

GALE CONSTRUCTION CO LTD

METHOD STATEMENT XYZ REV C

CONTRACT: *****

CONTRACT NO: XYZ

MAIN CONTRACTOR: *****

COMMENCEMENT DATE: Monday 9th April 2007

1. Scope Of Work

This method statement covers the roof & wall cladding installation to Bloggs & Co, including all associated rainwater goods, flashings & safety procedures required for these works.

2. Edge Protection Ladder Beams

- a) Gale Construction Co Ltd (via Supernets UK) to erect edge protection ladder beam handrails to all edges of the Building (i.e. gridlines and A, B, F, G, K, 1, 3 and 6) to comply with current Health and Safety Regulations. Ladder beam handrails are to generally be installed in accordance with the attached sketches XYZ/Bloggs/SK1 to SK9.
- b) Supernets UK to provide their Method Statement, Risk Assessments and Training/Plant Certificates for the Main Contractors inspection a minimum of 14 days prior to the commencement of their works.
- c) Ladder beam handrail erection is programmed to commence on Monday 9th April 2007 and is scheduled for completion in a maximum of 1 working week.
- d) Supernets UK are to issue handover certificates upon completion of handrail erection. Certificates to be made available for the Main Contractor's inspection as required.
- e) In accordance with Item 7 a & b (page 13) of the The Work at Height Regulations 2005, SNUK are to carry out 'Strength and stability calculations for scaffolding unless: - a) a note of calculations, covering the structural arrangements contemplated, is available; or b) it is assembled in conformity with a generally recognised standard configuration'.
- f) In accordance with Item 2c (page 11) of the The Work at Height Regulations 2005, the perimeter handrails are to incorporate toeboards or other such device if required 'so as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work'.
- g) All ladder beam handrails are to be formally inspected weekly by a competent person and a record of the inspections is to be logged on F91 forms. F91 forms to be made available for the Main Contractor's inspection as required & maintained in Gale Construction's site file.
- h) In accordance with Item 13 (page 8) of the The Work at Height Regulations 2005, Gale Construction's Site Foreman is 'as so far is reasonably practicable to ensure that the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used'.

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- i) Only trained/competent persons should alter/remove the ladder beam handrails and should only do so if they have received a written instruction from Gale Construction Co Ltd.
- j) Ladder beam handrails are only to be struck after all roofing works have been fully completed/accepted and when there is no further risk of falls from the roof.

3. Mansafe Roof Safety Netting

- a) Gale Construction Co Ltd (via Supernets UK Ltd) to erect mansafe roof safety netting to current Health & Safety Regulations to all roof areas prior to the commencement of Gale Construction's roofing operations. Mansafe roof safety netting is to generally be installed in accordance with the attached sketches XYZ/Bliggs/SK1 to SK9.
- b) Supernets UK Ltd to provide their Method Statement, Risk Assessments and Training/Plant Certificates for the Main Contractor's inspection a minimum of 14 days prior to the commencement of their works.
- c) Mansafe roof safety netting erection is programmed to commence on Monday 9th April 2007 and is scheduled to be completed in a maximum of 1 working week.
- d) Supernets UK are to issue handover certificates upon completion of the mansafe roof safety netting erection. Certificates are to be made available for the Main Contractor's inspection as required.
- e) All mansafe roof safety netting is to be formally inspected weekly by a competent person and a record of the inspections are to be logged on F91 forms. F91 forms to be made available for the Main Contractor's inspection as required & maintained in Gale Construction's site file.
- f) In accordance with Item 13 (page 8) of the The Work at Height Regulations 2005, Gale Construction's Site Foreman is 'as so far as is reasonably practicable to ensure that the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used'.
- g) Only trained/competent persons should alter/remove the netting and should only do so if they have received a written instruction from Gale Construction Ltd.
- h) Mansafe safety netting is only to be struck after the roof liner sheets have been fully completed and the roof confirmed as being non-fragile.

4. Roof Access

- a) Roof access to the high level roof is to be provided (at grids B/3) via 1 No Haki stair tower and to the low level roof's by 2 No ladders positioned at grids A/3 + F/3 ladders to be erected by Supernets UK to current Health & Safety Regulations.
- b) Erection of the ladders/Haki stair tower is to take place before Monday 16th April 2007.
- c) The ladders/Haki stair tower is to be inspected on a weekly basis by suitably trained/competent personnel, with a record of the inspection logged on F91 forms. F91 forms to be made available for the Main Contractor's inspection as required & maintained in Gale Construction's site file.
- d) The top of the Haki stair tower should be at such a level so as to allow safe access/egress onto the roof and should incorporate suitable handrails as may be required at the landing level to allow such safe access.

- e) It is the responsibility of the Main Contractor to ensure that the ground around the base of the ladders/Haki stair tower is level and clear from debris for a radius of at least 1 metre from the bottom of the access point. Gale Construction will remove all materials/debris from around access point's and will notify NHL supervisor if any debris caused by sub-contractors is causing any access restrictions.
- f) Only trained/competent persons should alter/remove the ladders/Haki stair tower and should only do so if they have received a written instruction from Gale Construction Ltd.
- g) The ladders/Haki stair tower is only to be struck after the roof has been fully completed and when no further access onto the roof is required.

5. Offloading/Distribution

- a) SpeedDeck liners and weathering sheets are to be offloaded direct from delivery vehicles by mobile telescopic cranes and loaded directly onto roof purlins/support bars. Materials manhandled to relevant areas of work from temporary storage areas as work progresses. Bundles to be positioned over rafters to evenly distribute the load. Bundles not to exceed 1.5 tonnes in weight and to be securely lashed to purlins prior to use.
- b) Initial bundle to be landed by operative standing at top of Haki stair tower/roof access point & subsequent bundles to be landed by operatives positioned on eaves steelwork using perimeter handrail as safety restraint. If possible MEWP to be positioned under area where operative is standing as additional safety measure.
- c) Fixings, rolls of mastic etc. to be offloaded from scheduled deliveries by hand and stored within Gale Construction's storage container until required. Distribution to areas of work by hand as necessary.
- d) Flashings to be fixed in conjunction with the roof construction, to be offloaded with the use of a mobile telescopic crane, lifted on to the roof area in conjunction with the sheeting and to be securely lashed down prior to use.
- e) Insulation to be offloaded from scheduled delivery vehicles by hand/forklift and to be stored on ground floor slab/under previously clad areas for weather protection until required. Distribution to roof level by scissor lift/forklift as work progresses.
- f) Composite wall cladding sheets and flashings to be offloaded by forklift and to be landed on ground adjacent to area of work. Distribution to workface by hand/forklift as required.
- g) Gale Construction's Foreman to check all deliveries upon receipt & notify Gale Construction's office immediately of any damage, discrepancies or missing materials. Delivery notes to be kept in Gale Construction's site file for future reference.

Note: All suppliers have been instructed to deliver to site during normal working hours ie. 8.00am to 5.00pm. Delivery drivers to report to Gale Construction's Site Foreman (Mob No 07787 568361) upon arrival or to Site Agent who will endeavour to locate Gale Construction's personnel.

6. Craneage

- a) Gale Construction Co Ltd are to provide **2 No 25 tonne** lorry mounted mobile telescopic crane visits to hoist the roof sheeting and associated items (**max pack weights 1500kgs**) onto the main roof area on the dates detailed below: -

1. **Monday 16th April 2007**
2. **Monday 23rd April 2007**

- b) Cranes to be provided by Smith Crane Hire Limited 01234 345678. All cranes visits to commence on site at **8.30am**.
- c) Richard Plume of Gale Construction Co Ltd is the 'Appointed Person' for all crane visits to site and has prepared this method statement. However, upon commencement of operations on site, some duties will be delegated to Gale Constructions Site Foreman Tim Tipping ie: that of 'Crane Supervisor'.
- d) Access onto site via Whitehouse gate entrance (refer to attached GCC delivery instructions doc – see item J Appendix 1).
- e) Crane's to be positioned parallel to gridline 3 for maximum bearing pressure under each individual crane outrigger at any one time during these lifting operations see Appendix 1 (item f).
- f) The Main Contractor is to ensure that adequate access onto site is provided for the crane and that a firm/level hardstanding is provided for it around the perimeter of the building at the grid references detailed above.
- g) The Main Contractor is to ensure that the ground conditions are capable of accommodating the ground bearing pressures detailed under item 5e above. Gale Construction will deem that the Main Contractor has checked and is satisfied with these requirements unless we are notified otherwise in writing within 48 hours of the issue date of this method statement.
- h) Upon arrival of the crane on site, Gale Construction's Site Foreman is to check the crane/rigging/on board documentation for the following (prior to the commencement of lifting operations): -

Item	Description	Checked ✓
1.	That all lifting tackle to be used has an up to date test certificate (6 month)	
2.	That the test certificate ID No corresponds with the item of lifting tackle	
3.	That the crane has an up to date thorough examination certificate (1 year)	
4.	That the crane operator has an up to date CTA or CPCS certificate	
5.	That the crane has an up to date F91 form available for inspection (weekly)	
6.	What is the max safe wind speed that the crane can be operated to	
7.	That each individual piece of lifting tackle has a clear SWL indicated	
8.	That all lifting tackle to be used is checked for any defects/damage	

- i) All lifting appliance and lifting gear test certificates must be made available for the Main Contractors Personnel or Safety Officers inspection.
- j) Only authorised and competent personnel are allowed to drive/operate vehicles/lifting appliances. No person under 18 years of age is be deemed to be authorised. The Crane driver is to provide a current CTA/CPCS Operators certificate upon arrival on site.

- k) It is the Main Contractors legal responsibility to notify Gale Construction of any hazards that may affect the safe operation of the crane ie: poor ground conditions/overhead obstructions/scaffold obstructions/underground drainage runs etc. Any known or foreseen hazards must be confirmed to Gale Construction in writing within 48 hours of the issue of this method statement, otherwise no hazards will be deemed to be present.
- l) All site vehicles/lifting appliances must be regularly inspected and maintained by a competent person. Details of inspections to be logged on F91 Forms or equivalent.
- m) The Main Contractor is to ensure that all site personnel are aware that crane operations are to take place on the dates detailed above and that all personnel are kept clear of the area of operations. A safety cordon should be erected should this be deemed necessary to avoid the risk of any injury from falling loads.
- n) Where materials need to be stacked, suitable means of preventing materials from falling are necessary and all items stored on roof must be securely lashed to structure prior to use at all times. Materials must be securely lashed to structure overnight/at weekend.
- o) Materials loaded should be within the safe weight limit of the vehicle and shall be done in such a manner as to not present a hazard to other vehicles, pedestrians or the structure.
- p) Gale Construction Co Ltd to provide competent/trained slinger/signallers at ground and roof level during craneage operations.
- q) Operatives receiving bundles of sheets at roof level must wear full body harnesses connected to a secure anchorage points if not protected by mansafe roof safety netting.
- r) Gale Construction to ensure that all lifting operations cease immediately should the wind speed increase above that which the crane is certificated to work to.
- s) The basic method of crane operation will be as follows: -
 - 1. Reverse crane into position
 - 2. Extend crane outriggers
 - 3. Release hookblock from anchorage, jib up and extend boom
 - 4. Select SLI to correct mode
 - 5. Telescopic boom out to required length, check reach and radius of lift. The crane is now ready for work.
 - 6. The rigging operation of the crane will be carried out as per the manufacturer's recommendations.
 - 7. Gale Constructions 'Crane Supervisor' will select order of lifting and will supervise all slinging operations.
 - 8. Gale Constructions 'Crane Supervisor' will supervise relaying of instructions to crane driver via radios or recognised hand signals.
 - 9. Land bundles at agreed locations – de-rig crane.

7. Delivery Schedule

- 1) SpeedDeck – Liner Panels – Monday 16/04/07 – 0830
- 2) SpeedDeck – Outer Sheet – Monday 16/04/07 – 0830
- 3) Sheffield Insulation – Insulation – Monday 19/04/07
- 4) Euroclad – Composite Panels – Tuesday 14/05/07

8. Storage

Main Contractor to provide firm, level storage area approx 12 x 5 m in close proximity to building, with good access for delivery vehicles, site plant etc. Storage area to be positioned such that other site personnel/plant does not access the area and damage materials. Temporary fencing to be erected around storage area, if so required. The Main Contractor is to provide sufficient firm and level area for Gale Construction to place their own 20' office/storage container to store fixings, mastics etc.

9. Installation

- a) Prior to commencement of roof liner sheets, mansafe roof safety net to be installed to underside of the roof purlins to protect operatives against falls. Net to remain in position until liner sheets have been fully fixed in accordance with manufacturers instructions and until such time as there is no risk of falling. (Net **not** provided with fine mesh overlay to prevent small materials falling, therefore area below where men are working overhead **must** be cordoned off and warning signs placed warning of overhead activity).
- b) Roof liner sheets to be manhandled from temporary storage area, walked along previously installed liner sheets and laid in position over purlins.
- c) Roof liner sheets to be mechanically fixed in position using 110v screw guns. Next sheet installed working from previous sheet laid.
- d) Above process continued until whole roof area covered with liner sheets.
- e) Once liner sheet complete all ashgrid bars to be installed and then insulation manhandled from storage area and laid out on liner between ashgrid bars. Once sufficient insulation laid, SpeedDeck outer roof sheets manhandled along ashgrid bars to appropriate position and are to be mechanically fixed to ashgrid bars via proprietary fixing clips.
- f) Roof flashings to be installed as work progresses.
- g) Composite wall cladding and associated flashings to be installed by operatives working from mobile elevated scissor lifts. (The Main Contractor must provide 3m wide compacted/levelled/hardcored hardstanding around all elevations of the building for safe access platform operation.
- h) Debris/offcuts to be removed from roof level by Gale Construction's operatives on a daily basis and deposited into skips at ground level provided by the Main Contractor.
- i) Both roof & wall cladding installations are to be checked on a weekly basis by Gale Construction office/supervisory staff using GCC's bespoke QA checklists. Completed checklists to be submitted to Jones Construction Ltd on a weekly basis.
- j) Gale Construction to be responsible for protection of own works until such time as individual areas/elevations are offered to/accepted by Jones Construction Ltd for handover.

10. Safety

- a) All operatives **must** attend the Main Contractor's Site Induction Course prior to commencement of work on site. **It is the individual Foreman's / Gang Leaders responsibility to ensure that all new operatives brought to site are inducted and read/sign this method statement before the new operative commences work.**
- b) All operatives **must** read this Method Statement prior to commencement of work, be fully conversant with it and sign last page as confirmation of such.
- c) All operatives must wear hard-hats, toe-protected footwear, fluorescent waistcoats and gloves at all times whilst on site.
- d) In accordance with Item 13 (page 8) of the The Work at Height Regulations 2005, Gale Construction's Site Foreman is 'as so far as is reasonably practicable to ensure that the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used'.
- e) During all roofing operations, the Gale Construction is to cordon off the area directly below overhead activities with red/white safety tape and place warning signs at either end of the cordon warning of overhead activity. It is the Main Contractor's responsibility to ensure that no site personnel breach this cordon & to discipline any personnel found doing so.
- f) The Main Contractor is to ensure that no other personnel gain access to roof level unless accompanied by Gale Construction's operatives and unless specifically authorised by Gale Construction Co Ltd. Any operative at risk from falling **must** wear full body harness connected to adequate secure anchorage point. Inertia reels and safety lines to be utilised if required. It is the individual Foreman's / Gang Leaders responsibility to ensure that **all** operatives are trained/experienced in the use of full body harnesses.
- g) Operatives should ensure that when connecting to a secure anchorage point, the point is high enough to enable the harness to deploy fully and stop the fall before the operative reaches the ground. For example, if the harness has an extension of two metres, the anchorage point should be at the least 2½ metres off the ground plus the height of the operative.
- h) Should any operative for any reason receive an injury/lose consciousness whilst at roof level and be unable to descend from roof level unaided then he is to receive immediate First Aid whilst at roof level as may be required. The nearest mobile elevated work platform is to be utilised to lower the personnel from roof level by cutting the safety net/harness and lower the casualty into platform and then lowered to ground level, otherwise the Emergency Services are to be called immediately to carry out the rescue.
- i) Gale Construction will have a MEWP onsite at all times to be used for this purpose. If an operative wearing a full body harness does fall from the roof he is to be rescued within 7 – 9 minutes.
- j) Gale Construction's Site Foreman/Gang Leader is to ensure that all his operative's body harnesses are in full working order and checked prior to every use for defects/damage.
- k) Gale Construction's Site Foreman/Gang Leader should ensure that his operatives have the correct PPE and that it is free from damage.
- l) **Under no circumstances** are **any** operatives authorised to gain access back onto completed roofs once the edge protection handrails have been struck. If further works are to be carried out on the roof following the handrail strike then an agreed method of work/method statement is to be produced and approved beforehand.

- m) Gale Construction's Site Foreman to ensure no unauthorised personnel operate plant and to forward to the Main Contractor copies of operative training certificates for MEWP (scissor lift/cherry picker) banksman, crane operator, forklift etc. when required. **Only operatives whose training certificates are attached to the appendix of this method statement are deemed to be competent.**
- n) When working from the scissor lift/cherry picker, operatives should under no circumstances lean out / climb up the handrails to get to the point of work. If they need to get closer then the machine should be lowered and moved closer to enable the operative to carry out the work safely from inside the machine. If this is not possible, alternative methods of access/work should be considered.
- o) Gale Construction's Site Foreman is to ensure that all scaffold towers / MEWPS / forklifts / scaffolding / safety nets etc are inspected on weekly basis and a record of the inspection kept on the attached Company Weekly Inspection Register – copy attached see Appendix Item 14h
- p) The site working hours are Monday to Friday 0800 – 1800 hrs & are to be strictly adhered to. Work outside these hours will only be permitted with written permission of Jones Ltd – 4 days notice of request required.
- q) No noisy operations are to take place outside normal working hours.
- r) Gale Construction's foreman to keep a daily record of the number & names of the personnel on site + to maintain the record within Gale Construction's site file.
- s) The Main Contractor is to ensure that a site traffic plan is in operation so that vehicles and pedestrians are segregated in order to minimise the risk of collision.
- t) Gale Construction's Site Foreman is to ensure that all work at height is carried out only when the weather conditions do not jeopardise the health of persons involved in the work. The following NFRC guidance regarding maximum wind speeds should be adhered to at all times: -
 - i) All fixing or handling of sheets when more than 2 metres above ground level should cease when the mean wind speed reaches **23** mph (gusting to 35mph or over).
 - ii) All fixing or handling of sheets longer than 5m when more than 2 metres above ground level should cease when the mean wind speed reaches **17** mph (gusting to 26mph or over).
 - iii) Where multi skins are in progress all fixing or handling of lightweight materials such as glassfibre, insulation boards, liner trays etc, more than 2 metres above ground level should cease when the mean wind speed reaches **17** mph (gusting to 26mph or over).

As a general rule, the wind speed can be determined using the following NFRC guidance (however a hand held anemometer should be used if there is any doubt): -

Description	m.p.h	
	Min	Max
Force 3 – Gentle Breeze Leaves and small twigs in constant motion: wind extends a light flag.	8	12
	Mean 10	
Force 4 – Moderate Breeze Raises dust & loose paper, small branches are moved. Special care should be taken handling/fixing materials over 5m long – approaching critical limit. Care should thus be taken when handling light weight insulation materials.	13	18
	Mean 15	
Force 5 – Fresh Breeze Small trees in leaf begin to sway. Crested wavelets form on inland waters. Special care should be taken in roof and vertical work. Mean wind speed approaching critical limit when all work must cease.	19	24
	Mean 21	
Force 5 – Strong Breeze Large branches in motion, whistling heard in telegraph wires, umbrellas used with difficulty. No fixing work anywhere should be in progress.	25	31
	Mean 28	

r) All personnel to be aware of the specific “FoD” issues relative to the Project & to be aware of the requirements set out under item 13 of this document.

11. Attendances/Plant To Be Provided By Gale Construction Co Ltd

110v screw guns, 110v hammer/high speed drills, 110v nibblers, 110v disc cutters, tin snips, lazy tongs, hacksaws, tape measures, spirit levels, string lines, skeleton guns, pistol grip tape dispensers, safety helmets, eye protection, ear defenders, protective footwear, overalls, material handling gloves, hi-viz vests, pouches, roof perimeter handrail, roof safety netting, roof access tower, scissor platforms, craneage, forklift, office/storage container, fuel bund, fuel supply, skip for disposal of waste, safety cordon and 110v power supply.

12. Attendances/Plant To Be Provided By Main Contractor

Storage areas, welfare facilities, hard standing for safe scissor lift/crane operation, and hard road access onto site.

13. FOD Statement

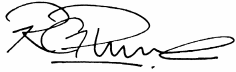
1. GCC to erect an 1800mm high handrail system to the perimeter of the building incorporating a fine mesh debris netting
2. Specific guidance re FoD to be given at the time of induction - every operative to sign this method statement as confirmation of agreeing to our FoD Policy.
3. GCC to provide a wind speed meter and GCC's Foreman to carry out wind speed checks 3/day - cease roofing activities when the mean wind speed reaches 17 mph (as per NFRC guidance).
4. FoD warning signs at the base of each roof access warning that all loose debris must be bagged/placed in bin immediately it is created.
5. GCC will provide bins/bags at roof level for removal of debris.
6. GCC will provide scissor platform on each building as temporary hoist for removing debris from the roofs.
7. All bundles of materials stored on site will be securely lashed down at all times.
8. Site Foreman to carry out inspection at end of every day to confirm all items stored on roof secured & to sign register as confirmation.
9. GCC will provide covered skips at ground level for removal of debris from site.
10. Provide lockable storage container at ground level for secure storage of all loose/small materials
11. GCC will carry out weekly toolbox talks to remind operatives of importance of FoD policy
12. GCC will provide 1x labourer on each roof to specifically monitor and collect up debris
13. GCC will ensure insulation is covered with external roofsheets at end of every working day
14. The SpeedDeck outer sheet is laid without the need for sealant tapes therefore eliminating the risk of backing paper becoming a FoD issue

14. Gale Construction's Personnel

Position	Person Responsible	Contact Telephone Number
Contracts Director	Richard Plume	01953 604537 Option 1 / 07836 277776
Site Supervisor	Andrew Fitches	01953 604537 Option 1 / 07921 048611
Site Foreman	Stephen Walsh	07890 343567
Crane Appointed Person	Richard Plume	01953 604537 Option 1 / 07836 277776
On Site Crane Supervisor	Stephen Walsh	07890 343567
Harness Inspector	Andrew Fitches	01953 604537 Option 1 / 07921 048611
Scaffold Inspector	Andrew Fitches	01953 604537 Option 1 / 07921 048611
Project Estimator	David Poyntz	01953 604537 Option 2
Project Contract Engineer	Paul Guyton	01953 604537 Option 3
Project Contract Engineer	Mark Cade	01953 604537 Option 3
Project Contract Engineer	Andy Collin	01953 604537 Option 3
Quality Manager	Richard Plume	01953 604537 Option 1 / 07836 277776
Safety Manager	Mike Errington (MSM)	01362 860593 / 07770 877755

- j) Gale Construction Co Ltd – Weekly Inspection Register
- k) Harness Inspection Record
- l) Delivery Instructions

17. Method Statement Author



Richard Plume
Contracts Director