

Construction Services UK

# Work Package Plan (Method Statement)

Title	<b><u>Wilkins Terrace North Cloisters – W/29, W/30, W/31 and W/32</u></b>
Project Name	Wilkins Terrace and Lower Refectory
Reference No	BB/WPP/003/NS
Revision No	001

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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 <sup>st</sup> issue

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### 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

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\* Mandatory

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## 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.1b Wilkins Terrace North Cloisters – W/29, W/30, W/31 and W/32

This document explains the amendment of 4No existing window installations within the Slade School of Art, which is located within the Lower Ground Floor of the North Cloisters. It is proposed to improve the internal air quality of the enclosed 'Dark Rooms' behind these windows by providing additional mechanical extract.

On site investigation will be carried out to establish the nature of the existing window assemblies and arrangements will be made for safe access. During the works, each space will be secured and access restricted to Balfour Beatty's operatives.

The mechanical installation is independent of the structural fabric of the Cloisters building and relies on a small builders work hole being formed in the existing external solid cladding within the window assembly. Externally access will be provided by mobile platform, and the area temporarily closed to site traffic. Barrier protection will be used, in-between the mobile platform and the existing historic elevation of the North Cloisters building.

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Internally the individual rooms will have a new fire rated infill partition installed within the existing structural opening. The supporting frame work will be installed to the fabric, with minimal intervention into the structure, and the historic fabric.

The external duct work and extract equipment will be suspended from the new steel work structure, and will not be fixed into the existing cloisters fabric.

### References :-

3247 L PK9 130 –	Heritage Window and Door Package – Yard Level
3247 L PK9 203 -	Heritage Window and Door Package – SW Elevation
3247 A 650 -	Proposed Alterations to Heritage Windows

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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							

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### 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,

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**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

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### **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.

<b>Area</b>	<b>Protection/ Isolation Measures</b>	<b>Responsibility</b>	<b>Specific Requirements</b>
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**

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

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### **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

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### 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	