

UCL

Method Statement

Cleaning, Maintenance and Minor Repairs



| | Name | Title | Date |
|--------------|-------------------|---------------------|------------|
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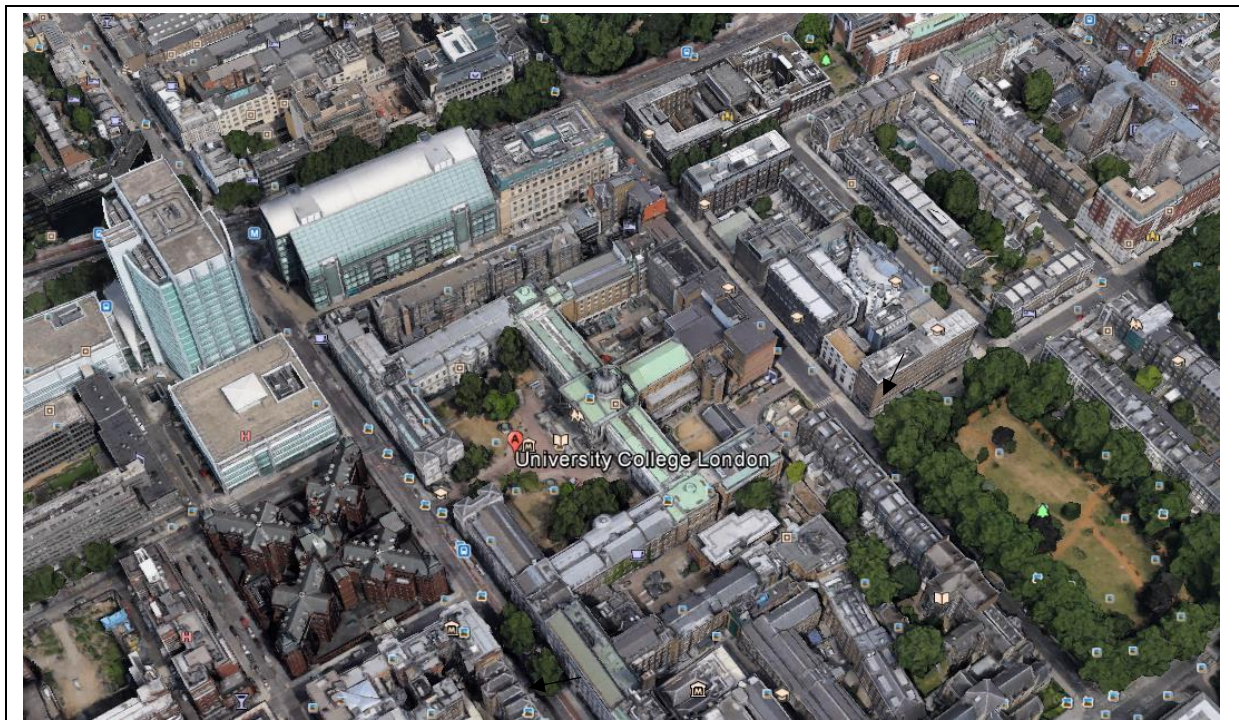
1.0 Work Details

1.1 Scope of Work

The scope of the works described within this document covers the responsibilities of end users of the 14 bay, two storey modular building, at the UCL site on Gower Street, London.

Cleaning, general maintenance and minor repairs is at the responsibility of the end user.

1.2 Works Location, Work Areas and Exclusion Zones



1.2 Document Control

This document outlines the method, assesses and mitigates the risk for the cleaning, repair and maintenance of the modular building. Control of the document will be via the end user. Major Revisions will not be submitted.

Overall responsibility for the works: End user

No works should commence until all operatives have been briefed on and understood the contents of this method statement. A signed sheet to register this action is to be kept by the supervisor at all times.

1.4 Set Up

The overall management of the site is under UCL control.

PPE requirements to be considered before works commence: eg. hard hat, safety goggles, gloves, Hi-Viz and safety boots, ear defenders/plugs.

UCL to complete an induction for all working operatives.

All welfare facilities, power and water will be provided by UCL.

First Aid will be the responsibility of UCL.

Firefighting equipment is to be supplied by the UCL. In the event of fire the site firefighting procedure should be adopted. The muster point will be detailed within the site induction.

No requirement for hot works for the works detailed in the method statement.

2.0 General Maintenance

This building requires minimal maintenance however we kindly ask if you can minimise damage by completing the following:-

- Refrain from the use of staples or blue tack when affixing posters etc to the internal walls or doors. Drawing pins are permissible but we would ask that in order to not incur damage costs, they are removed before the building comes off hire.
- If you require any additional items such as extra notice boards, shelving, window tinting, window blinds, window guards, additional sockets/ trunking etc, please call your Ashby & Croft account manager on 01708 869600 for a quotation. If you do decide to fit any items yourself, these will be removed at the end of the hire and we reserve the right to charge damage costs to cover the removal/disposal and to return the building back to standard.
- When making fixings to the external walls, please use either a self-tapping or expandable rubber cavity anchor type fixing, ensuring that the outer skin of the wall is not penetrated.
- Please do not glue carpet, rugs or matting etc to the floor. Costs for removal of glued down items will be chargeable upon termination of hire.
- If you need to cut access holes in either the floor or walls, please consult with Ashby & Croft for advice and authorisation.
- Under no circumstances should any holes be cut in the ceiling.
- Rainwater gutters, and the vertical down pipes should periodically be checked by yourselves and cleared of debris, to ensure flow of rainwater avoiding potential roof leaks. This is not the responsibility of Ashby & Croft. A call out to deal with this will be chargeable.
- A termination visit will be completed at the end of the hire and any damage costs will be charged at the end of the hire period.

3.1 Method Statements

These method statements are guides only and should be discussed with the operative carrying out the work.

Methods agreed upon before commencing the task and any amendments should be made on an amendment sheet.

3.2 External Walls – Cleaning

The external finish of the building is a durable plastic coated steel finish. Cleaning of the plastisol should be carried out using mild detergent and brush. Limited Jet washing can be carried out on the plastisol, but care should be taken not to jet wash the joints and bay joint junctions.

Vinyl faced plasterboard can be cleaned with mild detergent and warm water. However, it should not be scrubbed in case of damage. Cuts and abrasions can penetrate the vinyl layer and expose the plasterboard underneath. It is recommended that any marks which are not removed with a very light wiping, should be 'touched in' with white emulsion.

This should be undertaken at intervals determined by the local environment and the acceptable standard of appearance. Cleaning shall be carried out by hosing down with clean water whilst scrubbing with a soft brush.

Surfaces with more heavy deposits can be cleaned by introducing a solution of clean cold water and good quality household detergent or proprietary cleaner. For household detergents a 10% solutions shall be used. For proprietary cleaners the manufacturer's recommendations shall be followed. After cleaning, the surface shall be thoroughly rinsed down with clean cold water.

Points to note

- Stronger concentration of cleaners than those recommended can damage the coating surface.
- Rinsing shall be thorough to remove all detergent and shall be carried out immediately after cleaning.
- Organic solvents and abrasive cleaners shall not be used. Caulking components, tar and similar substances may be removed with mineral spirits however the surface shall be thoroughly cleaned afterwards.
- Surface shall be cleaned down from top to bottom.
- Over cleaning or scrubbing can do more harm than good.

Graffiti Removal

Graffiti is performed with so many mediums that it is not possible to give one recommendation which will cover all types. It is best to try the more innocuous chemicals at first as they will not harm the plaster, these include methylated and white spirits which will remove spirit based marks.

Aerosol and other paints can be removed with a graffiti remover.

Procedure

- Clean the surface to remove dirt and grease and allow to dry.
- Liberally apply/spray graffiti remover to graffiti daubed areas. Allow 1 to 2 minutes soaking time, or as required to emulsify the graffiti.
- Using soft paper towelling or cotton cloths absorb the emulsified graffiti.
- Clean the area again to remove all traces of cleaner and emulsified graffiti and allow to dry.
- Repeat process in cases of heavy deposits of graffiti and paint.

3.2 Internal Wall And Ceilings

Task Contents:

- 1) Preparation
- 2) Washdown Guide
- 3) Graffiti removal
- 4) Mould treatment
- 5) Overpainting
- 6) Wallboard repair

Note: This task applies to pre-lined vinyl internal walls and polyester ceilings.

Item Tools / Materials Required;

Sponge / Cloth (As Required)
Clean warm water supply (As Required)
Household (quality) neutral detergent (Teepol Multi purpose).
Alkaline detergent. (4/43 by Applied Chemicals). (As Required)
Vacuum cleaner (As Required)
Temporary electrical supply for lights, vacuum cleaner etc. (As Required)
Scaffolding/Ladders /Step ladders (As Required)
Safety gear as applicable. Gloves, goggles etc. (As Required)
'WARNING' Signs. Rope/Barriers as required to cordon off area (As Required)

1 Preparation

1.1 Examine the internal walls , vinyl coverings and polyester ceilings of the building according to check list below:

Check list: Typically for: structural damage to walls, ceilings, for leaks, debris build-up, dirt retention, mould growth, graffiti, staining.

1.2 Record all problem areas requiring treatment, stipulating urgency and specifying type of maintenance required. (Any internal damage on the building normally outside the scope of this procedure should also be reported to the Maintenance Supervisor).

1.3 Inform all relevant personnel of intended maintenance work.

1.4 As applicable, place 'WARNING' signs at all relevant locations, fuse boards, maintained areas etc. advising other personnel of the operation in progress. ie. '

BEWARE - BUILDING MAINTENANCE IN PROGRESS ` Cordon
off the area as necessary.

1.5 Cover all exposed equipment to prevent water and dirt ingress during cleaning
operation.

1.6 Use protective/ safety gear as appropriate for task and as recommended by
chemical product manufacturers throughout .

2 Washdown Guide

WARNING : ENSURE ALL ELECTRICAL POWER SUPPLIES TO THE AREA BEING MAINTAINED ARE ISOLATED ie. TURNED OFF, AT THE MAIN FUSE BOARD AND LOCALLY, BEFORE COMMENCING WALL WASHDOWN

Internal Walls (Vinyl covered)

2.1 Verify all electrical sockets and switches are electrically isolated.

2.2 Vacuum clean all floors, walls as applicable.

2.3 Prepare washing solution of neutral detergent and fresh water (diluted as recommended by manufacturer), quantity according to soiled areas.

Caution:

- i) Exceeding concentrations of recommended cleaners can damage coated surfaces.
- ii) Abrasive cleaners and equipment i.e. cleaning powders/ scrubbing brushes, must not be used as surface degradation will occur making subsequent cleaning more difficult, and mar the vinyl appearance.

Note 1: Abrasive cleaning materials and equipment (i.e. cleaning powders and scrubbing brushes) must not be used as these would degrade the surface finish and mar the appearance making subsequent cleaning more difficult.

Note 2: Solvent based cleaning materials must not be used. Recommended neutral detergent

2.4 Using sponge (or cloth) and diluted neutral solution - wash down all walls.

2.5 Rinse off solution thoroughly with clean water. Allow surfaces to dry off.

2.6 Re-inspect walls to assess further cleaning requirements.

Note: For severe surface contamination : prepare an alkaline detergent solution. Use according to manufacturer's instructions only.

2.7 Repeat Step Refs : 2.3 to 2.6 inclusive, substituting the neutral solution with an alkaline solution.

Note: Should the wall cleaning process fail to restore the wall appearance to an acceptable standard , consideration should be given to redecoration either by painting, or by vinyl replacement.

Polyester Ceilings

Wash down with dilute neutral detergent as for walls, using sponge or cloth. Rinse with clean water, using sponge or cloth. Remove excess detergent solution i.e. with absorbent cloth, then allow ceiling to dry off.

3 Graffiti Removal

3.1 Vinyl Walls

Graffiti pollution is performed with so many mediums that it is not possible to recommend a specific treatment which will cover all types. Generally a washdown of the vinyl walls with a dilute neutral detergent can be performed, (as in Step 2, Washdown, this procedure). Though in many cases this may not eradicate the graffiti. In cases of extensive graffiti pollution, re-decoration may be more appropriate, i.e. over- painting, or re - wall papering.

Caution: Solvent based cleaners should not be used.

3.2 Polyester Ceilings

Graffiti on polyester ceilings: Proceed as Step Ref.2 Washdown, (this procedure.)

Spirit based graffiti pollution can be combatted with a locally applied white spirit. The treated area should then be washed as soon as possible to minimise the effect on the polyester finish.

Caution : Proprietary graffiti removers may damage the ceiling finish, therefore a small test application should be made to assess the performance of the remover and its effect.

4 Mould Treatment Guide (Internal)

Item Tools / Materials Required Qty Part/ Ref No

Household bleach (As Required)

Fresh water (As Required)

Container size as required (As Required)

Sponge (As Required)

Moisture meter (As Required)

Safety gear : Gloves, goggles/ respiration equipment as appropriate etc.

'WARNING' signs. Rope/Barriers as required to cordon off area (As Required)

4.1 Inspect mould affected areas : try to establish cause of mould growth, ie. Internal leakages, condensation, rot, dirt poultice build up. This will determine the initial actions to be taken.

4.2 Perform all obvious remedial work to prevent ongoing mould build up. ie. repair roof, external damage, window leaks, repair/replace rotten panels, enable appropriate ventilation as required. Panels affected by mould growth can be treated as follows:-

4.6 Remove vinyl covering completely from the affected panel in preparation for re-covering with new vinyl.

4.7 Treat the wallboard with a household bleach, diluted with water as per manufacturer's instructions and apply with sponge as required.

Note: Always follow manufacturer's precautions for use, always use a plastic container, do not use undiluted.

4.9 Allow gypsum wall board to dry out thoroughly. Test with moisture meter.

4.10 Re-cover treated wallboard with Vinyl.

MOULD TREATMENT - TASK COMPLETED

5 Overpainting Guide

Item Tools / Materials Required Qty Part/ Ref No

Proprietary hole filler/Filler knife/Sander (As Required)
Conventional decorating equipment (As Required)
Paint – (As Required)
Rags (for cleaning/spillages), Floor covers (As Required)
White spirit (brush cleaner) (As Required)
Scaffolding/Ladders /Step ladders (As Required)
Safety gear as applicable. Gloves, goggles etc. (As Required)
'WARNING' signs. Rope/Barriers as required to cordon off area (As Required)

Vinyl Walls

5.1 Assess wall for vinyl condition, if acceptable for overpainting check for minor damage, adhesion , holes etc. Ensure vinyl is securely attached. (If vinyl condition is not acceptable renew (as in Ref. Step 6 this procedure).

5.2 Where necessary any holes or surface defects will be filled using an appropriate filler product and sanded back. Sanding small areas will be by hand and wearing a dust mask or for larger areas using a sanding machine. Adequate ventilation should be provided if using a machine.

5.3 Remove all dirt ,dust, grease, from internal walls by washing. Refer to Step Refs: 1 Preparation throughout, and 2 Washdown (Internal Walls) throughout, as described above.

5.4 Select paint finish i.e. matt, silk, gloss. Paint finishes will be applied using a hand-held roller or paint brush depending on the client specification/finish required. Suitable PPE (such as glasses if painting ceiling) will be used by the operative.

Painted areas will be marked as wet paint areas and ideally isolated from other trades until dry.

5.5 Check walls for dryness before paint application. Apply paint using conventional decorating equipment and techniques.

Finish Paint Type / Applications

Matt Finishes: Two coats of Macpherson vinyl matt emulsion

Silk Finishes: Two coats of Macpherson vinyl silk emulsion

Gloss Finishes: Two coats of Macpherson full gloss

OVERPAINTING (Vinyl Walls) - TASK COMPLETED

Polyester Ceilings

Overpainting is to be considered when the polyester ceiling is in good condition, but the appearance has deteriorated to an unacceptable level.

5.6 Remove all dirt dust and grease from the surface as in Ref Step 2. Washdown.

5.7 Assess the ceiling condition for damage, i.e. scratches, indentations.

5.8 When scratching is down to steel - Remove any burrs from interior polyester steel and touch-in scratches primer covering exposed steel. Allow primer to dry.

5.9 When surface is indented or deeply scratched: Remove any burrs from interior polyester steel and fill indentations/scratches with filler paste. Allow paste to harden.

5.10 Sand off filler flush.

5.11 Lightly abrade entire polyester surface to be painted.

5.12 Remove dust residue with a clean sponge dampened with clean water . Allow to dry.

5.13 Apply paint finish using conventional decorating equipment and techniques

Paint Type : Matt Finish, One coat Macpherson, vinyl matt emulsion.

Overpainting Guide - Task Completed

6 Wallboard Repair (Pre vinyled gypsum)

Item Tools / Materials Required Qty Part/ Ref No

Proprietary hole filler/Filler knife/Sander (As Required)
Conventional decorating equipment (As Required)
Vinyl paper/paint as applicable walls. (As Required)
Rags (for cleaning/spillages), Floor covers (As Required)
White spirit (brush cleaner) (As Required)
Scaffolding/Ladders /Step ladders (As Required)
Safety gear as applicable. Gloves, goggles etc. (As Required)
'WARNING' signs. Rope/Barriers as required to cordon off area (As Required)

6.1 Ideally the complete vinyl covering should be removed from the full face of the gypsum wallboard. This will necessitate temporary removal of the wallboard joint trims (vertical trims covering the joints between wallboards). The wallboard joint trims should be removed using a thin metal bladed tool e.g a paint scraper. Beginning at the top or bottom of the trim insert the blade of the tool behind the trim and gently prise a short length of the trim out of the retaining groove. Then pull this released section of trim away from the wall joint to completely remove the trim. It may also be necessary to temporarily remove fixtures, fittings, architraves, skirting, trunking etc. However in certain areas of the wallboard where the vinyl covering cannot be readily accessed for removal (e.g. behind edge of floor deck) then it will be necessary to lightly cut through the vinyl covering with a sharp knife, taking care not to cut into the core of the gypsum wallboard.

Note: Position each knife cut where it will be covered after the new vinyl has been fitted.

6.2 Carefully peel away the vinyl covering, starting at one top corner of the wallboard. During removal of the vinyl care should be taken to avoid damaging the paper face of the gypsum wallboard.

6.3 Any holes or dents in the surface of the gypsum wallboard should be filled and sanded flat as necessary.

6.4 Brush surface to remove any dust particles.

6.5 Cut paper backed vinyl covering to suit size of gypsum wallboard panel.

6.6 Apply wallpaper adhesive, evenly over the surface of the gypsum wallboard as directed in the manufacturer's instructions.

6.7 Starting at one of the top corners of the gypsum wallboard, gradually unroll and apply the vinyl covering to the surface using a paper hanging brush, ensure the vertical edge of the covering is parallel to the vertical edges of the wallboard.

6.8 Trim edges where necessary.

6.9 Remove any surplus wallpaper adhesive from the surface of the vinyl covering using a clean damp cloth

6.10 Re-fit the fixtures, fittings, architraves, vertical wall trims, skirting, trunking etc. Apply paint as at Ref. Steps 5.1 to 5.5 as applicable

WALLBOARD REPAIR - TASK COMPLETED

3.3 Paint Touch-up (Plastisol)

Item Tools / Materials Required Qty Part/ Ref No

Neutral detergent/ Fresh water solution (As Required)
Primer and Topcoat (according to colour/type) (As Required)
Paint brush - medium to fine. (As Required)
White spirit. (for de-greasing) (As Required)
Absorbent cloths (lint free) (As Required)
Sandpaper / block (As Required)
Filler (As Required)
Safety gear as applicable. (As Required)
'WARNING' signs. Rope/Barriers as required to cordon off area (As Required)

Note: This task applies to superficial plastisol surface repairs only. When extensive damage to a plastisol surface occurs, the services of a specialist painting contractor are recommended.

Method 1: Surface Scratching

1.1 Thoroughly wash area with 10% dilute neutral detergent/ fresh water solution .
Rinse area thoroughly. Allow to dry.

Caution: Exceeding concentrations of recommended cleaners can damage 'Plastisol' coated surfaces.

1.2 Inspect the plastisol area to determine extent of damage caused by scuffing or scratching.

Note: If damage is superficial, it is preferable not to treat the surface. If scuff or scratch marks penetrate to the metal substrate surface a paint touch-up will be necessary.

1.3 Remove (abrade lightly), any burrs from perimeter of scratch.

1.4 Wipe scratched area with cloth soaked in white spirit to degrease surface and remove residual plasticiser. Dry off scratch by wiping with a clean dry absorbent cloth and then allow surface to air dry.

Caution:

i) Organic solvents and abrasive cleaners should not be used to clean coated surfaces.

ii) Caulking components, (tar and similar substances) may be removed with mineral spirits, but where used the surface must be thoroughly cleaned afterwards.

1.5 Touch-in scratch with primer material using a fine artist's type brush. Allow to dry. (Ensure correct primer shade is used otherwise extra top coats may be required).

1.6 Apply topcoat paint (finish), to primed area, using a fine artist's type paint brush, limiting application to immediate area of scratch, being careful to blend in repair. Allow to dry. (Light colours and certain accent shades may require additional topcoats).

Note: *Touch-up paint will change colour differently from the original stoved coating over the years. It is good practice therefore to keep the applied paint area as small as possible.*

1.7 Inspect for satisfactory finish. Apply extra topcoat finish paint as required to match surrounding paintwork.

Method 2: Substrate Scratching

2.1 Thoroughly wash area with 10% dilute neutral detergent/ freshwater solution. Rinse area thoroughly. Allow to dry.

Caution: Exceeding concentrations of recommended cleaners can damage 'Plastisol' coated surfaces.

2.2. Inspect the plastisol area to determine extent of damage caused by scuffing or scratching. Remove (abrade) any burrs from perimeter of scratch.

2.3 Wipe scratched area with cloth soaked in white spirit to degrease surface and remove residual plasticiser. Allow to dry.

Caution: i) Organic solvents and abrasive cleaners should not be used to clean coated surfaces.

ii) Caulking components, (tar and similar substances) may be removed with mineral spirits, but where used the surface must be thoroughly cleaned afterwards.

2.4 Fill scratched area with surface filler. Allow to dry.

2.5 Level off filler, flush with plastisol surface to blend in. Wipe down with damp cloth to remove dust. Allow to dry.

2.6 Apply primer paint to filler surface with brush. Allow to dry.

2.7 Apply topcoat paint (finish) to primed area with stencil roller, then lay off with roller to blend in repair. Allow to dry. (Light colours and certain accent shades may require additional topcoats).

Note: Touch-up paint will change colour differently from the original stoved coating over the years. It is good practice therefore to keep the applied paint area as small as possible.

2.8 Inspect for satisfactory finish. Apply extra coat of finish paint as required to match surrounding paintwork.

Paint Touch-up - Task Completed

Paint Application Limitations

The limitations on suitable application conditions are as follows:-

1. Do not apply when surface (substrate) temperature is below 0EC or above 40EC.
2. Do not apply when surface temperature is less than 2EC above the dew point.
3. Do not apply when relative humidity is less than 35% or greater than 85%.
4. Do not apply during mist, fog, sleet, snow or rain or when these conditions are imminent.

Note: In very hot and/or humid conditions the material may be thinned by mixing with up to a maximum of 10% by volume of thinner.

3.4 Maintenance of Windows

Cleaning – Ground Floor / First Floor

All windows on ground or first floors can be cleaned from outside using an extension pole and squeegee, or by use of ladder. Second floors and above, and buildings with outside restriction can be cleaned from inside the building through opening windows. All cleaning operations must follow relevant safety practices for working at height.

Cleaning - Second Storey and above

The area of work should be cordoned off or appropriate signage erected to show that the area is being worked on and wet paint is being applied. No works should be undertaken beneath MEWP working area. Tools will also be tethered by operatives in use of MEWP.

If a MEWP is accessed will be used for high level works and only suitably qualified personnel should use this equipment. The main contractor should be notified of the proposed MEWP works to ensure safe and level access for the MEWP is in place prior to working.

Hinges and handle replacement.

Any repair work required to hinges and handles should be undertaken by suitably qualified / trained person(s).

Safety

The weight of a window is stated in the appropriate Window Data Sheet and should be used in defining any handling method for installation and maintenance work.

All cleaning operation must follow relevant safety practice

Recycling

All aluminium, steel, glass and thermoplastic components can be recycled.

Materials.

For their intended use, none of the materials used in the construction and fitting of the windows presents a health hazard.

3.5 External Wrap

Cleaning

The rain normally does a good job keeping the banner clean & the creative design will help with its base colour. If you do need to wash down any areas please use soapy water and wash down after, **no acid or alkaline detergent products to be used**. Please use a sponge or cloth but **do not use abrasive ones**.

Maintenance

We offered up & recommend selecting a maintenance program as otherwise any exposure would be at your own risk. This was not taken up so would be an extra over as and when.

Our maintenance service is available on a per pre booked visit rate at agreed intervals we suggest quarterly. £950

Our service includes a full site inspection of the install elements - i.e. checking the banner tensioning, checking ties (and replacing if needed) and dragon tails and addressing whatever needs to be resolved. If we see any small holes these will be patched from the inside.

Calls to site outside of these scheduled visits will be charged on an individual basis. Damage caused by acts of God, other works on site damaging the install or vandalism are not included in the price and will be priced on inspection or supply of photos.

We only use the best grade materials in both frame banner manufacture & install. Any tears on banners should be reported immediately, tears in the material left to the elements for extended periods of time will weaken the banner and are harder and cost more to repair. Call outs to fix damage listed above do not include materials or plant if required and maintenance does not include any cleaning.

Once we have completed our install we have no control over trades working in proximity of the install, to this end the install becomes the client's responsibility.

The above fee is based on pre booked site visits to maintain the install. If the Client does not take out a maintenance program and we are called to site as an emergency, then the above fee will differ and costs discussed depending on what needs to be done and the working hours. Once we have written confirmation to proceed from Client or Client Site Agent then the visit will be made at the earliest

opportunity and the Client is committed to settling this invoice within 7 days as per our normal T&C's.

3.6 Timber Products

Oak is a very hard wearing timber and does not require any treatment. In time it will darken as it weathers. Oak as it is so hard and dense grained.

3.0 Method Statement Briefing Sheet

Site: UCL – Main Quad Teaching Facility

Description: 14 bay modular teaching facility

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4.0 Risk Assessment

Risk assessment should be carried out by the contractor who has been assigned to complete the works.

5.0 Health and Safety

With respect to Health and Safety issues, the issues and potential hazards are low. Any maintenance is restricted to general functioning of door and window ironmongery, repairs to damaged walls and doors, re-decorating and window cleaning, all of which can be undertaken either from floor standing or with very little elevation for internal works and by mobile elevating work platform for external works above first floor level. The precautions to be taken for such activities are covered under section 6 in this document which deals with the hazards identified by the substances being used, the task and the environment in order to perform the maintenance and upkeep.

Significant Residual Hazards and Designers Risk Assessments

- Cleaning and maintenance of windows.
- Cleaning and maintenance of the roof and any equipment of the roof.
- Before any of the above works can be carried out a Method Statement and Risk Assessment must be in place and approved by a competent person.
- Only trained/competent operators must operate mechanical elevated work platforms.
- Only trained/competent persons must erect mobile access towers.

Structural alterations/modifications or demolition must not be take place unless agreement has been obtained from Ashby & Croft.

Designers Residual Risk Assessments - Risks and Maintenance

The following main risks are to be considered when undertaking maintenance work to the fabric of the structure:

Work at height for repainting and decorating may require mobile access towers would be required. Podium steps would be required for painting at lower levels.

The likelihood of exposure to any substance contained in any element of the structure is extremely unlikely under normal circumstances and during maintenance operations, however, COSHH assessments for those substances used during routine maintenance and any alterations to the structure which may cause disturbance of the fabric within the structure;

It is incumbent upon those undertaking maintenance and repair work to prepare dedicated risk assessments as required under the Management of Health and Safety at Work Regulations: 1999 for those persons undertaking the work and also to review the requirements for any COSHH assessments for any substances used.

6.0 Issue Register

Author: Marnie Greenwood

Position: Project Co-ordinator

Date: 17th November 2017

| | |
|-----------------------|--------------------------------|
| Initial Issue: | 17 th November 2017 |
| Rev A: | |
| Rev B: | |