

**METHOD STATEMENT**

<b>JOB TITLE:</b>	Kidderpore Sky Lights	<b>JOB #:</b>
<b>CLIENT:</b>	Mount Anvil	
<b>SITE ADDRESS:</b>	Kidderpore Hall, Kidderpore Ave, London NW3 7SP	<b>CONTRACT/ ORDER #:</b>
		<b>START DATE:</b>
		<b>FINISH DATE:</b>
<b>SITE TELEPHONE:</b>	07852 517 550	<b>WORKING HOURS:</b> 08:00 – 17:00
<b>WORKS LOCATION:</b>	Interior	
<b>SCOPE OF WORKS:</b>	X 6 no glazed skylights to be removed, bought back to the workshop, decorated and then refit back to location.	
<b>EMERGENCY CONTACT:</b>	<b>Name:</b>	<b>Contact Number:</b>
<b>RESPONSIBLE PERSON:</b>	Alexandra Miller	07852 517 550
<b>SUPERVISOR:</b>	Alexandra Miller	07852 517 550
<b>FIRST AIDER:</b>	Site First Aider	
<b>FIRST AID BOX LOCATION:</b>	Site Compound	
<b>PERMITS REQUIRED:</b>	/	
<b>RESOURCES REQUIRED:</b>	<b>Labour (Role/Trade)</b>	<b>Qualification required, to be shown at induction</b>
<b>PLANT:</b>	N/A	
<b>MATERIALS:</b>	Glass, metal, timber	
<b>PPE:</b>	Hard Hats, High Vis, Goggles, Masks, Ear defenders, Steel toe caps	
<b>TEMPORARY WORKS:</b>	Scaffold support to design	
<b>METHOD OF ACCESS/ EGRESS:</b>	Scaffold	
<b>FALL PROTECTION MEASURES:</b>	Guard Rails, toe boards, fully boarded scaffold	
<b>LIFTING OPERATIONS:</b>	N/A	
<b>MANUAL HANDLING:</b>	Kinetic lifting techniques	

<b>HAZARDOUS SUBSTANCES: (Attach COSHH Assessments)</b>							
<b>TYPE:</b>	Very Toxic	Harmful /Irritant	Corrosive	Dangerous to the Environment	Oxidising	Highly Flammable	Explosive
<b>APPLICABLE:</b>	N	N	N	N	N	N	N
<b>ATTACHED APPENDICES:</b>							
Safety Risk Assessment							Y
Environmental Risk Assessment							N
Permits							N
Drawings							N
Sub-contract method statements and risk assessments							N
Emergency Procedures							N
Lift Plan							N
COSHH sheets							TBC
<b>ADDITIONAL NOTES:</b>							

<b>WORK ACTIVITY:</b>		
<b>SCHEDULED START DATE:</b>	<b>DURATION:</b>	<b>REFERENCE:</b>
TBC	TBC	

**METHOD STATEMENT:**

**Prior to Commencement of Works:**

- Erection of scaffolding
- Tool box talks
- Pre-start meetings
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Access to be supplied by Mount Anvil. 2-3 operative will be handling each skylight at a time.

• **Work Procedure 1:**

- Erect tower scaffold below the sky light and carefully box the skylight via underside, if deemed necessary (if any of the glazing is loose) by cutting sheets of plyboard to size, padding the inside with Plastazote and screwing it directly onto the skylight frame- drill holes to be made good at our workshop or after the skylights are reinstalled.
- Exercising caution, release the security bolts (they will need freeing as they are paint bound- using mechanical or chemical paint removal for this).

- Carefully allow each sky light to open out; making sure the hinges are sufficiently stable enough to take the weight. While the sky light is hanging open, assess the condition of the frame and all glazing. If any loose glazing needs removing- remove, label, and box up to prevent damage.
- If possible, box up the other side or protect using same the method as above. This is to stop warpage and any additional breakage.
- Ensuring the skylights are supported, carefully unscrew each from its hinges and lower down to scaffold platform. Carefully bring each sky light down from scaffold and follow instructions for site egress from client.
- Transport the sky-lights down stairs.
- Transport to the workshops.
- Clean the glazing (subject to trials) and source and replace missing panes.
- Redecorate the timber frame by protecting all glazing, keying down original paintwork, removing all loose and flaking paint and filling any gap and cracks using a specified filler agreed with the client. All surfaces to be cleaned prior to redecoration.
- Metal hinges to be replaced by us. The metal bolts will need further assessment upon inspection.
- Transport back to site.
- Reattached the skylights using 2-3 operatives per frame. Each skylight will be supported from below using either a scissor lift table or a jack, depending on weight.
- Original hinge sites will be used.
- No boxing should be required this time as all glazing will be secure. If framework is delicate, then we will need to reattach the boxing and unscrew on site and make good holes in situ to prevent damage.

**All works will be documented and photographed and submitted to client upon completion.**

The laylight will be stored and restored at Cliveden Conservation Bath restoration centre Home Farm, Ammerdown Estate, Kilmersdon, Somerset, BA3 5SN. It is anticipated the laylight will be returned to site within 6 months of being removed (November 2017).

There is currently no proposals to add any feature lighting to the laylight.

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**Management Arrangements for Undertaking the Works:**

- Management supervisor – Alexandra Miller
- On site supervisor – Alexandra Miller

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**Emergency Arrangements Including Contact Details:**

Royal Free Hospital  
Pond St, Hampstead, London NW3 2QG  
020 7794 0500

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**Describe how the safe system of work will be communicated to those undertaking the activity and any others needing to be informed:**

- Pre-start meetings

- Toolbox talks

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<b>METHOD PRODUCED BY:</b>	<b>SIGNED:</b>	<b>DATE SUBMITTED:</b>
Hannah Mayhew	<i>H.Mayhew</i>	12/04.17

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<b>METHOD REVIEWED BY:</b>	<b>SIGNED:</b>
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**This method statement is  
(circle):**

- A) Accepted**
- B) Accepted with the following comments**
- C) Rejected – see attached checklist for reasons for rejection**

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<b>SIGNED:</b>	<b>DATE:</b>	<b>DATE RETURNED TO CONTRACTOR:</b>
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