


**WORK DESCRIPTION: KLB doorway works**

CONTRACT NO:	
Date 28.02.2020	
CONTRACT NAME	<b>METHOD STATEMENT</b> UCL KLB Doorway works

**CONTENTS**

<b>1</b>	<b>PURPOSE</b> .....	<b>3</b>
<b>2</b>	<b>APPLICATION</b> .....	<b>3</b>
<b>3</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>4</b>	<b>RESPONSIBILITIES</b> .....	<b>3</b>
4.1	GENERAL .....	3
4.2	CONTRACTOR (HMP CONSTRUCTION LIMITED) .....	4
4.2	PRINCIPAL CONTRACTOR .....	4
4.3	SITE PERSON IN CHARGE .....	4
<b>5</b>	<b>PROCEDURE</b> .....	<b>4</b>
5.1	GENERAL .....	5
5.2	SCOPE OF WORKS .....	5
5.3	LABOUR FORCE .....	5
5.4	TRAINING .....	6
5.5	LIFTING EQUIPMENT .....	6
5.6	PORTABLE TOOLS .....	6
5.7	MECHANICAL PLANT .....	6
5.8	TRACK MOUNTED VEHICLES AND PLANT .....	6
5.9	PROTECTION OF 3 <sup>RD</sup> PARTY ASSETS .....	6
5.10	MATERIALS (GENERALLY) .....	6
5.11	STORAGE & HANDLING OF HAZARDOUS SUBSTANCES & MATERIALS .....	6
5.12	WELFARE .....	7
5.13	TEMPORARY STRUCTURES/FALSE WORK .....	7
5.14	WORKING AT HEIGHTS .....	7
5.15	WORK PERMITS & LICENCE .....	7
5.16	TEMPORARY LIGHTING & POWER .....	7
5.17	CONTROL OF WORK WITH HAZARDOUS SUBSTANCES & PROCESSES .....	7
5.18	FIRST AID .....	7
5.19	FIRE .....	7
5.20	PERSONAL PROTECTIVE EQUIPMENT (PPE) .....	7
5.21	INCIDENTS & REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES (RIDDOR) .....	8
5.22	HOUSEKEEPING .....	8
5.23	ACCESS AND EGRESS TO AUTHORISED PERSONNEL .....	8
5.24	EMERGENCY PROCEDURE .....	8
5.25	TRANSPORTATION / TRAFFIC MANAGEMENT .....	8
5.26	SIGNS & NOTICES .....	8

**WORK DESCRIPTION: KLB doorway works**

5.27 SYSTEMS / CODES OF PRACTICE.....	8
5.28 NOISE & VIBRATION.....	9
5.29 AIR QUALITY & DUST .....	9
5.30 WASTE MANAGEMENT.....	9
5.31 ARCHAEOLOGY .....	9
5.32 NATURE PROTECTION.....	9
5.33 CONTAMINATED LAND.....	9
5.34 INSPECTION & ENVIRONMENTAL AUDITING.....	9
5.35 RECORDS & DOCUMENTATION.....	9

**WORK DESCRIPTION: KLB doorway works**

## 1 Purpose

The purpose of this document is to provide a detailed description and assessment, in accordance with CDM regulations for the project. The associated risks will also be assessed and controls implemented such that these activities can be carried out with minimal risk to personnel employed, members of the public, and the general environment.

## 2 Application

This method statement applies the mandatory conditions of HSE, CDM 2015 and all other relevant legislation

## 3 Introduction

This method statement is a comprehensive step-by-step account of how the works will be completed. The method statement will identify,

Potential health, safety and environmental hazards and risks to which personnel employed on this contract, other staff or members of the public could be exposed during the completion of the works. What removal works are being carried out.

Noise, dust and vibration controls and any monitoring proposed.  
Scaffolds, Hoardings and vehicles movements (if required)

Special plant or procedures needed. (if required)

How the work is to be expedited in order to remove or minimise hazards risks and difficulties.

Assessment of the way work is carried out and liaison with other section / external bodies.  
Any necessary permits and licences.

## 4 Responsibilities

### 4.1 General

HMP Construction Ltd is committed to achieving the highest standards of Health and Safety at all its operational sites; this commitment being made in the Company Health and Safety Policy. It is the responsibility of all personnel working on this project to support the organisational objectives of reducing the level of accidents and supporting the safe completion of this project.

**WORK DESCRIPTION: KLB doorway works****4 Responsibilities (cont'd)****4.2 Contractor HMP Construction Ltd**

The Contractor (and it's Sub-Contractors) is responsible for:

Preparing the method statement for these works

Revising the method statement as necessary to cover changes in the scope or method of the works and particularly after a variation to the contract has been issued, to cover any new or changed items of work. Distributing and making readily available copies of this method statement for use by the personnel engaged in these activities.

Preparation of a risk assessment of any potential hazards and their associated controls.

**4.3 Principal Contractor**

HMP Construction is responsible for:

- Checking all documents and drawings prior to works commencing on site
- Signing in operatives and site management on site
- Ensuring no works commence before method statements are signed for and are fully issued to all site operatives

**4.4 Site Person In Charge**

The Site Person In Charge is responsible for: Jon Rees

Keeping a copy of, or having ready access to, the accepted method statement while carrying out the works.

Ensuring that the contractor's site team members are suitably briefed on the requirements of the accepted method statement, before work commences and that all work is carried out in accordance with this method statement, including any accepted revisions.

Identifying any change that may be required and submitting this to the Contractor for review.

Determining what other works are being undertaken on the site, if any and whether they will impact on these works.

**5 Procedure**

**WORK DESCRIPTION: KLB doorway works****5.1 General**

This method statement covers the methodology and risks associated with the general running of the site and project.

**5.2 Scope of Works**

Works are to create a new doorway from the comms room to the left motor room in the KLB basement at UCL. The wall in question is made of glazed brick work and this method statement details out the system we are to use to form this opening

The works required are

- Creating two dust and dirt proof plastic hoardings, these two each side of the knock through.
- Installing floor protection to area and roots
- Install heat heads for all works
- Create new doorway by mist cutting the opening using a diamond tipped grinder and installing a new lintel to the opening
- Carefully remove the glazed bricks by hand and give to UCL for storage and repair
- Installation of new steps and floor finishes
- Supply and install new steel door
- Removal all hoardings and protects and then clean through area
- Replace heat heads back to smoke heads.

**5 Procedure (Cont'd)****5.3 Labour Force**

The works team will consist of:

1 Contracts Manager  
1 Manager (Site Manager)  
2 labourers  
1 carpenter  
1 engineer to install door

The nominated personnel involved in this operation together with their area of responsibilities are as follows:

**WORK DESCRIPTION: KLB doorway works**

<u>Title</u>	<u>Name</u>	<u>Responsibilities</u>
Site Manager	Simon Loge	Implement Method Statement and Associated procedures. Provide induction & work briefing to all site operatives. Health and Safety on Site
Operatives	TBC	Observe requirements of method statement and safety procedures.
<b>5.4 Training</b>		
		All operatives / visiting management will hold CSCS cards or equivalent and these will be submitted to HMP Construction prior to our commencement on site, copies of certificates to be left in site register
<b>5.5 Lifting Equipment</b>		
		<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>5.6 Portable Tools</b>		
		<ul style="list-style-type: none"> <li>Small Tools only required</li> </ul>
<b>5.7 Mechanical Plant</b>		
		<ul style="list-style-type: none"> <li>Mist saw for cutting opening</li> <li>Cement mixer</li> <li>Small breaker</li> </ul>
<b>5 Procedure (Cont'd)</b>		
<b>5.8 Track Mounted Vehicles and Plant</b>		
		<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>5.9 Protection of 3<sup>rd</sup> Party Assets</b>		
		<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>5.10 Materials (Generally)</b>		
		<ul style="list-style-type: none"> <li>N/A all materials as result of the box will be removed from site.</li> </ul>
<b>5.11 Storage &amp; Handling of Hazardous Substances &amp; Material</b>		
		<ul style="list-style-type: none"> <li>N/A</li> </ul>

**WORK DESCRIPTION: KLB doorway works****5.12 Welfare**

- N / A as all works will be carried out within a weekend.

**5.13 Temporary Structures/False work**

ARCO props to support wall above

**5.14 Working at Heights**

- Steps required

**5.15 Work Permits & Licence**

- Issued by UCL for works

**5.16 Temporary Lighting & Power**

- N/A

**5.17 Control of Work with Hazardous Substances & Processes**

- Dust and dirt controlled by plastic hoardings.

**5.18 First Aid**

The nominated site First Aiders are will be advised to all personnel during the project site induction / method statement briefings. First aid facilities and the site accident book will be maintained within the site welfare set up. All such facilities will be maintained in accordance with the relevant Regulations.

The nominated First Aiders are:-

Simon igoe

**5 Procedure (Cont'd)****5.19 Fire**

All personnel will be made aware of the Emergency Evacuation plan and will be told how to recognise the alarm signal; the location of the assembly point in the event of an incident

**5.20 Personal Protective Equipment (PPE)**

- Safety boots At all times
- High Viz Jackets At all times

**WORK DESCRIPTION: KLB doorway works**

- Goggles As and when required
- Gloves As and when required

**5.21 Incidents & Reporting of Injuries, Diseases & Dangerous Occurrences - (RIDDOR)**

Report to HMP Construction in the 1<sup>st</sup> instance.

Then an inspection by Safety manager, all findings reported back to principal contractor and in the event of a RIDDOR incident, the Contractor will be responsible for notifying the HSE

**5.22 Housekeeping**

All materials at the end of the shift will be removed from site.

Fire Escape routes will be clear of any plant, material or debris. It is the Site Manager's Responsibility to ensure free and clear access of the escape routes.

**5.23 Access and Egress to Authorised Personnel**

All site personnel and site person in charge will meet and assemble at the reception area.

Site person in charge will carry out the safety briefing prior to works commencing.

**5.24 Emergency Procedure**

The site rules and emergency procedure found in the Health & Safety plan will be held on site by the site supervisor.

**5 Procedure (Cont'd)****5.25 Transportation / Traffic Management**

- N/A

**5.26 Signs & Notices**

- Signs will be erected and safety tape used to secure the area of working.

**5.27 Systems / Codes of Practice**

- HMP will follow the CDM regulations 2015 (if applicable)



**WORK DESCRIPTION: KLB doorway works**

**5.28 Noise & Vibration**

- All hand tools will come complete with noise suppression

**5.29 Air Quality & Dust**

- Dust hoardings are installed to both areas to control dust

**5.30 Waste Management**

- All waste will be removed from site at the time of the works

**5.31 Archaeology**

- N/A

**5.32 Nature Protection**

- N/A

**5.33 Contaminated Land**

- N/A

**5.34 Inspection & Environmental Auditing**

- The Site Manager is responsible for monitoring the control of Noise and Dust. This will be monitored on a daily basis

**5.35 Records & Documentation**

- N/A

METHOD STATEMENT: (Construction Issue)

SHEET 10 of 11

**WORK DESCRIPTION: KLB doorway works**

