

## 4.5 METHOD STATEMENT

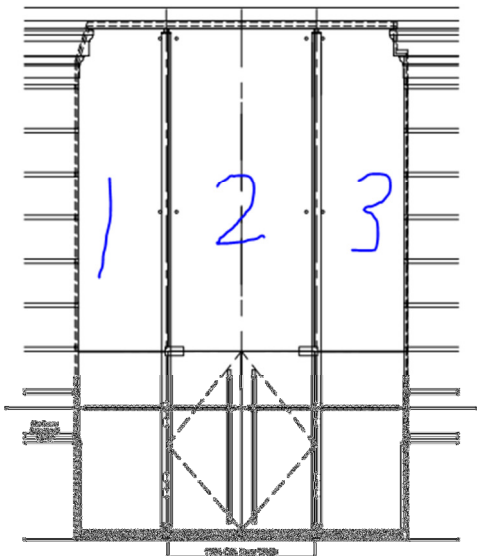
Courtyard House West End Road High Wycombe Buckinghamshire HP11 2QB

### To be submitted prior commencement of Work

<i>Project Name:</i>	<b>Victoria House</b>
<i>Company:</i>	<b>OAG Limited</b>
<i>Title/Task:</i>	<b>Installation of new shop front</b>
<i>Date of Issue:</i>	<b>18 August 2016</b>

<i>Project No:</i>	
<i>Works Package:</i>	
<i>Document No:</i>	<b>RAMS-001</b>

### Section 2 DATES

Proposed Start Date:	
Expected Duration:	
Exact Location(s) Attach plan:	Shop Front screen Victoria House
Document Prepared by:	Anthony Hall
Scope / Sequence of works:	<p><b>Removal of existing shop front</b></p> <ul style="list-style-type: none"> <li>- Unbolt door patch fittings.</li> <li>- Remove doors and lift onto an a-frame trolley.</li> <li>- Remove bottom dorma rails from side panels of glass.</li> <li>- Prior to use a MEWP complete pre-use check sheet.</li> <li>- Working from a Genie 1932 Cut silicone between glass joints and between glass and the structure.</li> <li>- Complete pre-checks on GML prior to using.</li> <li>- Using a GML 500 and MR611 attach to pane nr 1 as below mark up.</li> </ul>  <ul style="list-style-type: none"> <li>- Unbolt fixings between glass and steel post.</li> <li>- Lift glass from façade, spin into a horizontal position and secure onto a trolley.</li> <li>- Attach GML and MR611 to pane nr 2, remove the fittings from the glass and lift onto trolley.</li> <li>- Repeat for pane nr 3.</li> <li>- Sling the steel posts onto the GML.</li> <li>- Working from a Genie 1932 unbolt the posts at the head and base.</li> <li>- Lift down the posts.</li> <li>- Remove floor springs and coffin boxes from the slab.</li> </ul>



**Section 3 PERSONNEL**

No. of Personnel	4
Supervisor (with contact No.)	TBA

**Section 4 TOOLS, EQUIPMENT AND WASTE MATERIALS**

<b>Plant / Equipment / Tools</b> This section is purely a list of plant and equipment that is proposed to be used on site. It may be useful to include dimensions, weights etc. this box can then be referred to later when specific risk assessments are attached for the various operations/activities. Copies of plant/equipment will be required including competency certification for all operatives:	Hand Tools
	Electric power tools
	Genie 1932
	GML 500
	Site Tool boxes
	Cordless drills
	MR611
<b>Technical Information:</b> Any information that is critical to the safety of the project; this may include elements of the structural engineer's reports, previous Health & Safety plans, any design drawings or specification that may be available.	

<b>Waste removal:</b> How will waste be removed from site? Consider location of skips, provision of bins and what collection arrangement will be put in place.	Our haulier Rendrive will collect waste and remove from site.
<b>House Keeping:</b> How will materials be stored on site e.g. storage of glass (strapped)	
	All storage areas to be agreed with contractor.

**Section 5 RISK AND COSHH ASSESSMENTS**

	Risk	Tick	Risk	Tick
<b>Risk Assessments Attached:</b> A list of identified risk throughout the task will be noted here. The actual documents are attached.	Glazing	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

Substance		Substance	
<b>Coshh Assessments Attached:</b> A list of identified Coshh Assessments throughout the task will be noted here. The actual documents are attached.	Dow Corning 791	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Manual Handling:</b> What activities required manual handling Can manual handling be avoided  Are the operatives trained in manual handling Are the manual handling risk assessments attached	Manual handling of glass Reduce manual handling by using plant and trolleys.		
<b>Noise/Dust/Vibration</b> What activities will generate noise, dust or vibration Are there risk assessments attached	N/A		

## Section 6. ACCESS EGRESS ARRANGEMENTS

Access/Egress (to be included in Induction) Describe access, both on to site and to the workplace once on site. Reference should be made to road names, width restrictions entry/exit points, suitability for unloading, restrictions on stopping, parking etc. on site consideration should be given to one-way circuits and the separation of pedestrians and vehicular traffic.	Personnel	Routes

## Section 7. PERMITS AND SPECIAL TRAINING REQUIREMENTS

<b>Permits required:</b> (use main contractor forms)	Please list permits:
<b>Special Training:</b> Outline clearly activities requiring training that are going to take place on site. If a certain standard of training is required, then ensure it is detailed here. Operatives must be trained and competent in the use of abrasive wheels and cartridge operated tools etc. (all training requirements must be fulfilled prior to operatives being set work) certificates will be required.	Vacuum Lifter Training

## Section 8. PERSONAL PROTECTIVE EQUIPMENT

Mandatory site PPE (list as required)	Boots, Vest, Gloves, glasses and hardhat
Task Specific PPE (identify as per risk assessment)	Kevlar Wrist protetors

**Section 9. FIRST AID**

First Aid (qualified person):	TBA
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**Section 10. PEDESTRIAN ROUTES AND LIGHTING**

Pedestrian / traffic re-routing arrangements:	
Will your work interfere with current pedestrian / traffic arrangements.	
(insert instructions)	
Responsibility for task lighting: Consideration should be given to site hours; this may immediately highlight the need for artificial lighting if work starts before first light or continues after dusk. Additionally the requirement for general site lighting and specific task lighting would be inserted here.	N/A

**Section 11. COMMUNICATION**

To whom the information / will be communicated and how? (to include non English speaking operatives)	Site manager to communicate to supervisor and fixers.
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**Section 12. AUTHORISATION**

Review Date / Schedule:	
Amendments Authorised by:	Site Manager
Amendments Communicated to:	Operatives


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## GML 500+

### Glass & Material lift

**Range:** Glass handling / Counterbalance Floor Cranes

Counterbalance floor cranes are ideal for a large number of glass handling requirements and give the operator complete 360 degree freedom of movement.



The Wienold GML500+ material lift is available in three models

#### GML500+ Manual

Manual winch with adjustable crank and worm gear

#### GML500+ DC Battery

24V drive with electric winch, remote control and integrated charging station

#### GML500+ AC Mains

230/110V drive with electric winch and remote control

- Capacity 500kg
- Working height up to 7.94m
- Safe Sensor-Stop
- Low 5cm loading height
- 6 lockable castors
- Lateral outriggers



Standard fork



Electrically adjustable crane boom



Manual crane boom

**500kg**  
max lifting capacity

#### Technical Specifications

	GML500+ M	GML500+ DC	GML500+ AC
Capacity	500kg	500kg	500kg
Working Height	7.94m	7.94m	7.94m
Width	780mm	780mm	780mm
Length	1000mm	1000mm	1000mm
Weight: dead weight - lift only	207kg	213kg	207kg
inc counterweights	316kg	352kg	352kg
Drive	N/A	DC 2 x 12V/105Ah	AC 230/110V
Power	Manual	Battery	Mains

Product specifications are subject to change without notice or obligation. The photographs and/or drawings in this document are for illustrative purposes only.



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**Range:** Glass Vacuum Equipment / Vacuum Lifters / Woods Powr-Grip

Our range of glass handling equipment is available to customers across the UK, from our own strategically placed depots enabling us to offer a national coverage.



The Woods Powr-Grip MR611 updated now to include a tilt function along with 180 degree rotation, this is an excellent addition to Hird's hire fleet, perfect for longer panel sizes.

- Two pads are removable (capacity 333kg) for shorter glass lengths
- Manual tilting – horizontal to vertical
- Low vacuum alert

**500kg**  
max loading capacity of frame

### Technical Specifications

Dimensions:	HellaD mm	1498mm (2134mm with extension arms) x 305mm x 193mm
Vacuum system :		dual circuit 4 pumps, 2 vacuum tanks
Suction cup quality:		black rubber, not abrasion resistant, heat resistant up to 100°C
Number of suction cups:		6 4
Loading capacity of frame: (on smooth and clean surface at 60% vacuum)		500kg 333kg
Suction cup dimension:		305mm
Weight of lifter:		71kg
Structural depth:		193mm
Output:		1.5m³/h
Voltage:	pump:	12v DC from 2 rechargeable batteries
	battery charger:	110v/240v 50/60Hz single phase factory selectable
Accessories:		radio remote control, 90° tilting option



RTITB - accredited glass vacuum course

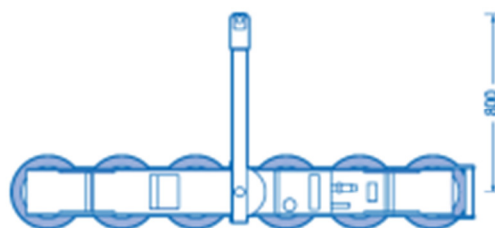
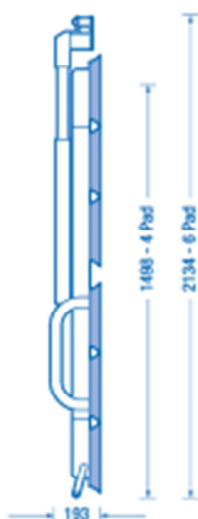
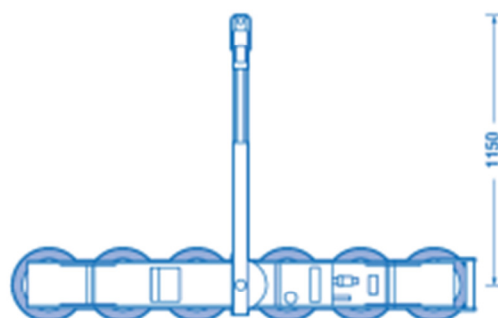
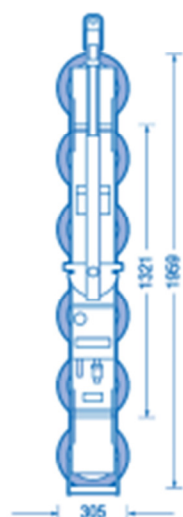


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**MR611** Dual Circuit - Vacuum Lifter

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## A-frame stillage

### Glass stillage trolleys

**Range:** Glass handling / Lifting Accessories / Materials Handling

Our range of glass handling equipment is available to customers across the UK, from our own strategically placed depots enabling us to offer a national coverage.

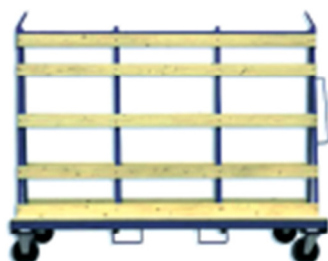
**Small  
A-frame stillage**  
Capacity 1000kg



**Large  
A-frame stillage**  
Capacity 1000kg



**Liftable A-frame  
certificated**  
Capacity 1000kg



### A-frame trolleys feature

- Capacity 1500kg
- 4 wheeled A-frame stillage
- Swivel casters including locking brakes
- Easy movement via steering castor
- Wooden lined to protect material and prevent material from slipping
- Lifting eyes \*Large certificated
- Forklift points (certified) \*Large certificated
- \* Not suitable for road transportation when loaded

**High sided  
A-frame**  
Capacity 1500kg



**1500kg**  
Max lifting capacity



Manual handling awareness

#### Technical Specifications

	Small A-frame	Large A-frame	Liftable A-frame certificated	High sided A-frame
Capacity	1000kg	1000kg	1000kg	1500kg
Trolley size	L1600 x W850 x H1600mm	L2000 x W1200 x H1850mm	L2000 x W1200 x H1850mm	L2000 x W1400 x H3000mm

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