b>	<b>Personnel and Competency</b>
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All ISL personnel will attend the Contractors site induction to be given site specific information on emergencies, PPE, etc. Regular toolbox talks will be given with updated information relevant to the trade and/or project.

The lead scaffolder will be an experienced CISRS scaffolder or advanced scaffolder, with supervision by a visiting CITB SSSTS supervisor or CISRS manager.

All ISL personnel will be competent and trained, and provide proof to the Contractor if requested, including the following –

- CISRS scaffolding card (Advanced, Scaffolder or Trainee)
- CISRS labourer card
- CSCS / CPCS trade / operator card

### Section 6      Personal Protective Equipment

The following PPE will be worn and used by ISL personnel during scaffolding works –

Mandatory	Task Specific	Site Specific
Safety helmet (EN397)	Harness (EN361)	RPE (EN136 & EN143)
Hi-vis vest (EN471)	Twin lanyard (EN355)	
Gloves (EN388)	Inertia reel (EN360)	
Safety boots (EN345)		
Ear plugs (EN352)		

Harnesses must be worn by ISL scaffolders at all times, and ‘clipped on’ when working at height, in accordance with NASC SG4:22 safety guidance.

Additional PPE may be issued and worn as required dependent on task, eg. disposable overalls, etc.

### Section 7      Materials, Plant and Equipment

The scaffold will be constructed of scaffold tube, fittings, boards, ladders and ancillary equipment as follows –

- Scaffold tube – to BS EN 39 – maximum individual length 6.4m
- Scaffold fittings – to BS EN 74
- Scaffold boards – to BS 2482
- Ladders – to EN 131 – maximum length 7m
- Haki Type Stairs – to BS EN 12810
- Prefabricated beams (max 8m length) – to BS EN 1999-1-1 Eurocode 9
- Roofing system – TBC

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Materials will be visually inspected before delivery to site, and further visually inspected during use by the scaffolders. Defective materials will be disposed of in site skips or segregated for return and repair.

Plant and equipment which may be used during the scaffolding works is as follows –

- Hand tools
- Cordless impact wrenches and drills
- Hilti DRS-6-A dust suppressor attachment, or similar

### Section 8      Logistics Arrangements

Materials, plant, and equipment will be delivered and collected by vehicles using designated traffic routes, and at times agreed with the Contractor.

Materials will be unloaded/loaded from vehicles either by Hiab crane, demountable hooklift body, site telehandler or by hand. Materials will either be taken directly to the work area or placed in designated storage areas.

Where practicable, materials will be lifted onto the loading bay using the Hiab crane in accordance with ISL's lifting plan, with support from AP as necessary. Materials will otherwise be raised to height using manual handling methods as per NASC SG6 guidance, either by 'chaining' materials hand to hand, or by using light lines / gin wheel and rope.

Roof trusses will be raised and lowered by a mobile crane supplied by the main contractor.

Good housekeeping will be maintained at all times, with materials kept tidy, and waste, e.g., skids, strapping, etc. placed in site skips

### Section 9      Scaffold Specification

The scaffolds are not basic TG20:21 compliant scaffold, and require bespoke design by structural calculation to BS EN 12811.

The intended scaffold loading of the one main working platform is as follows –

Load Class	SWL / UDL	Bay length	Transom spacing
3 General purpose	2.00kN/m2	2.0m	1.2m

One other platform may be loaded to 50% of the main platform. Inside boards are for access only.

The side elevations of the temporary roof scaffold will be sheeted with fire retardant vented sheeting.

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<b>Section 10</b>	<b>Erection Procedure</b>
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Work will generally be completed during normal working hours. Before commencement of work, site supervision / management will brief the operatives on the method statement and ensure that all necessary permits are in place, e.g., permit to work, hot works permit, possession / isolation, etc. Access to the work area will be via the designated access routes.

The lead scaffolder will carry out a visual inspection of the work area before erection commences to ensure that the ground conditions are suitable, and clear of any debris or significant slip, trip or fall hazards, e.g., open trenches.

ISL will fill out a PADS A Questionnaire before work commences. These can be copied and given to site Management if requested.

The work area will be segregated to unauthorised personnel and 'men working overhead' signs displayed, with 'scaffold incomplete' signs displayed adjacent to any means of access.

Manual handling of scaffold materials will be carried out in accordance with CISRS training and NASC SG6:22 Safety Guidance (Manual Handling in the Scaffolding Industry) as follows –

Kinetic lifting techniques to be used (lift from legs, straight back, arms close to body) with no materials weighing more than 30kg (i.e., 21' long scaffold tube) to be used individually. Tubes and boards should be gripped firmly during lifting, with long tubes and boards carried horizontally close to the body or on a shoulder.

Materials should be raised / lowered and carried in a safe manner, with care taken around corners, and using handling aids where practicable, e.g., hand lines, fitting bags, gin wheels and rope, etc.

Scaffolding work will be carried out safely in accordance with CISRS training and NASC SG4:22 Safety Guidance (Preventing Falls in Scaffolding Operations) as follows –

All ISL scaffolders – advanced, basic and trainee – must wear their harness at all times whilst working, even at ground level.

Access to the scaffold, i.e., ladders or stair towers should be fixed with the progress of the work, with no climbing up / down the scaffold structure.

Where practicable, guardrails should be fixed in advance using advanced guardrail methods or tools.

Harnesses must be 'clipped on' to the first suitable anchor point when fixing materials, and/or where there is a risk of a fall from height, including when working directly off the scaffold structure, moving boards, or raising / lowering materials.

Wherever possible, anchor points should be above head height, and should be made to horizontal tubes, i.e., ledgers, guardrails, or transoms.

The only exception to 'clipping on' is when working from a scaffolders safe zone complete with single guardrail and with no more than a one board gap in the platform.

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Harnesses are issued to an individual and must not be swapped or loaned to other personnel.

Harnesses should be checked daily for damage, and any such damage reported to ISL supervision / management so that a replacement can be issued.

Harness inspection register and test certification to be forwarded prior to site induction if requested.

The scaffolding will be erected as follows –

### **Loading Bay**

Standards will be founded on base plates and sole boards.

Ledgers will be fixed to the standards with double couplers.

Non board bearing transoms will be fixed to the ledgers with double couplers.

Bracing will be fixed in accordance with the design as follows –

Ledger braces will be fixed either to the standards with swivel couplers, or to the ledgers with double couplers, in every bay.

Face braces will be fixed to the standards with swivel couplers in every other bay, every line of standards.

Board bearing transoms will be fixed to the ledgers with single couplers.

Working lifts will be decked with scaffold boards, complete with single toe board and double guardrail.

### **Haki Type Stair Tower**

A Haki type stair tower will provide external access onto the access scaffolds in a location to be determined on site.

The stair tower will be erected as per the manufacturer's instructions.

The Haki stair tower must be kept clear at all times to provide a safe means of access. No materials must be stored on stair treads or landings.

### **Independent Scaffold**

Standards will be founded on base plates and sole boards.

Ledgers will be fixed to the standards with double couplers.

Non board bearing transoms will be fixed to the ledgers with double couplers.

Bracing will be fixed in accordance with the design as follows –

Ledger braces will be fixed either to the standards with swivel couplers, or to the ledgers with double couplers, in every bay.

Face braces will be fixed to the standards with swivel couplers in every sixth bay.

Board bearing transoms will be fixed to the ledgers with single couplers.

Working lifts will be decked with scaffold boards, complete with single toe board and double guardrail.

Ladder accesses if required will be created with ladders, secured with rope or ladder ties, complete with a safety gate or trapdoor.

Anchor ties will be inserted into holes drilled into the structure and fixed to the scaffold with load bearing couplers at maximum 16m<sup>2</sup> intervals.

Anchor ties will be tested as per TG4:19 and relevant findings recorded.

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Raking ties will be fixed to the scaffold with load bearing couplers, fixed back at the base or first lift.

Band and plate couplers will be fixed primarily into the mortar joints of the wall using self tapping screwbolts in a 12mm hole, with scaffold tubes fixed into the couplers, tying the scaffolds to the building with double couplers.

Anchor ties will be tested as per TG4:19 and relevant findings recorded.

### Temporary Roof

Temporary roof structures will be constructed over several roofs as follows -

#### Music Annexe / Education Centre

This roof will be lifted directly into position, truss by truss, and span from the external ground-based scaffold to the front of the buildings over onto the support scaffold anchored to the wall behind the buildings in question.

#### Wolfson / Wolfson Staircase / Dean Rooms

This roof will be supported by scaffolds fixed directly to external walls on most sides and from the external ground-based scaffold on the front elevation.

This roof will be built as a rolling roof on tracks fixed to the supporting scaffolds as the location of the buildings exceeds the reach of the crane.

Roller braces will be fixed to the ends of the beams, also locking the track into position.

The temporary roof components will be stored on the grassed area in front of the library and will be contained within Heras style fencing.

Roof trusses will be made up on the grassed area with access to the ridge being from a temporary scaffold solely for ISL use.

Roof trusses will be lifted into position onto the support scaffolds by mobile crane.

Once all trusses are in position the roof braces will be installed, which are fixed to beams using inbuilt trigger braces.

Sheet tracks will be fixed to the beams by sliding them over the button on top of the roof braces.

The roof sheets will be positioned on the independent scaffolds and will be fed into the ends of tracks, then using a pulling bar fixed into the sheet end, they will be pulled through the tracks into position using ropes.

Excess sheeting will be pulled down at each end to the support scaffold and secured in position using ratchet straps.

Valance sheeting to the side support scaffold elevations and gable end screens, will be fixed from the underside of the beams down to the boarded level / building parapet, using proprietary ties.

On completion of the erection, all unused materials will be cleared from the work area and either placed in designated storage areas or removed from site.



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On completion of the scaffold erection, the scaffold will be visually inspected by both ISL supervision / management and the Contractors site management to ensure that it complies with the specification and is safe to use.

If the scaffold is satisfactory a Hand Over certificate will be issued to the Contractor for signature.

### **Section 12**      **Inspection Procedure**

Following Hand Over, the Contractor and Users are responsible for carrying out all daily pre-use checks of the scaffold.

ISL are responsible for statutory weekly inspections as required by the Work at Height Regulations, and their recording in a scaffold inspection register. These should also be recorded on the Scafftag if fitted.

The scaffold should also be inspected following adverse weather conditions, or any event likely to have affected its strength or stability, e.g., overloading, ground subsidence, etc.

Any remedial works required should be notified to ISL and should only be carried out by our competent trained scaffolders.

### **Section 13**      **Dismantle Procedure**

It should not be assumed that the dismantle of the scaffold will be a simple reversal of the erection procedure.

Prior to the dismantle of the scaffold structure, either the Contracts Manager or the lead scaffolder will visit site to ascertain the correct dismantling procedure, and if this is more complex than a simple reversal of the erection procedure a new Method Statement will be written and forwarded to the appropriate Site management.

The lead scaffolder will carry out a visual inspection before works commence to ensure that ties and bracing are still in place, and that boarded lifts are clear of debris. Any defects identified must be made safe before dismantling.

The work area will be segregated and 'scaffold incomplete' signs displayed adjacent to any means of access.

Particular care must be taken to ensure that no damage is caused to existing and new building structures and surfaces.

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The dismantle will be carried out in an orderly, planned manner working progressively from the top down, to ensure that no components are removed that would jeopardize the stability of the remaining structure.

Where possible, mechanical handling should be used, eg. crane, Hiab loader, etc. to reduce manual handling and the risk of any damage from passing materials down by hand.

All materials will be passed down in a controlled manner during the dismantle, either hand to hand, using manual handling aids, e.g., gin wheel and rope, or by mechanical means, e.g., telehandler.

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**Section 14**      **Minor Amendments to Method Statement**

The following minor amendments have been made to the method statement by Supervision / Management, and explained to all ISL personnel –

NAME	DATE	SIGNATURE
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