

## Safe Method of Work Statement

<b>Site Address</b>	Beauford House, 15 Bolthoph Street, London EC3A		
<b>Type of Works</b>	York stone Paving works to the area at the Main Entrance		
<b>Commencement</b>	9/05/2011	<b>Duration</b>	14-15 and 21-22 of May 2011
<b>Sequence of Works</b>	<p>Two <i>LSC</i> operatives will enter the site and undertake the <i>Sykes &amp; Sons Limited</i> Site Safety Induction. This includes the use of PPE; fire control; security and health and safety procedures of the building; access and egress considerations.</p> <p>Operatives are to wear the appropriate PPE equipment at all times whilst on site: safety footwear; high visibility vests; hard hats. Hand, eye, ear and respiratory protection to be determined by a site-specific risk assessment.</p> <p>A <i>LSC</i> works vehicle containing site tools and equipment will be parked at a location outside the site area. <i>LSC</i> operatives will liaise with <i>Sykes &amp; Sons</i> transport management operatives and the building facilities manager to allow for the safe unloading of tools and materials.</p> <p><i>Sykes &amp; Sons</i> is to oversee this part of the operation: it is their sole responsibility to provide crowd control barriers to ensure that public areas are safeguarded throughout the works' duration.</p> <p>All electrical tools will be 110v-powered from the site supply, which will be provided by <i>Sykes &amp; Sons</i>.</p> <p>Access to water shall also be provided by <i>Sykes &amp; Sons</i>.</p> <p>All leads will be secured within the working zone.</p> <p>All power tools will be either hired in as new or provided with a portable appliance certificate.</p> <p>A water spray dust suppression system will be used.</p> <p>Works will be carried out in front of the main entrance revolving doors; to the left and the right of the entryway.</p>		

During the operation one side of the door will remain open to allow for emergency access. Access and egress should however be kept to a minimum, to allow a suitable work environment. During the works *LSC* operatives may need to occupy the 'open door' area to take measurements and check levels for fixing: this may mean that pedestrian access to this area will be temporarily interrupted.

The new stone slabs will be delivered to site by *LSC* transport and deposited on pallets outside the site in a previously agreed area. *LSC* operatives will supervise and liaise with *Sykes & Sons* transport management operatives to ensure the safe delivery of the stone. During this operation it is *Sykes & Son's* responsibility to provide crowd control barriers so that public areas are safeguarded. The stone will be stored on site until fixing: *Sykes & Sons* is to oversee this part of the operation.

Operatives will commence work by removing the existing concrete floor slabs and bedding mix. They will then take templates and accurate measurements to prepare the new paving slabs. *LSC* operatives will cut the new Yorkstone paving to size on site, using nine and five-inch angle grinders and water dust suppression.

The stone slabs will be fixed on building sand, lime and cement. Once the new slabs have been laid, the joints will be pointed in lime mortar and finished to match the existing stone surface as closely as possible.

Any dust and spoil will be bagged up within the work area and carried to the designated site disposal area for removal. All tools and waste materials will be carried to the *LSC* works vehicle from the egress point established in this document.

**Possible Materials and substances**

Polyester resin (no more than 500 grams); cement; hydrated lime; sand; stone dust

<b>Personal Protective Equipment</b>	<p>The following Personal Protective Equipment will be issued to all operatives and will be worn at all times whilst undertaking these works:</p> <ul style="list-style-type: none"> <li>• high visibility vest</li> <li>• hard hat</li> <li>• protective footwear</li> <li>• gloves</li> <li>• ear defenders where working with/within 3m proximity of the hammer drill and/or angle grinder</li> <li>• eye protection whilst working with/within close proximity of the hammer drill and/or angle grinder</li> </ul>
<b>Training</b>	<p>All operatives will possess appropriate training for their tasks and carry CSCS cards.</p> <p>All operatives will be briefed in the contents of this document and will sign below accordingly.</p>
<b>Equipment</b>	<p>Nine-inch and five-inch angle grinders; pressurised water suppressing system</p>
<b>Emergency Procedures</b>	<p>As prescribed by Sykes &amp; Sons Limited</p> <p>One <i>LSC NEBOSH H&amp;S</i> certified operative will be in attendance at all times. He will report to <i>Sykes &amp; Sons</i> in case of an emergency</p>
<b>Welfare</b>	<p>Existing welfare facilities within the site will be made available for operatives undertaking the works. This will include toilet facilities; hot and cold hand-washing facilities; an area to consume food; an area to dry wet clothing.</p>

<b>Housekeeping</b>	At all times, storage of materials will remain within the established site compound area. No materials will be stored in public areas.		
<b>Statutory Records</b>	<p>Comprehensive examination records for lifting accessories will be inserted into this Site Safety Register.</p> <p>The equipment will be visually checked daily by the operator and formally inspected weekly with a corresponding record maintained.</p>		
<b>Contacts</b>			
<b>LSC Site supervisor</b>	<b>Matthew Hammond</b>	<b>T el</b>	<b>0798000 2953</b>
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