

Construction Services UK

Work Package Plan (Method Statement)

Title	Formation of new openings in existing brickwork arches located within the Wilkins Terrace refectory. In addition demolition of the mezzanine plant floor
Project Name	Wilkins Terrace and Lower Refectory
Reference No	BB/WPP/002/MD
Revision No	001

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 1 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

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 / Rullion			
Programme Dates:	Start:	28.09.15	Finish:	16.10.16

DOCUMENT APPROVAL		
Prepared By:	Name:	M Devaney
	Title:	Project Manager
	Signed:	M Devaney
Checked By:	Name:	N Newbould
	Title:	Contracts Manager
	Signed:	
Approved By: (If applicable)	Name:	
	Title:	
	Signed:	
	Date:	

REVISION STATUS DETAILS		
Revision No	Date	Description
001	11.09.15	1 st issue

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 2 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

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
Project Manager	Mike Devaney		11.09.15
Contracts Manager	N Newbould		11.09.15

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 3 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

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: 01/07/2013	Page: 4 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

A WORK PACKAGE DETAILS

A.1 Description and Sequence of Work

This document sets out the approach to forming the new openings within the existing brickwork arches within the refectory. The brick arches have previously had alterations carried out which have significantly affected the stability of the structure and it is necessary to repair these as close to the original design before any alteration works can commence. Due to the historical importance of the building and the English Heritage Grade 1 listing it is extremely important that any improvement / alterations are discussed and agreed with both English Heritage and Camden Council. Therefore this Work Package Plan will form part of our application for notice to commence these works.



Temporary Works Design

An inspection of the existing condition of the arches has been carried out by Dilesh Patel of Robert West Associates and a two stage process of Temporary Works design has been discussed, initial discussions have identified that Stage 1 of the process for reinstatement will include propping of the structure whilst toothing out of the existing brickwork takes place. RWA will detail a progressive sequence for the reinstatement of the brickwork. Once this is complete we will commence Stage two which involves the installation of temporary works to create the new openings.

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 5 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK



Sequence of Works

Setting out of the temporary works in accordance with the RWA design will be necessary to ensure that clashes are avoided with the scaffold position. Positions of propping will be marked on the slab and the scaffold platform will be erected either side of the brick arch. The bricklayer will insert temporary propping within the centre of the arch whilst carefully tooting out the damaged brickwork closest to the arch support (the bricklayer will stitch drill out the mortar). The bricklayer will work one area at a time to ensure that the maximum area of support is left intact at all times. Once the brickwork is repaired, further designed temporary works will be installed to allow for a section of brickwork to be removed to allow for new steelwork lintels to be installed. Once installed the area below will be drypacked to ensure a tight fit. Once a period for curing has been allowed the opening will be formed by diamond saw cutting.

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 6 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK



In addition to the brick arches there is a mezzanine floor which serviced plant, once the services are disconnected we propose to demolish the slab using a Brokk (demolition robot). This method will limit the vibration on the existing building.

The specific Task Briefing Sheets required to deliver this Work Package are as follows:

TBS Reference	Title	Responsibility for Production
TBS 001	Temporary works setting out and installation	M Devaney
TBS 002	Scaffold setting out and erection	M Devaney
TBS 003	Brickwork repairs to arches	M Devaney
TBS 004	Installation of steelwork and create opening	M Devaney
TBS 005	Operation of brokk and demolition of slab	M Devaney

A.2 Control of Risks

Hazardous Activity	Associated Risks	TBS Reference
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Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 7 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

		TBS1	TBS2	TBS3	TBS4	TBS5			
Movement of Vehicles in Physic Yard	Impact or collision with persons / buildings	X	X	X	X	X			
Manual Handling	Sprains and strains	X	X	X	X				
Control of Dust from cutting activities	Harm to health by ingestion, inhalation and irritation to the skin, danger to the environment	X		X	X	X			
Working at Height	Falls From Height	X	X	X	X				

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 8 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

A.3 Resources

A.3.1 Personnel

Title	Specific Requirements
Mike Devaney	SSSTS
Donald Haniford	CSCS
Sub Contract personnel	CSCS

A.3.2 Plant and Equipment

Item	Specific Requirements
Sub Contractors Vehicles & Plant	Deliveries booked in via data scope
Balfour Beatty Delivery vehicles	Deliveries booked in via data scope
Brokk	In good working order and maintained

A.3.3 Materials and Tools

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

Item	Specific Requirements
Subcontractors tools	Diamond sawing and drilling equipment

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, orange
Ear protection	Demolition of slab, drilling, formation of openings

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 9 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

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
Robert West	Temporary works design for new openings within existing brick arches

A.4 Safety Documents and Permits

Safe System of Work/ Procedure	Safety Document/Permit	Issued by	Additional Information
Temporary works	Temporary works brief	M Devaney	TW005
Temporary works permit to load	Permit to load	M Devaney	Permit to load to be issued prior to formation of opening

A.5 Inspection and Test

Operation	Inspection/Test	Responsibility	Document Reference
Temporary works inspection	Setting out checks and assembly to drawings	M Devaney	Temporary works drawings
Scaffold inspection	Weekly checks	Globe Scaffolding	Weekly compliance register
Delivery Vehicles	Competence of operator / thorough examination certificates	D Haniford	HSEN – SF references

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 10 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

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
M Devaney	Balfour Beatty	Project Manager	07764 775 114
D Haniford	Balfour Beatty	Traffic Marshall	07905 984 440

B.6 Emergency Arrangements

Emergency arrangements advised by Balfour Beatty during the Site induction process

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 11 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 12 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

B.7 Interfaces

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

B.8 Welfare

As provided by UCL / Balfour Beatty in the Shared Welfare Facilities in Gordon Street

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.

Refer to TBS 1 - 5

C.2 Work Instructions

WI Reference	Title

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)

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 13 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	

Construction Services UK

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

Ref No: HSEN-TF-0033	Issue No: 1	Issue Date: 01/07/2013	Page: 14 of 14
Function Owner: Allan Shanks	Document Owner: Greg Johnston	Next Review Date: 01/07/2014	