
















SOUTHAMPTON CITY COUNCIL Method Statement

Site Address/Location:	Dumbleton, Towers, Meredith Towers & Hightown Towers		
Description of the Task/Activity:	Carry out fire stopping to individual properties		
Works Supervisor:	Dave Ross		
Contact No: (Office & Mobile)	07919 015288		
Estimated duration of works:	15 months	Start Date:	22 nd October 2018
Job Number:	1302973 - Dumbleton Towers 1321801 - Meredith Towers 1321802 - Hightown Towers	Finish Date:	20 th December 2019
Personnel Involved:	Name	Role/Trade	
	Dave Ross	Project Manager	
	Micheal Smith Paul Wiltshire	Carpenter/chargehand Plumber	
	Kevin Cluett	Decorator/trained fire stopper	
	Zbigniew Miklasz	Decorator/trained fire stopper	
	Tim Chalk	Decorator/trained fire stopper	
List Plant & Tools:	Decorators/fire stopping hand tools. Carpenters hand and battery power tools. Plumbers hand and battery power tools.		
List Materials:	Rockwool Ablative Coating Rockwool Acoustic Intumescent Sealant Rockwool Insulation Rockwool High Expansion Intumescent Sealant Polycell Polyfiller One Fill Bostik Rapid Set Cement Gyproc Rapid Set Cement Gripfill Timber and sheet material		
List Other Essential Equipment:			
List major hazards as	1. Residents and visitors.		


identified through risk assessment:	2. Asbestos		
Site Specific Questions:	Yes	No	Control Measure:
Can the customer use and access water supply during the task/operation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	kitchen will still be accessible
Can the customer access a WC and other sanitary services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WC will be removed for a short duration while work is in progress. residents will be able to use block WC on the ground floor. (key held by SCC staff)
Do we have to disconnect utility services (gas & elec)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the customer have children?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some residents will have children living in or visiting the building. Work area will be cordoned off to prevent children entering work area with agreement with parental control.
Does the customer have pets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some residents may have pets. Residents will be advised that pets are to be controlled and kept away from work area.
Are there vulnerable adults in the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There may be some vulnerable residents in each block. Liaise with the block warden and local housing office (LHO) when working in these properties.
Is English the first language for the customer? Is the customer able to understand the proposed work schedule?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English will be the first language for the majority of the residents in each block, although there is expected to be some residents where English is not their first language. Liaise with the block warden and local housing office (LHO) - prior arrangement for language requirements can be arranged.
Are we removing floorboards, lifting tiles or creating slip, trip & fall hazards through the task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Due to the nature of the work there may be trip hazards from materials and tools. All work areas are to be kept clear of tools and materials as reasonably practicable to allow safe passage by residents and visitors to the block.
Are we undertaking structural alterations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
How are we providing suitable measures to ensure that restricted/hazardous areas are secure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work area will be barriered of while work is in progress. Residents advised in advance of any restrictions and separate welfare facilities in place during certain operations.
Method of Access and Egress to the work area: (i.e. Ladders, MEWPS, Scaffold, Trestles, Step Ladder, etc) Describe how this will be used and what impact it may have on the customer, i.e. scaffold erected above main entrance door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Small step ladders and/or hop ups may be used during the asbestos removal and fire stopping processes. The area will be segregated and controlled when hop-ups/steps are in use, ensuring only trained operatives are in working area to prevent being knocked off. Operatives have ladder H/S training.
Are hazardous substances going to be used? Describe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There should be no hazardous substances used during the fire

fully how these are intended to be used and stored and what controls are being deployed to protect the user and the customer from harm. (Attach COSHH data sheets if required)				stopping works. New timbers and sheet material will be used to replace the pre-removed asbestos materials (non Asbestos substitutes). COSHH data sheets are keep in site office.			
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Toxic		Health Hazard		Corrosive		Irritant	
Chemicals that at very low levels cause damage or be fatal to human health.		Chemicals that may cause cancer or increase its incidence. Chemicals that induce heritable genetic defects or increase their incidence. Chemicals that cause: <ul style="list-style-type: none"> • Reproductive toxicity • Target organ toxicity • Respiratory sensitiser 		Chemicals that may destroy living tissue on contact, cause chemical burns, damage to eyes. Chemicals that may destroy or react with metals		Chemicals that may cause inflammation to the skin or other mucous membranes, may cause sensitisation, narcotic effects or acute toxicity.	
List Product:		List Product:		List Product:		List Product:	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Explosive		Flammable		Oxidising		Compressed Gas	
Chemicals that may self-react or explode		Chemicals that may catch fire in contact with air, only need brief contact with an ignition source, have a very low flash point or evolve highly flammable gases in contact with water.		Chemicals that produce oxygen and may intensify a fire or cause damage to living tissue		Gasses stored under pressure	
List Product:		List Product:		List Product:		List Product:	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Dangerous for the Environment							
Chemicals that may present an immediate or delayed danger to one or more components of the environment							
List Product:		List Product:		List Product:		List Product:	
Are flammable and explosive materials or substances being used or created		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes a DSEAR assessment will need to be completed by a competent person.			

through your undertakings or is an explosive atmosphere likely to be present or created?			
Are you undertaking lifting operations during the task? Detail precisely what is being lifted, equipment used, SWL, training, certification, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note: - full detail of lifting operation must be included in the specific risk assessment. Sheet materials & loading from site compound and van to property (place of work). Removal/fitting of said panels. Dollies/sack trucks to be used, gloves provided, two man lifting when required. Manual handling training provided as per SWP - Manual Handling
Are you going to store materials, substances, etc on-site during the task? If so detail the facility and security arrangements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All materials for this project will be stored in locked containers within the site compound and delivered to the site area as required on a daily basis.
Are you undertaking works which may require a permit? I.e. hot works, confined spaces, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Required Personnel Protective Equipment:							Other (list):
Tick as required:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
By whom, where and when – detail standards where necessary.	All staff working and visiting site.		When handling sheet materials	Carpenters while drilling/fixing frames. Accessing risers etc.	When drilling into concrete and when working above head ie (mastic)	When drilling into concrete. Cleaning etc	

Emergency Procedures:	<ul style="list-style-type: none"> In an emergency call 999 and inform the appropriate emergency services. Isolate any plant, machinery or other equipment. Do not move the injured person unless it is absolutely necessary and they are in imminent danger by remaining where they are. Keep the injured person warm and dry. Inform supervisor/manager as soon as possible.
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	First Aid Facilities:	Name of On-Site First Aider:	Ray Bates
		First Aid Box Location:	Site compound/office.
		Location of Nearest Hospital:	Southampton General Hospital, Tremona Road, SO16 6YD

Welfare Requirements:	There will be a welfare unit with toilets and mess room facilities located in the site compound. There is also a toilet located on the ground floor of each block.
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Services to be supplied by others:	Asbestos removal will be carried out by Westfield Group prior to fire stopping works commencing. See RAM's provided.
Other information & Comments:	

Items Attached:	Yes	No	Comments
Sketches:	<input type="checkbox"/>	<input type="checkbox"/>	
Certification of plant etc:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Programme of Work:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Major services plans:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required for this type of work.
Risk Assessments:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job specific fire stopping Dumbleton Towers, Meredith Towers & Hightown Towers. RAM'S (Westfield Group)
SWP:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Manual Handling. 2. Noise at work. 3. PPE 4. Work Equipment. 5. COSHH
Manual Handling Documents:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manual Handling SWP
COSHH Data Sheets:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trades have access to COSHH datesheets which are stored in site office. Datesheets must be viewed by trades prior to commencing works. Rockwool Ablative Coating Rockwool Acoustic Intumescent Sealant Rockwool Insulation Rockwool High Expansion Intumescent Sealant Polycell Polyfiller One Fill Bostik Rapid Set Cement Gyproc Rapid Set Cement Gripfill
DSEAR Assessment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Permit to Work:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Sequence of Operations: (List here a step-by-step description of how that task(s) are to be undertaken. Include sketches if required)	
1	<p>PLEASE NOTE: This method statement and the work to replace all of the communal doors is based on the generic Risk Assessments and SWP's listed below:</p> <p>BWRA002 - Carpenter BWRA005 - Decorators BWRA003 - Plumbers SWP - Manual Handling SWP - Noise at Work SWP - PPE SWP - Work Equipment SWP - Control of Vibration SWP - COSHH SWP - Confined Spaces</p> <p>A.G 01-06 Abestos Guidance New control of asbestos policy.</p> <p>COSHH:- Trades have access to COSHH datasheets which are stored in site office. Datasheets must be viewed by trades prior to commencing works.</p>
2	<p>If after an R&D survey has been completed and it is determined that there is artex on the internal walls or ceilings in each flat, Trades will carry out work following the SCC asbestos task sheets A.G 01-06 and S.O 07 Series. Check property Asbestos datasheet prior to work commencing.</p>
3	<p>All asbestos panels will be removed by Westfield Group (WG) prior to SCC attending site to carry out fire stopping works. WG to work to WG RAM's provided and saved on file in site office and at Nursling depot. A plumber will remove the cistern to facilliate the removal works</p> <p>Where a void has not previously been subject to an asbestos removal/clean and the panels are indentified as non-asbestos containing, the plumber will remove the cistern, a carpenter will remove the non- asbestos panels, ASI will survey the void and WG will carry out a localised clean and any encapsulation of identified ACM's in the void, ready for IFI's survey.</p> <p>Post completion of removal works a carpenter will fix temp panels behind WC Plumber to return at the end of day and replace WC</p>
4	<p>Plumber to attend property second day, segregate work area and remove WC and cistern if required. (asbestos datedase to be checked prior to work commencing).</p>
5	<p>Carpenter to remove panels behind WC to allow access to void behind.</p>
6	<p>Independent Fire Inspectors (IFI) to attend property and carry out survey. IFI will instruct decorators/fire stopper of what fire stopping is required to property.</p>
7	<p>Decorators/fire stoppers will attend site and carry out fire stopping as instructed and agreed with IFI. Work area will be segregated into a controlled area prior to work commencing. Fire stopping to be carried out by trained fire stoppers only and following IFI instruction. Materials to be used are listed above.</p>

	Dustsheets to be layed to protect flooring Residents to be advised of possible trip hazards. Controlled space is in place to protect residents and visitors.
8	Once the fire stopping is complete, IFI will carry out a post survey in order to sign off fire stopping work.
9	Decorator/fire stoppers to clear and tidy site.
10	Carpenter to return and reinstate panels behind WC.
11	Plumber to reinstate WC and cistern, clear site and leave clean and tidy.
12	Decorator to make good and decorate following works ensure customer to happy and satisfied
13	Clear away all waste, excess materials and tools leaving site clean and tidy at the end of the working day.
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Prepared by:	Dave Ross	
Position:	Contract Project Manager	Date: 17/10/18
Reviewed by:	Paul Churcher	
Position:	Unite Health and Safety Rep	Date:

