

EFL ENGINEERING

FABRICATION LIMITED

TESCO PORT TALBOT - CANOPY REMOVAL E5872

Construction Method Statement

Kyle Jackson
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Company Registration No. 03710090
VAT Registration No. 728 8770 84



Company	Uplands		
Contract / Job Number	E5872		
Subject	Glass and Steel canopy removal		
Method Statement Number	001	Page 1 of 17	
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Introduction

This job safety method statement has been drafted to support the delivery of all tasks associated with the above contract. It provides details to meet the Company's responsibilities under all relevant safety legislation and to provide a safe working environment free from risk, so far as is reasonably practicable.

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This document is only for the specific order / enquiry and equipment stated; it should not be used for any other purpose unless consent is given by EFL (Engineering Fabrication Limited)

Its contents will be used in conjunction with all site – specific safety rules and regulations to ensure that individual exposure to remedial risks are adequately controlled through effective means agreed between all parties.

Site Address :

Tesco Port Talbot
Prior St
Port Talbot
SA13 1YA

Method Statement Review

This Method Statement is to be reviewed on a regular basis or where there is a significant change to the works. Initial review to be carried out prior to starting work by the EFL (Engineering Fabrication Limited) Site Manager and each package foreman (Erection, Welding – if applicable).

Reviewed By	Name	Signature	Date
Principal Contractor			
Site Manager			
Erection Foreman			

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1. Job Description :

Description and Scope of Works

Controlled Demolition: Existing glass and steel canopy around the store including all roofing, metal support work, columns and rainwater collectors.

Planned Labour and Supervision:

Name	Qualifications / Job
TBC	TBC

Responsibilities :

Project Manager :

- Overall charge of the project
- Primary contact for the Principal Contractor
- Primary source for information flow

Site Manager :

- Control of site installation activities
- Safe systems of work
- EFL Daily Briefings to all operatives, including RAMS and Tool Box Talk where applicable
- Direct control of labour provision
- Coordination of plant and lifting operations
- Liaison with Principal Contractor and other contractors

Operatives :

- To work safely at all times with regard to themselves and others around them
- Comply with EFL Health & Safety Instructions
- Comply with contents of RAMS
- To operate within the Principal Contractors rules
- To uphold the principles of sustainability and environmental practice.

Site Access and Routing :



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See also pre-let information (if applicable)

- Traffic Management, where required, for the access / egress to site will be controlled by the principal contractor.
- Site Manager to liaise with principal contractor with regards to all site delivery times
- There will be no reversing on site without the use of a vehicle marshal.
- All materials will be off-loaded in line with the method statement by a competent and authorised operative.
- Any paintworks which requires protection will be protected with the use of either lifting lugs or nylon slings during the off-loading and lifting if mechanical aids are to be used.
- Adequate paint protection measures would include but not limited to the :
 - Timber packs between items
 - Use of web slings where practical
- The selection or used of any paint protection measures does not affect the safe working of the equipment
- All EFL (Engineering Fabrication Limited) drivers to wear PPE appropriate to the site when out of the vehicle.
- Delivery drivers to receive a safety briefing prior to unloading and to sign this method statement to confirm acknowledgement (if applicable)

Plant and Equipment :

Ancillary Plant and Equipment :

- Small hand tools
- Aluminium Access Scaffold
- Genie Hoist
- 110v Leads
- 110V or Battery reciprocating saw

Main Plant :

- Small MEWP – Scissor Lift (Battery)
- Small Telehandler 6-9m boom

2. Method Statement

a. Delivery and Unloading

All waste material to be collected immediately after removal and placed onto pallets, the pallets will then be placed onto a pickup truck parked with in the premises, approximately 1 hour prior the end of the working shift, all remaining materials to be loaded onto EFL transport and taken away before store opening hours.



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b. Preparation of Site

Before commencing any work on site all EFL (Engineering Fabrication Limited) operatives will attend all relevant site inductions and any relevant permits will also be obtained.

The working area will be checked prior to any commencement of works for obstacles and obstructions; these will be duly noted and reported to the site manager. The EFL (Engineering Fabrication Limited) site supervisor will attend a daily briefing (if applicable) to coordinate with all other trades and agree any segregation of working areas required.

c. Installation

- Gov guidance will be followed for all other people on site – to continue unless show symptoms
- Works will be planned and carried out where the social distancing guidance of 2m can be adhered to – no more than 2 persons per site
- If sites social distancing measures cannot be adhered to works CANNOT go ahead
- Handwashing facilities including hand sanitiser is available on all vehicles – Frequent handwashing encouraged.
- Antibacterial Wipes to be available on all vehicles – enhanced cleaning of shared equipment, handles etc
- Clear guidance on no interaction with the public – signage on sites, barriers etc
- Supervisor or nominated team member to be appointed to watch for and challenge 2m infringement
- All works to be completed in accordance with the below method statement
- All operatives to attend Main Contractors site specific induction
- Ensure all necessary permits are in place for but not limited for the following: Permit to Load, Permit to Lift, Hot Works Permit
- A minimum of 3 operatives to be present at all times, 1 MEWP operator, 1 plant operator, 1 Banksman
- All glass infill panels to be removed
- capping/fixings to be removed, fork truck with wooden pallet on forks to be raised in front of canopy while Operative in the MEWP is to slide the panels onto the pallet, secure with a strap then lower.
- Repeat process 13 for all remaining glass panels ensuring banksman is always present especially when moving equipment – All work to cease if pedestrian approaches exclusion zone
- All drainage and flashing to be secured with nylon strops and removed in sections, lowered to a pallet then placed onto EFL transport for disposal
- All steel beams between arms protruding from building to be secured then cut/unbolted. Same steps as 15 to be followed for disposal
- Arms to be secured then cut as close as possible to brick wall, lowered down and placed onto EFL transport
- All material to be cleared 1 hour prior working shift ending and machine's to taken to agreed secured area/hording provided by MC
- Upon completion, works to be checked and signed off by main contractor
- Constant visual risk assessments will be made during these installation works & relevant changes will be made as required to improve the working method along with any issues of safety that may arise.

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21. All debris to be removed from site.
22. All equipment will be removed from the work area leaving clear access.



All Glass to be removed first
throughout canopy

All drainage and flashing to be
removed

All horizontal beams to be un
bolted / cut out then lowered
in sections safely

All arms to be cut off to the
building as close as possible

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3. Safety Content of Job

a. Manual Handling Operations

Manual Handling Operations involved in the performance of the task will be assessed prior to their execution and suitable safe systems of work will be introduced for all employees to adopt to reduce the risk of injury to the lowest level reasonably practicable.

Where the use of mechanical lifting equipment proves to be impossible, impractical or creates additional safety risks, the operation will be re-assessed for risk.

Safe lifting techniques must be employed at all times :-

- Place feet apart
- Bend knees
- Keep back straight
- Keep load close to body
- Avoid twisting, sloping or bending; and
- Place load down carefully

Where loads are above accepted guidelines or EFL (Engineering Fabrication Limited) personal limits and where the use of mechanical lifting equipment is impractical, team handling techniques will be employed.

b. Noise

All personnel are trained and understand the effects of working in a noisy environment. EFL (Engineering Fabrication Limited) operatives will wear ear protection when using any tooling that can create noise above the level of 85dB.

c. Dust

All personnel are trained and understand the effects of working in a dusty environment. EFL (Engineering Fabrication Limited) operatives will wear FFP3 dust masks and have received face fit training for all activities that involve the creation of dust, namely drilling of concrete.

d. Vibration

All personnel are trained to and understand the Health & Safety effects of using vibratory tooling. Work share will be implemented during installation and further "off time" will be allowed when necessary. All personnel complete Health & Safety surveillance questionnaires every three years and EFL (Engineering Fabrication Limited) occupational health are consulted if changes are found.



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e. Use of Electricity

All portable electrical appliances are subject to a programme of combined testing and inspection. As such only those items that are marked as being tested and belonging to the Company are to be used.

Individual users must carry out basic checks on each power tool prior to their use. Where equipment is deemed to be faulty or damaged it must not be used under any circumstances. All such items will be withdrawn from service and either repaired by a competent person or replaced with new.

f. Working at Height

This job safety method statement covers the use of Mobile Elevated Work Platforms (MEWP) associated with the above contract. This will be attached as part of a full site-specific method statement. It provides details to meet the Company's responsibilities under all relevant safety legislation and to provide a safe working environment free from risk; so far as is reasonably practicable.

Where any work party members are working at height, a risk assessment will be carried out to ascertain when and where a full safety harness is required.

It is not normally necessary for personnel working from a vertical lift to wear fall protection equipment, other than in exceptional circumstances. These have been assessed in the EFL (Engineering Fabrication Limited) risk assessment.

The latest edition of the Working at Height Regulations will be followed at all times.

EFL (Engineering Fabrication Limited) have selected the MEWP to carry out the detailed works above for the following reasons :

- Reach of boom
- Height of installation works to be completed
- Floor stability
- Accessibility
- Weight of MEWP.

After carrying out a comprehensive risk assessment attached to this document :

EFL (Engineering Fabrication Limited) have identified the hazard of overhead obstacles and have instructed the MEWP operator not to travel whilst the MEWP is elevated. If in extreme circumstances this is required there must be another operator to guide the MEWP operator either at "eye level" or from the floor.

Failure to wear a harness or use secondary guarding devices as stated above (if applicable) will result in disciplinary action.



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When operators are using the MEWP then the following will apply at all times :

1. The route taken by the MEWP will be assessed by the trained personnel before moving into position.
2. If the ground condition is not safe and or there are obstructions then works will cease immediately and the client will be informed.
3. The trained operative will avoid the driving of the MEWP at high level when working close to an overhead obstruction.
4. If the trained operative deems that driving at height is a least risk option then the MEWP will be driven at the slowest possible speed.
5. The MEWP shall only be used when the visibility at the working height is good, if using during the winter months or in poor weather then adequate lighting is to be provided by the client.
6. The ground control system will be easily accessible at all times.

When working at height EFL (Engineering Fabrication Limited) will ensure that a suitable emergency rescue plan is in place. In most cases MEWPs will have an additional set of controls at the base and someone on site shall be trained in the use of MEWPs to work these controls and lower the basket.

Prior to work commencing, the site supervisor will familiarise himself with the machine capabilities and the controls and height and ground level. The EFL (Engineering Fabrication Limited) site manager will be responsible for briefing all site operatives.

No lone working on boom lifts will be permitted at any time. One competent operator who is familiar with the rescue procedure shall remain at ground level during the works.

Any failure of, or damage to, boom lifts must be reported to the EFL (Engineering Fabrication Limited) site manager immediately.

The following steps will be taken :

1. All trained operatives must familiarise themselves with the emergency decent controls. This includes both under power and auxiliary modes including how the controls work once the load cell has been activated.
2. Dead man controls, e.g. foot pedals. Procedure check : remove your foot from the pedal and re-insert in a simulated "slumped over the controls" situation.
3. Carry out monthly drills on long hire MEWPs but always on the first day of delivery before put into work on site.
4. A daily checklist will be completed to ensure that the MEWP being used is safe and no maintenance is required.

Incapacitated Operator (MEWP) :



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If an operator of the MEWP is trapped and/or cannot be communicated with, the emergency services should be called immediately.

Rescue procedure (MEWP) :

Emergency rescue of operators in MEWP should be attempted using the following sequence.

- a. If an operator cannot take control of the situation, e.g. because they are incapacitated, then the other personnel in the MEWP basket, if trained and authorised to use, may take control of the MEWP using the platform controls.
- b. If option "a" is not possible then the person at ground level can lower the MEWP, provided they have been :
 1. Familiarised and trained with the use of the emergency lowering systems and ground controls of the MEWP.
 2. Instructed through appropriate emergency drills and in the procedures to follow under the emergency plan.
 3. Authorised and trained to carry out rescue at ground level by EFL (Engineering Fabrication Limited)

Lowering the Platform (MEWP) :

Ensure that you have checked the travel path of the platform and check for any obstructions that could prevent the platform from being lowered or that the platform could contact while it is being lowered. Take into account the position of any platform extension deck.

Ground controls may not have the same sensitivity and overrun characteristics as the platform controls. Use the controls that provide the best control of movements and take special care when the platform is close to any obstruction. Always follow the sequence telescope, elevate/slew, and drive so far as possible when using these controls.

Ground Control Key (MEWP) :

It is important that the ground control key remains in the base control unit during the normal operation. This is necessary because the ground controls usually provide a much quicker way of bringing the platform to the ground than using the emergency controls. These controls shall be accessible at all times.

In situations where keeping the key in the base is not ideal e.g. when working on or adjacent to public highways, additional control measures will be implemented. This would generally mean that the operative at ground level will keep the control key on them at all times when the MEWP is in use by the main operator.

Ground Rescue Personnel (MEWP) :



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All operatives have been trained in the EFL (Engineering Fabrication Limited) in-house MEWP emergency procedures.

We do not allow lone working and installations are always carried out by 2 or more operatives. Both operatives are familiar with the MEWP (s) being used and the emergency rescue controls. This method of installation ensures that there are always 2 operatives to each MEWP.

Rescue Procedure Harness :

All workers using fall arrest equipment MUST be trained in the procedures to follow in the event of an emergency caused by a fall.

Where a person suffers an arrested fall, and is unable to recover themselves then the alarm MUST be raised, emergency services contacted immediately and procedures for affecting a rescue shall immediately be set in motion.

Several options are available dependant on the actual site conditions :

1. The person can be drawn in a building or onto a working platform by rescuers, removed from the harness and taken to level ground.
2. When retrievable inertia reel system is used with fall arrest equipment, the suspended person can be lowered to the ground and removed from the harness.
3. A rescuer can be raised to the position of the suspended person on a MEWP fitted with suitable guardrails.
4. A rescuer can be raised to the position of the suspended person using a crane fitted with a passenger carrier (if available)
5. The person can be lowered to the ground using the MEWP ground controls, the MEWP will be lowered using the slowest speed possible and once the person is near the ground the rescue person will assist with the removal of the harness.

All site installation personnel will have had a toolbox talk on the installation works detailed above which included "Working at Height" and "Rescue Procedures"

g. Welding and Burning :

Where the need for any burning and/or welding is required the area directly around and/or below needs to be cleared from any flammable materials, if this is not possible the item needs to be covered with a suitable non-flammable material.

A suitable fire extinguisher needs to be at hand at all times and a fire watch needs to be maintained for an hour after the event.

Always obtain suitable permits before commencing any of these operations.



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Fire Safety :

All work party members must be aware of the emergency exit routes in their immediate work area and any other areas that they may visit during the course of the contract. Consult the main contractors Site Map to ensure that routes are clearly known.

In an evacuation is initiated by an alarm, individuals should evacuate calmly and in a controlled manner reporting to the nearest Fire Assembly Point. Personal belongings should not be collected as this will cause dangerous delays and possible congestion.

As the assembly point a roll call will be made.

Individuals may only re-commence their duties when authorised to do so by the Site Fire Warden or Fire Service Officer in charge.

h. General :

Housekeeping :

During and upon completion of work, the site will be left in a clean and safe condition. Any debris generated during the contract will be removed and disposed of in line with current industry best practice.

Awareness / Training :

All work party members will be fully conversant with the contents of the method statement prior to commencing any tasks.

All work party members will be deemed competent, having the skills, experience, knowledge, qualifications and understanding to carry out all their designated tasks safely and to set quality standards. Qualifications are available for perusal if necessary.

First Aid :

In the event of any accidents or injuries whilst on site, the injured party must, where possible report to the designated First Aid point and seek medical attention from the appointed first aider. Where individual injuries prevent any form of movement or the employee is unconscious, colleagues must raise the alarm and seek help from the appointed first aider and emergency services as soon as possible.

No first aid treatment is to be issued by any unauthorised individual no matter how minor the injury.



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Accident Recording and Reporting :

All accidents, injuries, near misses and dangerous occurrences must be reported to the Site Manager. Where RIDDOR reportable incidents occur, a suitable investigation will be undertaken to determine the events leading up to the incident and to establish remedial control measures to prevent and re-occurrence.

4. Emergency Numbers / Information

In the event of an emergency the following individuals must be contacted as soon as possible :

Name	Position	Contact Telephone	Email
James Cameron	Director	07967 571435	james@eflcardiff.co.uk
Andy Hosking	Director	07967 571424	andy@eflcardiff.co.uk
Kyle Jackson	Contract Manager	07967 571423	kyle@eflcardiff.co.uk

5. Personal Protective Equipment

Suitable personal protective equipment will be provided for all work party members exposed to a risk to their health and safety not controlled by other means. Prior to issue, personal protective equipment will be assessed to determine its suitability and effectiveness.

All employees will, as a minimum, ensure that items are worn in line with the manufacturer's instructions that it remains in an effective state, in effective working order and in good repair. Prior to use, all protective clothing and equipment must be inspected to ensure that it is fit for its intended purpose by the user. Defective or lost items should be reported immediately. After use it will be cleaned as necessary and stored to avoid loss, damage or contamination.

Individual employees failing to use or wear any item of personal protective clothing or equipment will be subject to disciplinary action.

PPE Minimum Requirements :

- Hard Hat to BS EN397
- Safety Boots to BS EN354
- Gloves to BS EN471
- Dust Mask to BS EN143 FFP3
- Hi-Viz Vest
- Safety Harness
- Safety Glasses to BS EN166
- Ear Defenders to BS EN352



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- Welding Shield

6. Risk Assessment

In line with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 suitable and sufficient assessment of the risks to both our employees and others who may be affected by our work activities will be carried out.

The significant findings of such and exercise will be used to control those hazards not eliminated at source and to reduce the degree of residual risk to an acceptable level. All work party members will be advised of the results of any formal risk assessments and receive suitable information on how to implement any control measures in full.

Assessments will be reviewed and revised where they have been deemed to be invalid due to changes :

- In the working environment
- In personnel
- In the actual work being undertaken
- In the equipment being used
- All relevant risk assessments will be attached to this method statement.

7. COSHH Documents

Attached to this document are the relevant COSHH documents for chemicals or gases used during the installation works at site. Note that these will only be added if they are applicable to the specific site.

Materials / Product	Document Reference
N/a	

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8. Drawings and Sketches

Drawing Number / Reference	Description



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9. Introduction

As an employee, you are required to read this method statement and to make yourself fully aware of all the hazards, their risks and safety precautions necessary for the safe execution of this contract.

If you have any doubts on its content, ask for further clarification prior to signing.

Declaration :

"I have read the contents of this method statement and fully understand the risks and hazards associated with the work. I am aware of and duly agree to adhere to all the stated precautions necessary for the safe execution of my duties and the contracts."

Name	Signature	Date

10. Short Change Notice

Short Notice Change

Note: There are to be a maximum of 3 minor changes before this method statement needs to be revised.

Addendum Number	Title	Signature EFL	Signature Principal Contractor	Date