

Work Package Plan (Method Statement)

Title	<u>Wilkins Terrace North Orangery</u> <u>DE03, DE04, DE05 and DE06</u>
Project Name	Wilkins Terrace and Lower Refectory
Reference No	BB/WPP/006/NS
Revision No	001

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 1 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

WORK PACKAGE DETAILS				
Project Name:	Wilkins Terrace and Lower Refectory			
Project Number:	CRLR 0454			
Principal Contractor:	Balfour Beatty			
Responsible Contractor:	Balfour Beatty			
Programme Dates:	Start:	26.10.15	Finish:	15.04.17

DOCUMENT APPROVAL		
Prepared By: Nathan Shaw	Name:	Mike Devaney
	Title:	Project Manager
	Signed:	Mike Devaney
Checked By:	Name:	Nathan Shaw
	Title:	Contracts Manager
	Signed:	Nathan Shaw
Approved By: (If applicable)	Name:	
	Title:	
	Signed:	
	Date:	

REVISION STATUS DETAILS		
Revision No	Date	Description
001	07.02.2017	1 st issue

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 2 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

PROJECT LEAD ACCEPTANCE

The following members of the Project Management Team have been fully briefed in the content of this document, in order to execute their respective roles and responsibilities in delivery of this Work Package Plan in a safe manner.

Job Title	Name (Print)	Signature	Date

Construction Services UK

Contents

A WORK PACKAGE DETAILS

- A.1 Description of Work
- A.2 Control of Risks
- A.3 Resources
- A.4 Safety Documents and Permits
- A.5 Inspection and Test

B SITE DETAILS

- B.1 Access
- B.2 Site Layout
- B.3 Protection and Isolation
- B.4 Plant and Machinery Movements
- B.5 Communication and Contact Details
- B.6 Emergency Arrangements
- B.7 Interfaces
- B.8 Welfare

C BRIEFING

- C.1 Briefing Arrangements
- C.2 Work Instructions

D MONITORING

- D.1 Monitoring of Work Package Plans

Appendices (where applicable)

- Appendix 1 Risk Assessments *
- Appendix 2 Site Logistics Plan

* Mandatory

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 4 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

A WORK PACKAGE DETAILS**A.1 Wilkins Terrace and Refectory**

The UCL Wilkins Terrace and Refectory project by Balfour Beatty, on behalf of University College London is located to the rear of the North Wing of the main UCL building which is listed 'Grade 1'. As such this building merits special consideration when carrying out any modification or alteration.

The UCL Wilkins Terrace and Refectory project, benefits from Listed Building Consent and under condition 4, of this permission, Balfour Beatty are to set out within a written method statement the means of protection to be used when carrying out any of the approved alterations.

Some of the changes to the existing building will involve changing window openings into door openings, and in one instance a door opening into a window opening. These changes are in accordance with 'Conservation Principles Policies and Guidance' the latest guidance from Historic England, and form part of UCL's overarching strategy of sustainable management within the listed status of the campus to ensure the value of the estate is maintained.

We provide below a brief outline of the proposed amendment or alteration for this element of the works, and explain the protection strategy for this area.

A.1e Wilkins Terrace North Orangery DE/03, DE/04, DE/05 and DE/06.

This document sets out the approach to carrying out the transformation of 4No existing window openings into the 4No new door openings which will serve the new Wilkins Terrace, from the North Orangery of the Refectory.

The three existing windows to be removed will be investigated on site to establish their fixing details and the best way for them to be removed.

The putty and frame will be tested for the presence of asbestos and lead respectively and a protective film will be used to protect the glazing prior to removal works. A protective board will be used to prevent damage to the window frame and glass.

Following removal, the window frame will be covered in soft pack material and foam and bubble wrap will be used to protect the perimeter of the frame. The protected frame will then be clearly labelled with the following storage details, project name, location removed from and handling instructions, "HANDLE WITH CARE" labels will also be placed on the protective cover.

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 5 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

Once the window is removed Szerelmey/Beamfast will carefully dismantle the brickwork from the window opening and commence the formation of the new door openings. Any items of historic building fabric removed from areas identified as moderate or high significance in the Heritage Statement shall be stored in a secure location on site for use in works of repair or reinstatement as part of the re-development of the site.

Once the brickwork is complete a ply panel will be installed to protect the interior environment until the new joinery is available for installation.

Door opening DE/03 will be slightly different from above, as this is a legacy structural opening, from the pre-existing condition and will be re-formed to match the other new door openings.

References :-

3247 L PK9 130	– Heritage Window and Door Package – Yard Level
3247 L 1091	– Wilkins Building NW Elevation Proposed
3247 A 1139	- External Window and Door Detail Sheet 8
3247 A 1133	- External Window and Door Detail
3247 A 1134	- External Window and Door Detail

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 6 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

TBS Reference	Title	Responsibility for Production
TBS 001	Removal of existing services	M Devaney
TBS 002	Erection of hoarding	M Devaney

A.2 Control of Risks

Hazardous Activity	Associated Risks	TBS Reference							
		TBS1	TBS 2	TBS3	TBS4				
Live Services	Electrocution / impact on UCL	X	X						
Manual Handling	Sprains and strains		X		X				
Demolition works	Structural collapse			X	X				
Working at Height	Falls From Height	X	X	X	X				
Moving Plant	Collision with plant								
Live Services	Injury to Persons, impact on business	X							

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 7 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

A.3 Resources

A.3.1 Personnel

Title	Specific Requirements
Nathan Shaw	SSSTS
Stone Masons	CSCS
Wilson James hoarding crew	CSCS
Window fixers	CSCS

A.3.2 Plant and Equipment

Item	Specific Requirements
Sub Contractors Vehicles & Plant	Deliveries booked in via data scope

A.3.3 Materials and Tools

The specialist tools and plant required over and above standard hand tools are as follows:

Item	Specific Requirements
110 volt drill	Pat Tested

A.3.4 PPE

Site Mandatory PPE shall be worn at all times.

In addition, the following specific PPE shall also be worn when carrying out particular activities relevant to this Work Package Plan, as follows:

Item	Activity
Hard Hats Red for Traffic Marshall	Hard Hats to be worn at all times
Protective footwear	No rigger boots, ankle protection footwear required
Protective Eyewear and Gloves	To be worn at all times
Hi Vis vests	To be worn at all times, UCL artwork,

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 8 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

A.3.5 Design Documentation

The latest revisions of the following design documentation are relevant to this Work Package Plan:

Document Reference	Title
SW demolition Elevation	2971_L_122 rev T4

A.4 Safety Documents and Permits

Safe System of Work/ Procedure	Safety Document/Permit	Issued by	Additional Information
WPP Szerelmey		D Guyett	TBT to be carried out

A.5 Inspection and Test

Operation	Inspection/Test	Responsibility	Document Reference
Vehicles entering site	Prestart checklist	D Haniford	HSEN – SF references
Plant entering site	Prestart checklist	D Haniford	HSEN – SF references
Delivery Vehicles	Competence of operator / thorough examination certificates	D Haniford	HSEN – SF references

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 9 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

Construction Services UK

B SITE DETAILS

B.1 Access

All vehicles to report to the Wilson James checkpoint at the Logistics Zone at Gordon Square. Access to the site is gained via Gower place. Access to Physics Yard via Balfour Beatty agreed routes, ie 3.5m height restriction.

B.2 Site Layout

Refer to Logistics drawing and site specific drawings displayed on Balfour Beatty notice boards

B.3 Protection and Isolation

All vehicles to be of appropriate size to avoid 3.5 height restriction, D Haniford to have an appreciation of the ground conditions and position of underground voids.

Area	Protection/ Isolation Measures	Responsibility	Specific Requirements
Underground tunnels	Traffic Marshall to be made aware of max loadings	Balfour Beatty	Drivers briefed on location of tunnels

B.4 Plant and Machinery Movements

Balfour Beatty to create exclusion zone during deliveries utilising double gates

B5 Communication and Contact Details

Name	Company	Title	Contact Details
Nathan Shaw	Balfour Beatty	Contracts Manager	+44 (0)7970 966 123

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 10 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

B.6 Emergency Arrangements

Emergency arrangements advised by Balfour Beatty during the Site induction

B.7 Interfaces

BB Traffic Marshall to understand that Students, UCL Staff and the general public have through access up to the site boundary and is to take particular care when escorting vehicles in and off site.

Liaison with English Heritage prior to works commencing on site

B.8 Welfare

As provided by Balfour Beatty

C Briefing**C.1 Briefing Arrangements**

Task Briefing Sheets shall be prepared as identified in Section 1 of this Work Package Plan. The risks associated with each task are detailed in Section A2 of this document.

C.2 Work Instructions

WI Reference	Title

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 05/02/2017	Page: 11 of 12
Function Owner: Gordon Ellis	Document Owner: Nathan Shaw	Next Review Date:	

D MONITORING

D.1 Monitoring of Work Package Plan

The work activity shall be monitored during operation for any deviation to this Work Package Plan and records of these checks noted in the table below.		
Checked By	Date Checked	Deviation From Work Package Plan (Yes /No)
If Yes, any deviations to the method of work described shall be detailed in the table below, identifying the operation numbers affected. The Project Lead shall be made aware of any changes to the Work Package Plan and shall review the associated Task Briefing Sheets to assess the impact of these changes. Operatives shall be re-briefed on any revised content within the Task Briefing Sheets, as appropriate.		
Operation No	Description Of Deviation	