



WEST HILL PROJECTS

West Hill Projects

The Coda Centre
Unit 24 - 8
189 Munster Road
London
SW6 6AW

16 CLEVELAND STREET

Method Statement

WHP 033



Project Name: 16 CLEVELAND STREET
Contractor: West Hill Projects Ltd
Site Address: 16 Cleveland Street, London, W1T 4HX
Project Job No: WHP 033
Start Date: TBC
Expected Duration: 1 Week
Projected Completion: TBC

Document Author: Tim Fettes
Position: Contracts Manager
Date: 9th November 2016

Description of Works: Instillation of 180mm flexible liners for the purposes of instillation of Gas fires in flat 1 & flat 2 receptions.

Works Supervisor: Andy Rigby Tel: 07931 766 150

Emergency Contact: Jonathan Stevens Tel: 07973 413 758



Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by the site manager.

Please read the entire document before beginning the procedure, if you have any questions please contact the site manager.

The main hazards to your health & safety are;

1. Falling from height
2. Injury from incorrect manual handling
3. Injury from slips trips & falls
4. Injury from incorrect actions of other contractors on site

Preventative measures you must take;

1. You must be “competent” to carry out the task
2. You must NOT carry out this task alone
3. Barriers & hoardings to be erected around the work area if deemed necessary
4. You must not lift beyond your capabilities, get help if necessary
5. PPE must be worn at all times

Personal Protective Equipment you must wear;

1. Safety Glasses
2. Dust Mask
3. Gloves
4. Safety Boots



Environmental Protection Policy

The objective of West Hill Projects Limited is to run its operations avoiding unnecessary or unacceptable effects on the environment.

The Company will work towards achieving its environmental objectives by:

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
- Meeting all relevant statutory regulations.
- Maintaining the cleanliness and appearance of premises to the highest practical standards.
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
- Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
- Providing customers with the information necessary to enable our products to be properly used, stored and disposed of so as to avoid unacceptable effects on the environment.
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
- Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment.

The duty of care under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990 and the Controlled Waste Regulations 1992 is recognised by the Company during the undertaking of its Construction works and is met with by the following basic principals:

- Preventing anyone keeping, depositing, disposing of or recovering our 'controlled waste' without a waste management licence or an exemption from the need for a licence.
- Stopping materials escaping from our control or the control of anyone else by packaging it appropriately.
- Ensuring waste is only transferred to an authorised person. Making sure that a person or business is authorised to deal with our particular type of waste.
- Ensuring that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care.

SPECIFIC REQUIRMENTS

All waste must be disposed to the designated area via wait and load.



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SEQUENCE OF OPERATIONS:

Install flue gather above each opening in receptions
Open chimneybreast wall to allow for connection of liner to gather
Cement flue gather into place with fire rated cement
Brick up chimneybreast and make good
Ascend scaffold at front of 16 Cleveland Street
Raise 180 flexible liners using rope & pulley
Remove existing pots at roof level
Install flexible liners to reception fireplaces in each flat & connect to gathers
Replace pots and install gas cowls to top of pots
Bed pots down with 1:3 cement mortar
Complete smoke test on each flue upon completion

EQUIPMENT & PROCEDURES:

Plant & Tools needed

Ladders
Scaffold
Winch & pulley
Hand tools

Materials to be used:

Stainless steel liner and gather
Adaptors
Rope
Cement, sand & bricks
Fire rated cement

**Operatives Required:**

Two

Specific Training:

HEFTAS & GAS Safe Training

IPAF Working at Heights

Permits to Work Needed:

HEFTAS & GAS Safe

IPAF Working at Heights

Means of Access to Height:

Ladders

Scaffold

Fall Prevention Measures:

Harness

Accident Procedures:

See H&S Site File

Fire Plan:

See H&S File



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Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from the originally envisaged, we will seek further advice and request and amended method statement.

Name (Print)

Signature

Date