



**METHOD STATEMENT AND RISK ASSESSMENT**  
**FOR**  
**FRESH AIR WORKS**  
**AT**



**BACE – Brazilian Aeronautical Commission in Europe**  
**16 St James Street**  
**London**  
**WC1N 3DP**

## **1. Purpose**

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### **NOTE:**

**There shall be no deviation from this Method Statement without prior approval**

### Document History

Revision	Date				
		Description – Plumbing, A/C and Ventilation Works			
			Prepared by	Checked by	Authorised by
		Name	Helen Groom	Rod Walker	Andy Sumner
		Signature	01/09/15	01/09/15	01/09/15

<b>Project:</b>	BACE 16 St James Street London WC1N 3DP		
<b>Contractor:</b>	Peldon Rose Group Limited Sterling House, 42 Worple Road, London, SW19 4EQ		
<b>Document submitted by:</b>	 ADAPTIVE COOLING LIMITED Adaptive Cooling Limited Unit 1, Farmhouse Mews The Courtyard Business Centre Harts Hill Road Thatcham Berkshire RG18 4NW		
<b>Document No:</b>	<b>Ref.</b>	ACO1158/001/H&S/AS	<b>Date</b> 1 <sup>st</sup> September 20

**The method statement is for approval**

<b>Next Action</b>	Issue		
		<b>1<sup>st</sup> September 2015</b>	<b>Name</b> Rod Walker
<b>Signed</b>	<b>Date:</b>	<b>Status – Contracts Director</b>	

1.1	Full description of Scope of Works	<p>This Method Statement covers the following:</p> <p><b>Primary Air Services</b> Supply and install 1No new external heat recovery fresh air processing unit to serve new linear supply and return air diffusers within the room. Unit to be externally located with suitable cooling/cover with ductwork run down the chimney riser to serve the area.</p> <p><b>N.B. Regular interval access apertures to chimney (stack and internal areas from Basement to Roof Space), all cutting, holes and weathering BY PELDON ROSE.</b></p> <p>The works will be carried out against an agreed Scope of Work. Any major further Project requirements shall be the subject of a separate Method Statement.</p>
2.1	KEY SAFETY ISSUES	<p>In carrying out the tasks required to meet the Scope of Work, the following Key Safety Issues apply/shall be considered:</p> <ul style="list-style-type: none"> <li>- The Delivery of Materials and Plant – via Designated Door. Deliveries shall take place where practicable during out-of-peak hours.</li> <li>- The Offloading of Materials and Plant to designated Area.</li> <li>- The Movement of Materials and Plant to the Project Area.</li> <li>- Noise Restrictions. All Works to conform to Local Authority Rules to cause minimum disruptions.</li> <li>- Control of Dust. All Drilling/Sanding Works shall require Local Extraction and Dust Masks.</li> <li>- Working at Height. All Works shall conform to the Working at Height Regulations.</li> <li>- Manual Handling. By Trained, Experienced and Competent Staff. Good knowledge of Kinetic Handling Techniques. Two-person tasks.</li> <li>- The Removal of Waste. All Waste movements as agreed with Client. To current Legislation.</li> <li>- Slips, Trips and Falls – Good Housekeeping a high priority. Walk the Route before any movements/ removals.</li> </ul> <p>CoSHH Materials – see separate CoSHH Assessments.</p>
2.2	Sequence and Method of Work	<p><b>Sequence of Work</b> Sequence of work to be determined.</p> <p><b>Method of Work</b> Maris Interiors shall be responsible for</p> <ul style="list-style-type: none"> <li>- The Site Management of the Works,</li> <li>- The Safety Management of the Works.</li> <li>- The Design of the Works,</li> <li>- Security to meet the Building Requirement.</li> </ul> <p>Deliver Materials to designated door. Maximising Mechanical Means, Offload Materials. Ensure clear route.</p> <p>All Works carried out on this Project shall have a suitable and sufficient Risk Assessment and Method Statement prepared and submitted in advance.</p> <ul style="list-style-type: none"> <li>- The Safety Documents shall be prepared to a suitable and sufficient Format.</li> <li>- NO Works shall commence within the Risk Assessments and Method Statements being approved.</li> <li>- Any deviations required from the Method Statements shall NOT take place until the Principal Contractor/ Client has agreed to any such changes.</li> </ul>

2.3	Training Requirements	<p>a) Adaptive Cooling shall comply with the requirements of the Client in that all Personnel, whether Regular Workers on Site or Occasional Visitors shall have successfully undertaken the Site Induction Courses.</p> <p>b) Suitable and sufficient information shall be supplied.</p> <p>c) Trained, Experienced and Competent Staff shall be employed.</p> <p>d) In the event of Agency Workers being employed – suitable training as required shall be provided.</p> <p>A First Aid arrangement shall be formulated. (First Aider shall be provided by Peldon Rose Group Ltd)</p>						
2.4	Supervision Details	<p>The Management Structure for this Project will be as follows:</p> <p>Contract Manager – Rod Walker</p> <p>Site Manager – Tom James</p>						
2.5	Labour Details	<p>P Harrison</p> <p>B Smart</p> <p>A Green</p>						
2.6	Work Permits	<p>Hot Works Permits – Applicable for plumbing &amp; AC installation</p> <p>Confined Space Permits –Applicable</p> <p>Isolation Permits - Applicable</p> <p>Live Working Permits - Not Applicable</p>						
2.7	Plant incl. Hand Tools and Lifting Equipment	<p>The following Plant/Equipment shall be used:</p> <ul style="list-style-type: none"><li>- Mobile Towers/Podiums. (Steps for short duration, Low Risk tasks &amp; where justified by Risk Assessment).</li><li>- Measuring Instruments;</li><li>- Small Power Tools;</li></ul>						
2.8	Materials	<p>There are NO Special Materials to be used in this Project.</p>						
2.9	Temporary Works	<p>None identified at pre-contract stage.</p>						
2.10	Temporary Lighting and Power	<p>None identified at pre-contract stage.</p>						
2.11	Personal Protective Equipment (PPE)	<p>The following Personal Protective Equipment shall be required during the execution of the Project works:</p> <table><tr><td>Hard Hats;</td><td>Safety Boots;</td></tr><tr><td>Cut Resistant Gloves;</td><td>Safety Goggles;</td></tr><tr><td>Dust Masks;</td><td>High Visibility Jacket</td></tr></table>	Hard Hats;	Safety Boots;	Cut Resistant Gloves;	Safety Goggles;	Dust Masks;	High Visibility Jacket
Hard Hats;	Safety Boots;							
Cut Resistant Gloves;	Safety Goggles;							
Dust Masks;	High Visibility Jacket							
2.12	Demarcation of Site	<p>Floor Areas, Roof Areas, Plant Areas, access and egress routes.</p>						
2.13	Controls for the safety of third parties	<p>Signage</p> <p>Waste Minimisation</p> <p>Signing in/out Register – to Peldon Rose / Adaptive Cooling Ltd / Building Security Requirements.</p>						

2.14	Environmental Assessment incl. Noise / Dust / Vibration	<p><b>Noise</b> – The Site Manager shall comply with the Site Restrictions. No particularly Noisy Operations are envisaged, however Noise Surveys will be undertaken should it be suspected that the First Action Level is close to be breached.</p> <p><b>Dust</b> – The Operation most likely to create a Dust Hazard is Cutting-up Operations. The amount of Dust produced is MEDIUM.</p> <p><b>Vibration</b> – The amount of Vibration created, as a result of the planned works are deemed as LOW.</p> <p><b>Environmental Impact</b> – The amount of Noise caused as a result of the Project works is considered to be LOW.</p> <p>The likelihood of any Spillages into local Underground Systems including any Watercourses is considered to be VERY LOW.</p>
2.15	COSHH Assessment	All tasks where CoSHH Materials are being used shall be the subject of a separate CoSHH Assessment, all Assessments shall be submitted for prior approval.
2.16	Risk Assessments	All tasks shall be Risk Assessed.
2.17	Programme	Adaptive Cooling Limited: Start on Site - 1 <sup>st</sup> September 2015
2.18	Quality	As per Adaptive Cooling Ltd Standards. Peldon Rose to provide 'Bench mark' areas and snagging sheets.

## Briefing Form & Site Safety Diary

Name of Person Giving Briefing:	
Signature of Person Giving Briefing:	
Date of Briefing:	

[illegible]

## Site Safety Diary

Should there be a requirement to identify any potential hazard due to bad practise being carried out by others on site then firstly contact the relevant site manager or contact the office. In addition details should be filled out below.

[illegible]