

Macdonald Joinery & Construction Ltd METHOD STATEMENT	Date:	23 rd Jan 2013
	Ref:	SR1 3DR/06

Section 1; General Details			
Prepared for:	ATG	Client Contact:	Keith Munro
Site Address:	The Phoenix Theatre, 110 Charing Cross Road, London WC2H 0JP		
Project Manager:	Mitch Lander	Site Supervisor:	Glyn McClure
MS Prepared By:	Julian Clayton	Position:	H&S Advisor

NB; This method Statement is critical to the Health & Safety of the activities it relates to. It is to be strictly adhered to. Any deviation must first be authorised and recorded in the Site Log by the Site Manager. Before any works proceed all persons working to this Method Statement must read it & sign the acknowledgement at the end of the document.

Issued by:		Signature:		Date:	
Issued to:		Signature:		Date:	

Brief description of works:

Removal of existing listed pit rail

Final Clearance; Confirmation work completed to a satisfactory standard

Name:		Position:		Date:	
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Section 2; Asbestos

Where work will be intrusive to the building fabric always check the building asbestos records or survey results & make a visual check. No work may start until the absence of asbestos has been proven. If suspected asbestos containing materials are encountered during the works, stop, do not disturb, remove or damage. Report the discovery to the Site Supervisor for action.

Section 3; Site Access/Segregation. Give brief details access/egress & site security

Site Access/Egress	<input checked="" type="checkbox"/>	Existing entry routes, walkways & stairways will be used.
Site Segregation	<input checked="" type="checkbox"/>	The works are within the theatre establishment so existing doors & features will be used to segregate the work area from the general public. If necessary barriers will be placed to form a cordon within the site..
Signage/Notices		General site signage will be posted advising of "Construction works in progress, no unauthorised access."
Lookout Man		All site staff are responsible for challenging unauthorised & non construction persons within the site boundaries.
Other	<input checked="" type="checkbox"/>	All personnel are required to sign in and out at every visit.

Safe Access and Egress in Emergency will be a prime consideration and maintained at all times. Site Evacuation procedures apply in compliance with Site Induction instruction and Site Emergency Plan.

Section 4; Work at Height. Give brief details for ensuring safe work at height

Tower Scaffold		Will be erected by PASMA trained tradesmen and used in compliance with SSW Tower scaffold, WAHR 2005 & manufacturer's instructions. Conduct a pre-use check & do not use defective or incomplete equipment.
Ladders / Steps / podiums	<input checked="" type="checkbox"/>	Are only to be used as a last resort for access where no other equipment is suitable & are subject to a permit to use. When authorised they may be used for access to height in locations of limited access for short duration tasks (Less than 15 mins). Use in compliance with SSW Ladders, Work at height & manufacturer's instructions. Conduct a pre-use check & do not use defective or incomplete equipment.
Mobile Work Platform		N/A
Other		N/A

Section 5: Materials / Substances / Agents. Give brief details of control measures		
Flammables	X	Flammable waste material will be removed to a safe place of storage of the skip for disposal.
Corrosive		N/A
Irritant or Harmful	X	The existing Health & Safety File should be consulted to establish the nature of the items to be removed & suitable precautions taken to ensure safety.
Fumes / Dust	X	Possibility of dust when removing fixtures & fittings A minimum of FFP2 filter dust mask, gloves & eye protection will be used during this operation.
Noise / Vibration	X	Exposure from power tools, used in compliance with SSW Power tools
Harmful to Environment	X	All removed items will be disposed of in accordance with applicable legislation.
Others		N/A

Section 6; Services. Give brief details for the isolation of relevant services.		
Electrical	X	Electrical circuits or other services to the fixtures & fittings that will be disturbed are to be isolated, proven dead, locked off (Electrical & Gas) & disconnected by a competent person to prevent unauthorised re-energising/reconnection before the works proceed.
Water		
Gas		
Telecoms		
Others		

Section 7; Plant & Equipment. Give brief details of controls.		
Hand tools	X	All tradesmen are deemed competent to use Hand tools appropriate to their task skills. SSW Hand tools. Pre-use check must be completed & defective or damaged tools must not be used.
Power tools	X	Electric shock, injury, vibration, noise. Used by competent tradesmen in compliance with manufacturer's instructions & SSW Power tools. Ensure portable appliance test is in date. Pre-use check must be completed & defective or damaged tools must not be used. Maximum of 110 volt equipment is allowed.
Lighting	X	Existing lighting will be used where possible backed up with temporary lighting of 110volt maximum as necessary. Trailing cables should be avoided & be suspended where possible of taped down to avoid a trip hazard.
Other	X	All hired in equipment will have inspection / service records.

Section 8; Housekeeping. Detail the arrangements to ensure high standards of housekeeping.		
Safe Storage of materials / equipment	X	All personnel will take care and consideration during all activities to ensure the site is maintained in a clean and safe condition. Refer to SSW Materials Storage.
Removal of waste / Surplus material	X	All waste will be cleared and segregated for disposal through licensed waste management companies for either recycling or safe disposal. The site to be maintained in a satisfactory state of housekeeping for the client.
Clear Walkways	X	All materials will be safely stored or stacked clear of Emergency Access and Exit routes.

Section9; PPE. Give brief details of PPE		
Head Protection	X	Hard Hat where a risk of head injury exists
Face / Eye Protection	X	Suitable goggles / visor for task, see Risk & COSHH Assessment
Foot / Leg Protection	X	Safety footwear is mandatory at all times
Respiratory Protection	X	Suitable for task, see Risk & COSHH Assessment
Hearing Protection	X	Ear plugs / defenders as necessary, see risk assessment.
Hand / Arm Protection	X	Suitable gloves for task/substance, see Risk & COSHH Assessment

Fall Arrest equipment	
Body Protection	Hi-Viz jackets as per site rules

Section 10; Co-ordination of Activities. Give brief details of arrangements		
Sub-contractors	X	The supervisor will be responsible for ensuring all works are carried out safely, having established the nature and extent of any other activities within the area. He will liaise with other supervisors as necessary. He will ensure his team are made aware of all activities current in area and are able to continue to work safely.
Hauliers	X	
Others	X	

Section 11; Sequence of Works. Give details of work process, sketches, plans & controls.	
1)	All tradesmen will ensure they have signed on site & receive the Site Induction including safety rules.
2)	The tradesmen will assess the likelihood of asbestos being present through consultation with the Theatre Contact & viewing the asbestos survey for the work area. Works may only proceed when the absence of asbestos has been confirmed.
3)	The pit rail to be removed has been in position many years and prior to its removal a full photo log will be taken of its current condition, build and position.
4)	Working with a drawing issued by the client of the pit rail we intend to number each item on the drawing and on each piece removed ready for storage and then reassembly in the future.
5)	After inspection of the pit rail we believe we understand the method of construction and therefore will dismantle the pit rail in the same manner. We will remove the quadrant type mouldings first to expose the joins in the upright frame and the skirting and the fixings behind.
6)	Next we will release the capping from the frame work by undoing the exposed screws visible on the underside.
7)	After the capping we intend to remove the skirtings from the face which should then allow us to any fixings behind allowing us to remove the pilasters from the frames and then the frames themselves.
8)	Once the pit rail has been dismantled all the components will be laid out and numbering double checked. Once this is complete we would intend to wrap all the sections and store them in a dry area of the Theatre ready for reinstallation.
9)	A photo diary (on disc) will be handed to the Theatre manager along with the numbered drawing.

Section 12; General Arrangements. Refer to the Safe System Of Work Sheets for further details	
Supervision	
The Supervisor will be responsible for identification of hazards and risk assessment, provision of safe working procedures, PPE and necessary compliance, together with arrangements for any training deemed necessary. Individual teams will be responsible for conducting their activities safely.	
Training & Instruction	
All tradesmen attending site will receive an induction before starting work & will be made aware of the requirements to comply with Health and Safety rules & regulations. Specific personnel are trained and competent to carry out On Site Risk Assessment and prepare Method Statements. All are trained in the Health & Safety issues likely to be encountered on Site including Asbestos Awareness. No person will be requested to carry out any task for which they have not been trained.	
Asbestos	
It must be clarified asbestos does not exist in the work area. This will be through proof of post 1999 construction, records held in the building Asbestos Register & Management Plan or the results of a Refurbishment & Demolition Asbestos Survey. No work may start until the absence of asbestos has been proven. If suspected asbestos containing materials are encountered during the works, stop, do not disturb, remove or damage. Report the discovery to the Site Supervisor for action.	

Manual Handling
Assess all manual handling activities (TILE = Task, Individual, Load, Environment); follow the hierarchy of control & avoid where possible, use lifting aids, trolleys, etc. Do not exceed individual capabilities, adopt good handling practices and team lifting techniques.
Work at Height
All work at height must be assessed; follow the hierarchy of control & avoid where possible. Consider methods of doing it some other way from ground level. Suitably sized podiums with edge protection must be used where a tower cannot. step ladders may be used with the Site Managers permission for light duration work where three points of contact can be maintained & work is less then 30 minutes where podiums cannot be used. All equipment must receive a pre-use check & be used in accordance with the manufacturers instructions.
COSHH
The use of substances must be assessed; follow the hierarchy of control. Where ever possible the use off hazardous substances should be avoided through substitution for non-hazardous substances. Tradesmen must refer to the COSHH Assessment for the substance before use & apply the PPE & control measures required.

Section 13; Acknowledgment: Must be signed by those working to this Method Statement before starting work.			
We confirm we are familiar with the content of & agree to work to this Method Statement & applicable Company Procedures.			
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